

# **BROWN COUNTY HIGH SCHOOL**

**[www.browncountyschools.com](http://www.browncountyschools.com)**

P.O. Box 68

Nashville, IN 47448

Main Office (812) 988-6606

Guidance (812) 988-5407

Athletics (812) 988-5408

Fax (812) 988-5422

## **VISION STATEMENT**

World Class Opportunities. Small School Relationships. Lifelong Impact.

## **MISSION STATEMENT**

Brown County Schools provides the highest quality educational experiences where all students are safe, valued, inspired, civically engaged, and globally connected.

## **SCHOOL COLORS**

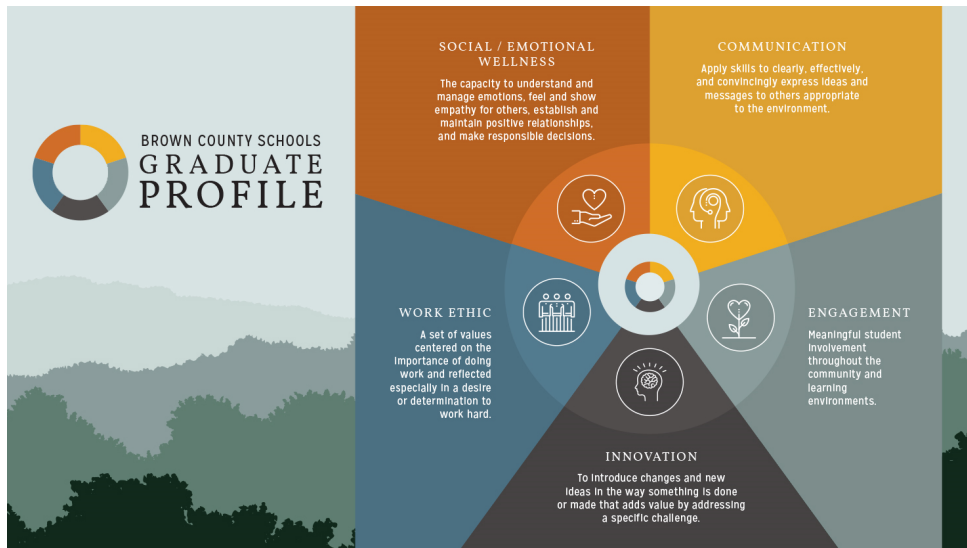
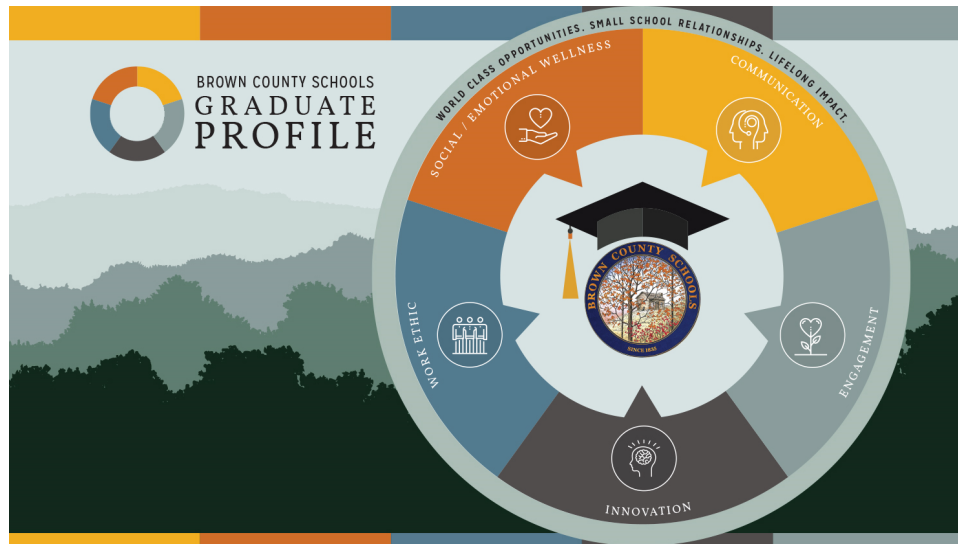
The Brown County High School colors are Royal Blue and Gold.

## **SCHOOL NICKNAME**

The nickname of all Brown County High School athletic teams is "The Eagles".

## **SCHOOL SPIRIT SONG**

Go you Brown County High, we are all for you,  
ever faithful to our colors mighty gold and blue  
fight, fight, fight,  
Go you Brown County High always will be true  
fighting for victory onward Eagles  
we will fight for gold and blue.  
Mighty Eagles go, go, go.  
Mighty Eagles go, go, go.  
Go, go, go Eagles go.



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<b>Superintendent.....</b>	<b>Emily Tracy</b>
<b>Principal.....</b>	<b>Trent Austin</b>
<b>Assistant Principal.....</b>	<b>Charles Hutchins</b>
<b>Athletic Director.....</b>	<b>Mark Bruner</b>
<b>Guidance Counselor.....</b>	<b>Rebekah Bryan (A-K)</b>
<b>Guidance Counselor.....</b>	<b>Donna Alwine (L -Z)</b>
<b>Head Secretary.....</b>	<b>Ronna Snyder</b>
<b>Attendance Secretary .....</b>	<b>Jenny Bowden</b>
<b>Guidance Office Secretary/Registrar.....</b>	<b>Beth Vasquez</b>
<b>Treasurer.....</b>	<b>Morgan Young</b>
<b>Athletic Secretary.....</b>	<b>Betsy Parman</b>

## **Non Discrimination**

It is the policy of Brown County Schools not to discriminate on the basis of race, color, religion, sex, national origin, or age in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Titles VI and VII (Civil Rights Act 1964) the Equal Pay Act of 1973, and Title IX (1972 Education Amendments).

Inquiries regarding compliance with Title IX may be directed to the appropriate building principal. Furthermore, no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be the subject of discrimination under any programs or activities.

## **1. SCHOOL DAY**

Doors open at 7:30 a.m. for students. Students are to stay in the cafeteria, commons, or main lobby until 8:05 a.m. Once students arrive at school either by bus, car, or walking, they are not permitted to leave, unless otherwise noted in the handbook with previous permission. After school, students must be under the supervision of staff to be in the building unless they are at the front tables waiting on rides home. Students should be picked up by 4:00pm.

## **2. SCHOOL CLOSING**

In the event of severe weather or unexpected problems, school may be closed or delayed. School closing, delayed starting times or early dismissal will be announced through state and local media and ParentSquare.

## **3. GUIDANCE DEPARTMENT**

The Brown County High School guidance staff will offer support through academic, personal and career counseling in order to facilitate the development of responsible and active citizens. Through partnerships with families, staff, and the community, the counselors will assist all students with developing an appropriate individualized educational program.

## **4. STUDENT SERVICES**

The Guidance Department offers many services to students, parents/guardians, teachers, and community members. Staff members provide academic, personal and career counseling, individual testing, college information, financial aid and scholarship information. Counselors serve as a source to and from outside agencies such as The Division of Family Resources and the Department of Child Services, Probation, and Vocational Rehabilitation.

1. Personal        -    Counseling
2. Academic       -    Counseling and schedule planning
3. Career          -    Counseling and information including interest assessments and a wide variety of career materials
4. Management of testing programs; PSAT, practice college admission tests, ASVAB, practice for SAT & ACT tests & information.
5. Post high school education and training
  - Information on college, technical schools

- Indiana High School Equivalency Diploma (formerly GED) and Armed Services

Representatives from post-secondary schools and armed services visit and talk with students. In addition to representatives being available to speak with students on post-secondary opportunities, the guidance office has bulletins, catalogs and handbooks available from many institutions of higher learning. As an important service to seniors, the Guidance Office holds a financial aid meeting during the senior year, to answer student and parent/guardian questions regarding college costs including help on federal financial aid forms (FAFSA).

### PARENTAL COUNSELING WAIVER

Dear Parent,

During the school year your child may be extended the opportunity to participate in counseling services ranging from small groups to at-risk prevention. These services are provided through both the high school guidance office as well as those provided by a part-time community at-risk counselor. If you do not want your child participating in any of these options please sign below and return to the high school guidance office.

I do not wish to have my child \_\_\_\_\_ participate in any group and or at-risk counseling activities.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. GRADUATION

It is the responsibility of each student to plan with his or her parents and counselor for graduation. Counselors will inform students and parents regarding credits and requirements through individual meetings and informational mailings. Counselors will track graduation requirements, but the ultimate responsibility for meeting graduation requirements lies with the student

### EARLY GRADUATION

During the scheduling process for senior year, juniors interested in graduating early will work with their counselor to develop an appropriate plan. Students completing all requirements prior to the end of the year will not be issued a diploma until the end of the regular school year. Interested students must fill out and submit an early grad. application by the required due date. (see BCHS guidance department for application)

## 6. ACT/SAT SIGN-UPS

- Pick up a registration packet from your school counselor or go online to <http://www.actstudent.org/regist/> or <http://sat.collegeboard.org/home>
- Choose a test date. Usually, there are six to seven dates per academic year, all on Saturdays. The first is in August or September; the last one is in June. Register early so that you can have the widest choice of testing dates and test centers.
- Find test centers close to you by visiting ACT or SAT registration sites..

- Have ready a school-appropriate photo available to upload on the ACT or SAT website. New security features REQUIRE this as part of the registration.
- Choose four [colleges](#) where you'd like the official score reports sent.
- Have a credit card or fee waiver available for payment.
- Remember that you can take the ACT or SAT as often as you like. One good strategy is to take it first during your junior year and then re-test your senior year if you're not happy with your scores.
- If you aren't confident you'll score high, consider not listing any colleges to send scores to; you can always send the scores later (for a small fee)
- If you can't afford the registration fee, you may be eligible for a waiver. See your registration packet and/or school counselor for instructions.
- Special accommodations are possible for students with an individualized education plan, or home-bound or otherwise confined students. Special arrangements can also be made for students whose religious beliefs or extremely remote locations keeps them from taking the test on a Saturday.

### What's the difference between the ACT and the SAT?

\_\_\_\_ Length

- ACT: 3 hours, 25 minutes (including the 30-minute optional Writing test)
- SAT: 3 hours, 45 minutes

\_\_\_\_ Sections

- ACT: 4 test sections (5 with Writing test) – English, Math, Reading, Science, Writing (optional)
- SAT: 10 sections – 3 Critical Reading, 3 Math, 3 Writing (including essay). 1 Experimental (unscored)

\_\_\_\_ Reading (ACT) / Critical Reading (SAT)

- ACT: 4 Reading Comprehension passages, 10 questions per passage
- SAT: Reading Comprehension passages and questions, and Sentence Completion questions

\_\_\_\_ Science

- ACT: Analysis, interpretation, evaluation, basic content and problem solving
- SAT: Not part of test

\_\_\_\_ Math

- ACT: Accounts for 1/4 of overall score; Topics covered are arithmetic, algebra, geometry & trigonometry
- SAT: Accounts for 1/3 of overall score; Topics covered are arithmetic, geometry, algebra & algebra II

\_\_\_\_ Essay

- ACT: Last thing you do, is optional but HIGHLY recommended, 30 minutes long, not included in composite score, topic of importance to high school students and address counterarguments
- SAT: First thing you do, required, 20 minutes long, factored into overall score, more abstract topic and once you pick a side, stick to it

\_\_\_\_ Scoring

- ACT: Total composite score of 1-36, based on an average of 4 tests, 4 scores of 1-36 for each test, score of 0-12 for the optional essay
- SAT: Total score out of 2400, 3 scores of 200-800 for each section, score of 0-12 for the essay

\_\_\_\_ Wrong Answer Penalty

- ACT: No penalty for answering incorrectly
- SAT: 1/4 point subtracted per wrong answer (except for math grid-in questions)

### Frequently Asked Questions

\_\_\_\_ How can I find out if a school accepts the ACT, SAT or both?

- You should be able to find this information by visiting the specific school's website or by calling their admissions office

\_\_\_\_ How can I figure out which test I might score better on?

- Learning about the differences between the two tests is one thing, knowing how you actually might score is another; the only way to know for sure is to take a practice test

\_\_\_\_\_How can I best prepare to take the ACT or SAT?

- Study! Both organizations have study tools on their websites; other options include purchasing a test prep book or take an ACT/SAT prep course

### BROWN COUNTY HIGH SCHOOL DIPLOMAS

	Core 40 Diploma	Core 40 w/ Technical Honors Diploma*	Core 40 w/ Academic Honors Diploma*
English/ Language Arts	8 credits	8 credits	8 credits
	8 credits: English 9, 10, 11, and two Senior English credits	8 credits: English 9, 10, 11, and two Senior English credits	8 credits: English 9, 10, 11, and two Senior English credits
Mathematics	6 credits	6 credits	8 credits
	2 credits: Algebra 1, Geometry, and Algebra 2  *Students must take a math or quantitative reasoning course each year	2 credits each: Algebra 1, Geometry, and Algebra 2  *Students must take a math or quantitative reasoning course each year	2 credits each: Algebra 1, Geometry, Algebra 2 Plus 2 additional Core 40 Math credits  *Students must take a math or quantitative reasoning course each year
Social Studies	6 credits	6 credits	6 credits
	2 credits: Geography/History of the World 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics	2 credits: Geography/history of the World 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics	2 credits: Geography/history of the World 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics
Science	6 credits	6 credits	6 credits
	2 credits: Biology 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics 2 credits: From any other science category	2 credits: Biology 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics 2 credits: From any other science category	2 credits: Biology 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics 2 credits: From any CORE 40 science
Health/Safety	1 credit	1 credit	1 credit
Physical Education	2 credits	2 credits	2 credits
Subtotal:	29 credits	29 credits	31 credits



Other credit requirements	5 Directed Elective Credits World Languages, Fine Arts, or Career/Technical	Students must also: <ul style="list-style-type: none"><li>Complete a career-technical program resulting in 8-10 credits</li><li>Earn a state-recognized certification or certificate of technical achievement in the career-technical program</li></ul>	6-8 Core 40 World Language credits
	6 Career Academic Sequence credits**  Earn 2 credits in a Physics or Mathematics course in grade 11 or 12	Must complete two of the following (one must be A or B):  A. Score certain proficiency levels on Work Keys assessments  B. Complete dual high school/college credit courses in a technical area (6 college credits)  C. Complete a Professional Career Internship course of Cooperative Education course (2 credits)  D. Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours)  E. Earn a state-approved, industry-recognized certification	2 Core 40 Fine Arts credits  Must complete one of the following: <ul style="list-style-type: none"><li>Two AP courses and corresponding AP exams</li><li>Academic, transferable dual high school/college courses resulting in 6 college credits</li><li>One AP course and corresponding AP exam and academic transferable dual high school/college course resulting in 3 college credits</li><li>1200 or higher combined SAT math and verbal</li><li>26 composite ACT</li><li>An International Baccalaureate Diploma</li></ul>
TOTAL:	40 credits	47 credits	47 credits

\*Only courses that have been approved by the state board of education and in which a student has earned a grade of "C" or above may count toward an Academic Honors or Technical Honors. A student must also have an overall GPA of "B" or above.

\*\*Career Academic Sequence-Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

## 7. CORE 40

Indiana CORE 40 is the required high school curriculum that opens doors for high school graduates. Whether going directly into the workforce or pursuing postsecondary options, students who complete CORE 40 have obtained the knowledge, skills, and self-discipline that will be required for college and workforce success. It is the curricular requirement for admission to Indiana's four-year public institutions. A minimum 2.0 GPA is required to qualify for Indiana's state financial aid if need is determined. The CORE 40 credit requirements are listed in the tables on the following pages.

## 8. CORE 40 with TECHNICAL HONORS

Indiana CORE 40 w/ Technical Honors also follows the same required high school curriculum of CORE 40 while rewarding students who pursue a rigorous high school curriculum. Students also focus on technical and career classes and programs. By taking a career-technical program while in high school, a student is better prepared to take on additional challenges in their field of study after high school. No grade lower than a C is allowed

for a required course and the student must have a cumulative 3.0 GPA. The CORE 40 w/ Technical Honors credit requirements are listed in the tables on the following pages.

## 9. CORE 40 with ACADEMIC HONORS

The CORE 40 w/ Academic Honors is designed to encourage and reward students who pursue a rigorous, advanced course of study during their high school years. It is part of Indiana's plan for academic excellence and is available to all students who wish to pursue the challenge. For those who qualify, an Academic Honors seal is affixed to the student's diploma and a statement appears on the transcript. No grade lower than a C is allowed for a required course and the student must have a cumulative 3.0 GPA. Many Indiana colleges award scholarships to graduates with the CORE 40 w/ Academic Honors. Students who complete the CORE 40 w/ Academic Honors and meet specific financial aid guidelines, may qualify for tuition assistance. The CORE 40 w/ Academic Honors credit requirements are listed in the tables on the following pages.

## 10. Graduation Pathways (Required starting with Class of 2023)

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	<p>Meet the statutorily defined diploma credit and curricular requirements* of one of the following:</p> <ul style="list-style-type: none"> <li>• Indiana Diploma Designation: General</li> <li>• Indiana Diploma Designation: Core 40</li> <li>• Indiana Diploma Designation: Academic Honors</li> <li>• Indiana Diploma Designation: Technical Honors</li> </ul> <p><i>*Note that students with an IEP are not required to meet locally required credits beyond state requirements.</i></p>
2) Learn and Demonstrate Employability Skills (Students must complete at least one)	<p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:</p> <ul style="list-style-type: none"> <li>• Project-Based Learning Experience; OR</li> <li>• Service-Based Learning Experience; OR</li> <li>• Work-Based Learning Experience.</li> </ul>

<p>3) Postsecondary-Ready Competencies (Students must complete at least one)</p>	<ul style="list-style-type: none"> <li>• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• ACT: College-ready benchmarks of English(18*) Reading (22*) Math (22*) Science (23*); OR</li> <li>• SAT: College-ready benchmarks of ERW (480*) Math (530*); OR</li> <li>• ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• State- and Industry-recognized Credential or Certification; OR</li> <li>• Federally-recognized Apprenticeship; OR</li> <li>• Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• AP/Dual Credit: Must earn a C average or higher in at least three courses**; OR</li> <li>• Locally created pathway that meets the framework from and earns the approval of the State Board of Education. (none have been created at this time)</li> </ul> <p><i>*College-ready benchmarks set by the ACT and College Board for the current school year. These scores are fluid and subject to change.</i></p> <p><i>**If using AP/Dual Credit, either: 1 of the 3 courses must be in core content area OR all 3 must be part of a defined curricular sequence.</i></p>
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## 11. COURSE SELECTION & SCHEDULE CHANGE POLICY

Each student will receive a course description guide and individual scheduling appointment through his or her English or Social Studies class. It is expected that students will review the guide with parents prior to the scheduling appointment. The counselors will work with each student to ensure the most appropriate course plan considering student ability, interest, and post-secondary choice. Students should be prepared and on time for appointments to maximize time with the counselors.

The course selection process at Brown County High School begins with students, parents and counselors working together to allow for thoughtful, informed decision making. Students must select their scheduling choices carefully making use of a variety of resources: family, teachers, counselors, high school transcripts, the curriculum guide, and post-high school interests and plans. After the student selects courses, the program of courses to be offered in the coming year is finalized, and the teachers are assigned to the courses. Occasionally, a course will not be offered due to insufficient student enrollment and lack of available staffing. Please include multiple alternate choices on course selections due to these factors.

As a student centered organization, we base the master schedule on student requests and available teacher staffing. Therefore, these selections have a major impact on the master schedule and staffing needs for the following school year. Once, the master schedule is completed, schedule change requests will only be allowed when there is significant evidence that a student will not be successful.

At BCHS, we will have a time period to change a course you requested online. This MUST be done before April 30. Please submit a "Course Request Change" form, which can be found in the appendix of this guide. After this date, it becomes a Schedule Appeal, and the following rules are applied.

Schedule Appeal MUST 1.) Have administrative approval, 2.) Be submitted within the first 2 weeks of a semester AND 3.) Meet one of the following situations:

- a. The student does not have required prerequisite
- b. A scheduling error occurred (i.e. two of the same course in the same trimester)
- c. A student already has credit for that course
- d. A class needs to be added due to failure
- e. A change is needed for timely graduation

Schedule changes related to teacher assignments, class periods, etc. will not be considered.

## **11. 3 WAYS TO MEET THE GRADUATION EXAM REQUIREMENTS for Class of 2022 ONLY**

### **1. Pass all Graduation Exams**

#### **2. Fulfill the requirements of the Graduation Exam Evidenced-based waiver:**

- a. Take the Graduation Exams will be given one more time senior year.
- b. Complete any extra help sessions offered each year by your school to prepare for the Graduation Exam retests.
- c. Maintain a school attendance rate of 95 percent or better (with excused absences) over the course of your high school career.
- d. Have a "C" average in the courses required for graduation over the course of your high school career.
- e. Satisfy any other state and local graduation requirements.
- f. Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

#### **3. Fulfill the requirements of the Graduation Exam Work-readiness waiver:**

- a. Take the Graduation Exam at least one time your sophomore, junior, & senior years.
- b. Complete any extra help sessions offered each year by your school to prepare for the Graduation Exam retests.
- c. Maintain a school attendance rate of 95 percent or better (with verified or excused absences) over the course of your high school career.
- d. Have a "C" average in the courses required for graduation over the course of your high school career.
- e. Satisfy any other state and local graduation requirements
- f. Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and at least one career exploration internship, cooperative education, or workforce credential recommended by the student's school.

## **12. RETAKING A COURSE**

A student may repeat a course in order to improve a grade in a class they have previously taken. Credit will only be given once per course. Anyone wishing to retake a class must receive administrative approval. There are four purposes for retaking a class. First, it allows a student the opportunity to improve his/her grade from the first time that he/she took the class; second, it allows the student more foundation in that subject area enabling him/her to pursue a more advanced study; third, it allows participation due to late enrollment or excessive absences; fourth, by administrative request.

### 13. GRADING SCALE %

A+	=	97.50 - 100
A	=	92.50 - 97.49
A-	=	89.50 - 92.49
B+	=	86.50 - 89.49
B	=	82.50 - 86.49
B-	=	79.50 - 82.49
C+	=	76.50 - 79.49
C	=	72.50 - 76.49
C-	=	69.50 - 72.49
D+	=	66.50 - 69.49
D	=	62.50 - 66.49
D-	=	59.50 - 62.49
F	=	0.00 - 59.49

#### Non-weighted Scale

A+/A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D-	=	.7
F	=	0

#### Weighted Scale

A+/A	=	5.0
A-	=	4.7
B+	=	4.3
B	=	4.0
B-	=	3.7
C+	=	3.3
C	=	3.0
C-	=	2.7
D+	=	2.3
D-	=	1.7
F	=	0

Withdrawal incomplete (WI) = "0" points & 0 credits & grade becomes an "F" After grades are posted, students with an incomplete must have all work made up within two weeks. Honor Roll should reflect honor work; therefore, all grades on the report card must be C or higher. A student must be enrolled in a minimum of five credit generating courses to be considered for either honor roll. A course retake is a non-credit class (credit will only be given once per course).

#### 14. Graduation Pathways (Required starting with Class of 2023)

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	<p>Meet the statutorily defined diploma credit and curricular requirements* of one of the following:</p> <ul style="list-style-type: none"><li>• Indiana Diploma Designation: General</li><li>• Indiana Diploma Designation: Core 40</li><li>• Indiana Diploma Designation: Academic Honors</li><li>• Indiana Diploma Designation: Technical Honors</li></ul> <p><i>*Note that students with an IEP are not required to meet locally required credits beyond state requirements.</i></p>
2) Learn and Demonstrate Employability Skills (Students must complete at least one)	<p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:</p> <ul style="list-style-type: none"><li>• Project-Based Learning Experience; OR</li><li>• Service-Based Learning Experience; OR</li><li>• Work-Based Learning Experience.</li></ul>

<p>3) Postsecondary-Ready Competencies (Students must complete at least one)</p>	<ul style="list-style-type: none"> <li>• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• ACT: College-ready benchmarks of English(18*) Reading (22*) Math (22*) Science (23*); OR</li> <li>• SAT: College-ready benchmarks of ERW (480*) Math (530*); OR</li> <li>• ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• State- and Industry-recognized Credential or Certification; OR</li> <li>• Federally-recognized Apprenticeship; OR</li> <li>• Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• AP/Dual Credit: Must earn a C average or higher in at least three courses**; OR</li> <li>• Locally created pathway that meets the framework from and earns the approval of the State Board of Education. (none have been created at this time)</li> </ul> <p><i>*College-ready benchmarks set by the ACT and College Board for the current school year. These scores are fluid and subject to change.</i></p> <p><i>**If using AP/Dual Credit, either: 1 of the 3 courses must be in core content area OR all 3 must be part of a defined curricular sequence.</i></p>
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## 14. DUAL-CREDIT ENROLLMENT & AP (ADVANCED PLACEMENT) COURSE ENROLLMENT

\*If a student takes a course on a college campus, it is the student's responsibility to provide the guidance office with an official college transcript if the student wishes the class to be counted as high school credit as well as college credit.

\*See the guidance office and BCHS school administration for further details on dual credit and AP courses.

## 15. SECTION 504 POLICY

IT IS THE PUBLIC POLICY OF THE STATE OF INDIANA:

- (a) To provide, furnish and make available equal, non-segregated, non-discriminatory educational opportunities and facilities for all regardless of race, creed, national origin, color or sex
- (b) To provide and furnish public schools and common schools equally open to all and prohibited and denied to none because of race, creed, color or national origin
- (c) To reaffirm the principles of our bill of rights, civil rights and our Constitution
- (d) To provide for the state of Indiana and its citizens a uniform democratic system of public and common school education
- (e) To abolish, eliminate and prohibit segregated and separate schools or school districts on the basis of race, creed or color
- (f) To eliminate and prohibit segregation, separation and discrimination on the basis of race, color or creed in the public kindergartens, common schools, public schools, vocational schools, colleges and universities of the state  
(Formerly: Acts 1973, P.L.218, SEC.1.)

## 16. COMMENCEMENT

Commencement is a ceremony that represents the final completion of secondary schools. This ceremony is a privilege and should be treated with respect and dignity by all participants. The following guidelines have been outlined to insure a ceremony that gives respect to the honored graduates:

1. High school students may participate in graduation exercises if they meet all academic requirements which includes finishing 40 credits, they have fees paid in full, they have **attended graduation practice**, and they have **attended the "Victory Tour."**
2. All graduates must dress appropriately for practice and the commencement ceremony.
3. Decorations to the graduate's cap and/or gown are not permitted (without principal approval).
4. Students who end the school year suspended out of school or have discipline problems may be denied the opportunity to participate in commencement.

## 17. NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the four main pillars of scholarship, service, leadership, and character. These pillars have guided chapters of NHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in the students of secondary schools. These purposes also translate into the criteria used for membership selection in each local chapter.



## 18. ACADEMIC AWARDS & RECOGNITION

**Academic Awards** are chosen by teachers in each department based upon academic achievements. Certificates are given at the awards ceremony at the end of the year or at Senior Awards Night.

**Honor Roll** is awarded to students achieving at 3.0 or higher with all grades a C or above. Seniors (prior to the last trimester) with a GPA of 3.0 or higher and with all grades C and above all trimesters will be awarded a plaque at Senior Awards night.

**Perfect Attendance** is awarded to students with no absences all year. (This includes period absences.)

<b>Summa Cum Laude (Highest Academic Recognition)</b>	<b>Magna Cum Laude (Second Highest Academic Recognition)</b>	<b>Cum Laude (Third Highest Academic Recognition)</b>
1. Complete at least 48 credits of approved course work	1. Complete at least 48 credits of approved course work	1. Complete at least 47 credits of approved course work
2. Earn an Indiana Academic Honors or Technical Honors diploma	2. Earn an Indiana Academic Honors or Technical Honors diploma	2. Earn an Indiana Core 40, Academic Honors, or Technical Honors diploma
3. Earn a cumulative grade point average of 4.00 or above	3. Earn a cumulative grade point average between 3.75 and 3.99	3. Earn a cumulative grade point average between 3.67 and 3.74 (or above)

## 19. CODE OF STUDENT CONDUCT

A "code of student conduct", as recommended by Indiana law and the board of school trustees of the Brown County Schools, is presented in this book. The handbook provides for the recognition of responsibilities of students in respect to the rights of others and to the obligation of the school to provide the order necessary for meaningful and effective instruction and learning. The student/parent handbook is provided to students and parents/guardians so they may fully understand their responsibilities. The primary function of the school is to provide educational opportunities for all students. Education cannot take place unless there is an atmosphere of order and discipline necessary for effective learning. Order and discipline may be described as the absence of distractions, frictions and disturbances, which interfere with the functioning of the student and the school. The educational purposes of the school are accomplished best in a learning climate in which the rights and responsibilities of every individual are known and respected. Implicit in these rights and opportunities is the responsibility of respecting the rights of others. The "code of student conduct" is in force while the student is traveling to and from school and includes, but is not necessarily limited to, school sponsored events, field trips, athletic functions and other activities where appropriate school officials have jurisdiction over students.

### IC-20-33-8

#### Disciplinary Powers of Principals

Sec. 10

- (a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. **(B) SUBSECTION (A) ALLOWS A PRINCIPAL TO WRITE REGULATIONS TO GOVERN STUDENT CONDUCT. AS ADDED BY PL 1-2005, SEC.17.**

## **20. School-Wide Expectations (INCLUDING DRESS CODE)**

1. Students should enter the building upon arrival, without additional stops.
2. Enter and remain in the building when you arrive on school property until the end of the school day, unless you have permission from the office to leave.
3. Students should be in designated lunch areas only during the lunch period.
  - Students are allowed to eat in the cafeteria and its entryway.
  - Seniors with a current student ID and open lunch permission must leave and enter the building through the main doors only. Seniors leaving for lunch must sign out with a staff member during the first ten minutes of each lunch.
  - On Wednesdays, juniors may follow the same open lunch procedures as seniors.
4. Students and staff should use technology in the classroom to foster individual and group learning aligned with course goals.
  - Phones are banned from the classroom unless being used explicitly for classroom purposes.
5. Person to person contact should be consensual and appropriate.
6. Permission should be granted before using others' property.
7. Student property brought to school should meet an approved academic purpose. Guardians must pick up confiscated items in the office.
8. Students should be in class unless they have obtained written permission
9. Students should dress to engage, not disrupt, the educational environment.
  - Students must wear a shirt, pants or pants equivalent (shorts, dresses, skirts, etc) and shoes.
  - Shirt must cover the torso and undergarments must be made with opaque fabric.
  - Clothing that promotes alcohol, tobacco products, drugs, violence and/or hate speech is prohibited.
  - Hats are permitted, provided that the face is visible at all times.
  - Sunglasses are not permitted without special permission.
  - Courses that include attire as a part of curriculum (public speaking, physical education, science labs, etc) may include assignment-specific dress.
10. Student and staff speech, including social media, should be respectful, free of profanity, racial, ethnic, religious, able-bodiedness, sexist or LGBTQIA+ slurs, or other language and symbols that creates a negative environment for another individual.
11. Backpacks/Bags/Purses are not permitted inside classrooms.

## 21. DISCIPLINE CODE AND PENALTIES

LAW ENFORCEMENT OFFICIALS **MAY BE** CONTACTED FOR ANY INSTANCE DEEMED NECESSARY.

OSS - Out of School Suspension (A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.) Students may not attend extra-curricular activities. Suspended students may be required to attend a reentry conference (in person or via phone) prior to returning to school.

ISS - In School Suspension: Schedule Daily

ASD - After School Detention (3:00 – 4:00pm) : Scheduled Daily

3 hour detention from 3:00-6:00. Students may not attend after school activities after the detention.

**If a student is suspended from school they are not allowed to participate in any after school activities. i.e. athletics, dances, concerts, games, etc. for the time period of the suspension.**

This chart **DOES NOT** necessarily encompass all potential violations of the Discipline Code; some example infractions and normal penalties are shown. Known facts of a violation may alter the final penalty. **Administrators reserve the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of the misconduct.** The best interests of the school, student and educational environment will be carefully considered.

<b>VIOLATION</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Abusive Language to Staff	3 OSS	5 OSS	Expulsion
Alcohol Possession/Use	Expulsion		
Bus Misconduct	(See School Bus Behavior)		
Battery	5 OSS/Expulsion/Call Police		
Bullying/Hazing/Harassment	3 Hour/ISS	1-3 OSS	Expulsion
Cafeteria Misconduct	1 ASD	1 ISS	1 OSS
Cell Phone	Warning (teacher)	Confiscation	Cell Phone Contract
Cheating	"F" on assignment	"F" in class	OSS/Exp
Cutting Class	1 ASD	3 hr ASD/ISS	OSS
Disrespect to Staff	1 OSS	3 OSS	5 OSS
Disruptive Behavior	1 ASD	3 hr ASD/ISS	OSS
Dress Code Violation	Warning/Loss 24 hrs	3 hr ASD/ISS	OSS
Drug Paraphernalia	Expulsion		
Drug Possession/Use/distribution	Expulsion		

Excessive Display of Affection	Warning	1 ASD/ Parent Conf	3 hr ASD/ISS
Extortion	3 OSS	Expulsion	
Failure to serve ASD	3 hr ASD	1 OSS	3-5 OSS
False Alarm	5 OSS	Expulsion	
Fighting	5 OSS	10 days OSS/Expulsion/Call Police	
Fighting (promoting a fight)	1 OSS	3 OSS	Expulsion
Filming a Fight/Posting/Sharing	1 OSS	3 OSS	Expulsion
Gang Activity	Warning/OSS	5 OSS	Expulsion
Inappropriate Use of Computers	Warning	Restrictions	OSS
Insubordination/Defiance	1 OSS	3 OSS	5 OSS
	See policy on bullying		
Intimidation/Threats	1 OSS	3 OSS	5 OSS
Physical Attack on Staff	Expulsion		
Possession of a Weapon (including knives/not firearms)	3 OSS/Expulsion		
Theft	3 OSS	5 OSS/Police called	Expulsion
Tobacco/e-cigarette/Possession	Police Ticket/ISS/class	OSS/PT/class	3 days OSS/PT/class
Truancy	3 hr ASD/ISS	1 OSS	*see below
<i>*Truancy = skipping/leaving class or leaving the building</i>			
<i>*3<sup>rd</sup> offense may result in referral made to juvenile probation and/or the dept. of child services</i>			
Unacceptable Language	1 ASD	3 hr ASD/ISS	1 OSS
Possession/Use/Threat with Firearm		Expulsion	
Vandalism-Chromebook	3 hr ASD/Restitution	OSS/Restitution	Expulsion/Restitution
Vandalism	OSS/Restitution	Expulsion/Restitution	
Distribution e-cigarette/paraphernalia		5 oss/Expulsion	

## 22. LOCKER SEARCHES

### IC -20-33-8 LOCKER SEARCHES

Sec. 32.

- (a) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students'

lockers and locker contents.

- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- (c) A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (1) at the request of the school principal; and
  - (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

The content of each locker will be considered to be the possession of the student assigned the locker.

## **23. DRUG TESTING**

The Brown County Schools Board of Trustees recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse with education, rather than punitive means.

All students who wish to participate in athletics or any extracurricular activity or drive to school must sign a consent form to be a part of the random drug-testing program before being allowed to participate in the specific activity.

This program does not affect current policies, practices or rights of the Brown County Schools regarding drug and/or alcohol use, where there is reasonable suspicion by means other than drug testing through this policy.

## **24. SCHOOL BUS BEHAVIOR GUIDELINES**

The school bus driver is responsible for a just, fair, and impartial enforcement of all school bus rules and regulations. Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct himself/herself appropriately.

The bus driver is working for your safety; all students shall follow the directions of the driver the first time given.

It is recommended that students be at the bus stop 5 minutes before the scheduled pick-up time.

### **Loading and Unloading:**

- Observe all safety precautions at the loading and unloading point. Never pick-up a dropped paper or object that may have fallen under or near the bus, instead notify the school bus driver.
- Be at your assigned bus stop on time to help keep the bus on schedule.
- Use extreme caution in getting to and from your assigned bus stop.
- Look in both directions before stepping from behind parked cars.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
  
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.
- Never walk on the road when there is a sidewalk or pathway.
- Use the handrail while getting on and off the bus.
- To increase visibility, wear light colored/reflective clothing; or carry a flashlight when you walk on the roadway when it is dark.
- When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus. Always wait until the bus stops and then cross in front of the bus only upon direction of the school bus driver.

1. Each pupil must proceed immediately to the seat assigned by the driver. Do not leave your seat while the bus is in motion. Before you leave your seat, wait until the bus has come to a complete stop and the door has been opened.
2. Be alert to a danger signal from the driver. Remain in the bus in the event of a road emergency until the driver gives instructions.
3. Keep hands and head inside the bus at all times. The window may be lowered to the first stop only. Do not throw anything out of the bus window.
4. Remember that students are subject to the same behavioral expectations on the bus as at school. Stay seated, face forward, keeps hands and feet to self, talk quietly.
5. It is important to be absolutely quiet when approaching a railroad-crossing stop.
6. Treat bus equipment respectfully. Never tamper with the bus or any of its equipment.
7. Assist in keeping the bus safe and sanitary at all times. No eating, drinking, or gum chewing is allowed on the bus. Never block the exits, always keep books, packages, lunches or other articles out of the aisles. Take everything with you; don't leave any items on the bus when you leave.
8. All students shall respect the rights and safety of others.
9. Do not ask the driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official. All students are to get on and off at their regular stop unless they have a note or call from the parents and the approval of the Principal. Permission to ride a bus other than the assigned bus must be made in advance, approved by the Principal, and based on seat availability.
10. Students are to ride their assigned bus only and the bus driver has the right to assign seats.
11. Malicious damage done to the bus will be paid for by the student and/or parents.
12. Students living on State Road 135 from Nashville north to the Morgan County line, State Road 46 from Nashville east to Bartholomew County line, and State Road 46 from Nashville west to Monroe County line will be picked up only on the side of the road they live on and will be let off in the afternoon on the same side they live on. Do not cross these roads to get on the bus in the mornings or after you are let off in the afternoon. The bus drivers have been informed to obey these regulations and will not pick you up if you have crossed the road.
13. Students violating the bus conduct rules, or any other school rules on the bus, may be referred to the administration and be subject to disciplinary action up to, and including being suspended, from the bus for the remainder of the year as well as additional school penalties.

Students failing to comply with the rules and regulations may be disciplined using the following guidelines:

- |              |   |
|--------------|---|
| 1st OFFENSE: | Verbal Warning by driver telling the student what he/she did wrong and what the consequences will be if repeated. |
| 2nd OFFENSE: | Written Warning given to student signed by parent/guardian (copy to school office).                               |
| 3rd OFFENSE: | Loss of bus privilege for one (1) day.  |
| 4th OFFENSE: | Suspended from the bus for one (1) - three (3) days by the administration.  |
| 5th OFFENSE: | Expelled from the bus for the remainder of the year.  |

Administrators reserve the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of

the misconduct.

## 25. GROUNDS FOR EXCLUSION

### ANY STUDENT MAY BE EXCLUDED FROM SCHOOL IN THE FOLLOWING CIRCUMSTANCES:

- (1) If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.
- (2) If the student's immediate removal is necessary to restore order and to protect persons on school corporation property. This shall include conduct off school property where upon account thereof the student's presence in school would constitute an interference with school purposes.
- (3) If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC-20-33-8, and to the limitations and regulations authorized to be established there under by the commission on general education.
- (4) If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the commission on general education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.

## 26-27. GROUNDS FOR SUSPENSION OR EXPULSION

**Suspension** means disciplinary action whereby the student is not allowed to attend classes and/or school functions for a period of ten days or less.

**Expulsion** means disciplinary action whereby a student is: suspended from school attendance for a period in excess of ten days; suspended for the balance of the current trimester and/or following trimester, or is given other disciplinary action which automatically prevents his or her completing within the normal time an overall course of study.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

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 or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - (b) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room
  - (c) setting fire to or substantially damaging any school building or property;
  - (d) Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
  - (e) 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; and
  - (f) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly

or other under the constitution of Indiana of the United States.

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.. School officials will contact law enforcement authorities whenever in their discretion there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
6. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance represented to be. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - (a) engaging in sexual behavior including sexual harassment of another person, sexually related verbal statements, gestures, or physical contact
  - (b) disobedience of/to administrative authority;
  - (c) willful absence or tardiness of students;
  - (d) knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; possessing drug-related paraphernalia
  - (e) possessing, using, transmitting, or being under the influence of caffeine-based substances, containing phenylpropanolamine(PPA), or



stimulants of any kind, be they available with or without a prescription.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.

(a) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended 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.

(b) A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of subsection (b) (6) so long as the knife is used as a part of, or in accordance with, the approved organized activity.

13. Gang identity or participating in any gang related behavior.

#### **IC-20-33-8**

##### **Sec. 14**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

As added by P.L.1-2005, SEC. 17.

#### **IC 20-33-8**

##### **Unlawful activity by student**

##### **Sec. 15**

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. the student's removal is necessary to restore order or protect persons on school property;  
including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending

classes or other school functions.  
As added by P.L. 1-2005, SEC. 17.

#### **IC-20-33-8**

#### **Possession of firearms, deadly weapons, or destructive devices**

##### **Sec. 16**

- (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is
  - (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

As added by P.L. 1-2005, SEC.17.

### **28. PROCEDURE FOR SUSPENSION**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) An oral or written statement of the charges against the student;
  - (b) If the student denies the charges, a summary of the evidence against the student will be presented;
  - (c) The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
4. If students are suspended out of school the same day- they are NOT permitted to ride the school bus home.
5. When a student is suspended they are not permitted to be on ANY property owned by Brown County Schools throughout the duration of the suspension.

### **29. PROCEDURE FOR DUE PROCESS**

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

**IC 20-33-8-19**

**Expulsion procedure; appeals**

Sec. 19. (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

1. Legal counsel.
2. A member of the administrative staff if the member:
  - (A). has not expelled the student during the current school year; and
  - (B). was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- (1). be made by certified mail or by personal delivery;
- (2). contain the reasons for the expulsion; and
- (3). contain the procedure for requesting an expulsion meeting.

(c) The individual conducting an expulsion meeting:

- (1) shall make a written summary of the evidence heard at the expulsion meeting;
- (2) may take action that the individual finds appropriate; and
- (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- (1) shall hold a meeting to consider:
  - (A) the written summary of evidence prepared under subsection (c)(1); and
  - (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
- (2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals,

subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.  
*As added by P.L. 1-2005, SEC.17.*

### **30. SECOND SUSPENSION OR EXPULSION**

*Public Law 121-1989* also prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. at least a second suspension from school for the school year under IC 20-33-8. A student will have their permit or license invalidated upon the second suspension from school if at least one of the suspensions was the result of (a) violence, (b) substance abuse including alcohol, or (c) destruction of school property. In all other cases, the third suspension will result in the permit or license being invalidated. In-School suspension will not be considered a suspension under this rule *I.C. 20-33-8*
2. an expulsion from school under *IC 20-33-8*
3. or in an effort to circumvent the sanctions listed under this section as determined by the Superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated by BMV will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns 18;
2. 120 days after the student is suspended.
3. 180 days after the student is expelled or excluded
4. the suspension or expulsion is reversed after the student has had a hearing under *IC 20-33-8-19*.
5. a student (in good standing) who has re-enrolled in school after withdrawing the previous semester to void license or permit invalidation.

### **31. LOSS OF DRIVER'S LICENSE/EXPULSION**

The Bureau of Motor Vehicles will be notified for consideration of driver license suspension on: third time truant, second suspension from school, or withdrawal from school before age 18.

#### **SUSPENSION OF DRIVING PRIVILEGES**

##### **IC 9-24-2**

##### **Chapter 2. Individuals Prohibited From Obtaining a License or Permit**

##### **IC 9-24-2-1**

##### **Suspended and expelled students and dropouts**

Sec. 1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-33-2-11.
- (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.

(4) Is considered a dropout under IC 20-33-2-28.5.

- (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:

(1) driver's license or learner's permit; and

(2) employment certificate.

*As added by P.L. 2-1991, SEC.12. Amended by P.L. 131-1995, SEC.1; P.L. 132-1995, SEC.1; P.L. 1-2005, SEC.106; P.L. 242-2005, SEC.1; P.L. 1-2006, SEC.165.*

### **32. TOBACCO/E-CIGARETTES**

Brown County Schools is a tobacco free campus. Indiana Law prohibits the possession and/or selling of tobacco or e-cigarettes to anyone who is less than 21 years of age. Tobacco, lighters, matches, or any smoking paraphernalia including e-cigarettes will be confiscated and disciplinary rules will be followed. Confiscated items will be turned over to the school resource officer.

### **33. DRUGS, NARCOTICS AND ALCOHOLIC BEVERAGES**

*Indiana Law I.C. 35-48-4* The following conduct is criminal under Indiana Code, and school officials are required to report in writing to a law enforcement officer such conduct on school grounds or within 1000 feet of school grounds.

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

No student may possess, use, or be under the influence of any substance which the student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drugs, depressant, inhalants, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.

Students are prohibited from possessing, using, transmitting, or being under the influence of phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription. Any violation of this rule will result in recommendation for due process for expulsion.

**\*State and/or local police dogs may be randomly used to do drug checks.**

### **34. CHEATING**

Cheating, which includes plagiarism (copying an author's work), is the unauthorized use of another person's work without proper attribution and/or without the consent and knowledge of the instructor. This would include, but is not limited to, the use of notes, books, calculators, computer assisted programs (language translators), other students' works, etc., when prohibited by the teacher. In addition to possible suspension, students will receive a failing grade for the work which was plagiarized. "Hacking" can be a process for cheating, causing destruction to personal property, or causing destruction to school property. As such, the penalty for each offense may vary based on the type of violation, number of violations, and the degree of access by the student. Disciplinary action will range from restriction of computer use to possible expulsion from school.

### **35. FALSE ALARMS/911 CALLS**

Any student found guilty of maliciously or intentionally activating a false alarm, 911 call or tampering with fire-fighting equipment shall be suspended

from school and may be recommended for expulsion and restitution.

### **36. PHYSICAL EDUCATION DRESS POLICY**

The Indiana State Board of Education requires all prospective high school graduates to pass one year of basic physical education. The premise is that a sound body and a sound mind go hand in hand. Students will be given the opportunity to make up all tests and quizzes. The following procedures were designed to deter students who would normally refuse to dress for physical education:

- if you do not dress for PE you are still expected to participate.
- excessive non-dress may lead to PE Contract/Loss of credit for the semester.

### **37. CELL PHONES & ELECTRONIC DEVICES**

**Cell phones and electronic devices are banned from the classroom.** Cell phones must remain out of sight (pocket/backpack/etc).

\*Failure to hand over a cell phone to a staff member will result in consequences for defiance.

---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 will be subject to disciplinary action and notification of law enforcement.

#### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

---The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

---It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

---It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

---"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

---The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

---Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **38. ATTENDANCE**

**IC 20-33-2**

**Chapter 2. Compulsory School Attendance**

### **IC 20-33-2-1**

#### **Legislative intent**

Sec. 1. The legislative intent for this chapter is to provide an efficient and speedy means of insuring that students receive a proper education whenever it is reasonably possible.

*As added by P.L. 1-2005, SEC.17.*

### **IC 20-33-2-3**

#### **Application**

Sec. 3. This chapter applies to each situation that involves any of the following:

- (1) A person less than eighteen (18) years of age who is domiciled in Indiana.
- (2) A person less than eighteen (18) years of age who:
  - (A) is not domiciled in Indiana; and
  - (B) intends to remain in Indiana for a period established by rule of the state board.
- (3) A student:
  - (A) who is less than eighteen (18) years of age;
  - (B) whose behavior has resulted in an expulsion from school;  
and
  - (C) who is assigned to attend:
    - (i) an alternative school; or
    - (ii) an alternative educational program.

*As added by P.L. 1-2005, SEC.17.*

### **IC 20-33-2-4**

#### **Compulsory attendance**

Sec. 4. Subject to the specific exceptions under this chapter, a student shall attend either:

- (1) a public school that the student is entitled to attend under IC 20-26-11;
  - (2) another school taught in the English language.
- or

*As added by P.L. 1-2005, SEC.17.*

### **IC 20-33-2-5**

#### **Days of attendance**

Sec. 5. A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session:

- (1) in the school corporation in which the student is enrolled in Indiana; or
- (2) where the student is enrolled if the student is enrolled outside Indiana.

*As added by P.L. 1-2005, SEC.17.*

### **IC 20-33-2-6**

#### **Students required to attend**

Sec. 6. A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student

- (1) graduates;
- (2) becomes eighteen (18) years of age; or
- (3) becomes sixteen (16) years of age but is less than eighteen (18) years

of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation;

whichever occurs first.

*As added by P.L. 1-2005, SEC.17. Amended by P.L.242-2005, SEC.17.*

**IC 20-33-2-27**

**COMPULSORY ATTENDANCE; PARENT'S RESPONSIBILITY**

Sec. 27. (a) it is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

(b) before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:

- (1) having jurisdiction over the public school where the child has legal settlement; or
- (2) of the transferee corporation, if the child has been transferred.

(c) personal notice must consist of and take place at the time of the occurrence of one of the following events:

- (1) the date of personal delivery of notice.
- (2) the date of receipt of the notice sent by certified mail.
- (3) the date of leaving notice at the last and usual place of the residence of the parent.

If the violation is not terminated not more than one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary. each day of violation constitutes a separate offense.

**IC 20-33-2-18**

**PARENT TO PRODUCE CERTIFICATE OF CHILD'S INCAPACITY ON DEMAND**

Sec. 18. (a) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

- (1) an Indiana Physician;
- (2) an individual holding a license to practice osteopathy or

chiropractic in Indiana; or

- (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

*As added by P.L. 1-2005, SEC.17.*

**Brown County School Attendance Policies & Guidelines**

The Board of School Trustees of Brown County Schools believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The



Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent may require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness;
- D. other attendance issues identified by the building principal.

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

**Truancy is defined as absence from school without permission of the parent.**

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

#### **Inclement Weather**

- During inclement weather, if the school bus runs but does not make its regular stop to pick up a student, the student will be counted present at school. Parents are to contact the school as with other absences to verify that the bus did not make its regular stop. Students are responsible for making up missed work.
- During inclement weather, if the school bus runs and makes its regular stop but the parent deems it necessary to keep the student home, the absence will be counted "excused." The student will receive credit for make-up work missed during the weather-related absence.

#### **Attendance Monitoring Team (AMT)**

The principal (or designee), administrative assistant responsible for attendance, and school counselor comprise the school's Attendance Monitoring Team (AMT). The team meets monthly to review student attendance and will serve as the primary point of contact for students who miss school. The team contacts parents/family when their students begin missing school, meets with parents/family to discuss student attendance, and conduct interviews/home visits to identify barriers to regular school attendance, and serves as a resource for other teachers and staff who are dealing with students who fail to attend class regularly.

#### **Tiered Attendance Notifications**

Brown County Schools will deploy a tiered series of notifications for students who are missing an increasing number of school days. The school will use a variety of communication measures (e.g., meetings between the principal and or counselor and student; phone calls; letters; etc.) to connect

with students and families. The communications will occur as students miss 4, 7, 10, or 13 days of school. **Attendance contracts take precedence over this process.**

- **Notification #1 - Postcard mailed at the end of July to all students with more than 10 absences the previous school year**  
Family will receive postcard with personal greeting expressing desire for student to attend school. Ex: "Looking forward to seeing David at *School Name* and hope to help with improved attendance this year. Feel free to contact school for any assistance."
- **Notification #2 - Personal Phone Call is made and Letter is sent on the 5th day of absence for the school year.**  
Parent will receive a non-automated phone call from a teacher, counselor, or administrator explaining that the student has missed five days of school and reminding the parent of the importance of regular attendance at school. Letter is sent affirming the same.
- **Notification #3 - Personal Phone Call is made and Letter is sent requiring MD verification for further absences on the 10th day of absence for the school year.**  
Parent will receive a phone call and letter from the school explaining that the student has missed ten days of school and reminding the parent of the importance of regular school attendance. Additionally, the letter will require families to verify any additional absences with a physician's note.
- **Notification #4 - Attendance Meeting is required after the 12th day of absence for the school year. Letter is sent verifying meeting date and reason.**  
This meeting will address the number of absences accrued, review requirements for physician's note, and will place the family on notice that case will be turned over to DCS and the Brown County Prosecutor's Office on the 15th day. Attendance contract is developed and signed.
- **Notification #5 - Referral to DCS and the Brown County Prosecutor's Office after the 15th day of absence for the school year. Letter is sent verifying this action.**

### **39. WITHDRAWING FROM SCHOOL**

#### **IC 20-33-2-9**

State law requires attendance in school until the student becomes 18 years of age. If you are considering the possibility of leaving school, see your guidance counselor as soon as possible.

### **40. EARLY DISMISSALS**

1. Students seeking early dismissal during the day, need to turn in a written note with daytime phone number from parent/guardian before school begins.

2. Phone calls from parents/guardians seeking early dismissal may be confirmed by the office personnel calling back the parent.
3. If a student is checking out for early dismissal during lunch parent/guardian/emergency contact must come and sign them out through the office.
4. Absentee calls need to be made to the attendance line before 9:30 AM
5. Phone messages for students will only be accepted from those listed on the student's information sheet as parent/guardian or emergency contacts and must be made prior to 2:30PM.
6. Please call the main office ahead of time if a student is being picked up early and you were not able to send in a note. Please give an hour or more notice before picking up your student.

## **41. TARDINESS**

**Any student reporting to class after 8:20 must report to the office to receive an admission slip before going to class.** If the student arrives to school late, a tardy will be issued for that class period. (Being 15 minutes late or more to a class will be counted as an absence, NOT a TARDY.) A student is tardy if he/she is not in the classroom at the time the bell rings.

**Teachers will issue discipline referrals for excessive tardies to their classes.**

1st Referral (3 tardies) - Administrative Conference/Lunch Detention

2nd Referral (6 tardies) - 1 Hour ASD/Removal of Hall Passes for the Remainder of the grading period

3rd Referral (9 tardies) - Tardy contract (which may include the following): 1 Hour ASD/OSS/ISS

4th Referral -Consequences for a 4th referral for tardies in a grading period will be laid out in the tardy contract.

\*Juniors and Seniors can lose open lunch privileges for excessive tardies.

This list will start over at the end of the semester

## **42. WORK POLICY & WORK PERMITS ISSUANCE**

An administrator may issue a work permit upon presentation by the minor of the following documents: proof of age, proof of prospective employment (intention to Employ/A-1 form), and for a minor seeking a work permit from a school the child does not attend (i.e., a minor attending a non-accredited school), the minor's school attesting to the minor's acceptable academic performance and attendance (approved by the administration).

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance and or tardies are not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's GPA or attendance after she/he begins work.

### **CRITERIA FOR ISSUANCE OF WORK PERMIT**

**Attendance:**

- 1) A student's attendance must be in good standing. Therefore, absences must not exceed the 12 absences for a class allowed in the school attendance policy and less than thirteen (13) tardies total per Trimester.
- 2) If the student exceeds the absences allowed in the attendance policy, the student's employer and parents will be sent a warning letter. The student will be placed on school status probation for the next grading period.
- 3) If unexcused absences persist during the probation period, the student's work permit will be discussed as a part of the Attendance Hearing. At this time the school may revoke the student's work permit, and the employer and parents will be notified.
- 4) The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

**Grades:**

- 1)

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

### **43. INDIANA LABOR LAW**

**Hours of Labor (Under 18)**

**Ages 14 and 15 – Restricted to:**

- 3 hours per school day
- 8 hours per non-school day
- 18 hours per school week
- 40 hours per non-school week
- No work BEFORE 7 a.m. or AFTER 7 p.m. except 9 p.m. from June 1 through Labor Day

**Age 16 – Restricted to:**

- 8 hours per school day
- 30 hours per school week
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- No more than 6 working days per week
- 9 hours per non-school day\*
- 40 hours per school week\*
- 48 hours per non-school week\*
- Until midnight on non-school nights\*

\* Requires written permission of parents on file with employer

**Age 17 – Restricted to:**

- 8 hours per school day
- 30 hours per school week
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- No more than 6 working days per week
- 9 hours per non-school day\*
- 40 hours per school week\*
- 48 hours per non-school week\*
- Until 11:30 p.m. on school nights\*

-Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*

\* Requires written permission of parents on file with employer

NO MINOR UNDER THE AGE OF 18 MAY BE EMPLOYED IN ANY OCCUPATION DEEMED PROHIBITED UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.

#### 44. STUDENT DRIVING

Parking is provided as a privilege for students. The fee reflects cost of tags and is a full year or a trimester charge regardless of the nature or duration of the student's enrollment. If a student chooses to graduate at midterm, the space and tag is returned to the school for reassignment. Also, if driving is reckless or other violations of school rules are such that poor judgment is shown, the school reserves the right to revoke parking privileges.

##### Regulations:

1. Each year, all students who wish to drive must register their vehicle and may purchase a tag for a space. Tags may be obtained in the Main Office. Failure to register a vehicle will result in that vehicle being towed from school property at owner expense. Students may register for only one space. Tags may not be traded, sold, or loaned to other students; students found breaking this rule will lose parking privileges.
2. Speed limit on school grounds shall not exceed 15 m.p.h.
3. All State and local driving laws will be enforced.
4. Students with parking passes are only permitted to park in areas that are designated for BCHS students. These areas are color coded for staff and students..
5. Once students have driven their vehicles onto school grounds, they must be parked appropriately and students are not permitted to be in their vehicles or move them before leaving school for the day unless permission is granted by the main office.
6. Student vehicles may be subject to search if there is reasonable suspicion that drugs, alcohol, stolen property, or any other contraband may be present in that vehicle and may pose a threat to the school environment.
7. Student parking consists of all yellow striped parking spots in front of the high school and the triangle lot across School House Lane. Students are not permitted to park in white (staff parking), blue (handicapped) or guest spots.
8. **Parking Passes are only given out to Juniors and Seniors** who have completed the proper paperwork which includes the drug testing program form and the **\$5.00 fee**.

#### 45. CAFETERIA AND LUNCHES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage proper nutrition, good food is offered at reasonable prices. Students may also bring their lunches from home. Students are expected to observe the following lunch room regulations:

1. Remain orderly and calm
2. Return trays to disposal windows and put all waste in container
3. Stay out of the academic halls during lunches
4. Remain on school grounds in areas that have been designated

5. Students are **not** permitted to sign out and eat lunch unless a parent is present and signs their child out. (No phone calls)

#### **46. OPEN LUNCH POLICY**

Open lunch is available to seniors who have been **approved by the Principal**. A form with parent/guardian permission must be on file to participate in open lunch. Seniors with open lunch may leave school grounds but **must have parent permission to drive or ride in a vehicle**. Seniors must be in possession of their student ID to leave school grounds. **They must check out with the staff member on lunch-time check out duty**. Any senior tardy to class after his/her lunch period will have his/her open lunch privilege revoked. Students with a record of prior truancies, attendance or discipline matters will be denied open lunch privileges. Open Lunch will be closed until student ID's are obtained. Juniors will have open lunch on Wednesdays (with approved paperwork on file).

#### **47. HEALTH CLINIC**

A student will be admitted to the Health Clinic only with a pass from a staff member. All students must sign-in with the nurse. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. If a parent cannot be reached the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the student. Students will be allowed to remain in the Health Clinic only if they are extremely ill and their parent/guardian cannot pick them up. Students must report to the main office when the nurse is not available.

##### **HEALTH CLINIC GUIDELINES FOR SENDING HOME STUDENTS**

\*A student must be kept home until he/she no longer has diarrhea, vomiting, fever or signs of a fever (chills, flushed or sweating) without the use of fever-reducing medication.

\*There may be circumstances during an illness that a parent may be asked to keep a child home for at least 24 hours after vomiting, diarrhea, or fever to help contain the spread of the illness. This request will be at the discretion of the school nurse.

Fever - Temperature greater than 100 degrees orally or 99 degrees axillary

Vomiting-except special circumstances (i.e., Gastric reflux)

Diarrhea (two to three episodes of loose watery stools)

Asthma not responding to medication

Serious Injuries or extreme pain requiring medical treatment

Other situations per nurse discretion

##### **HEALTH AND SAFETY**

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse. It is critical that any student allergies to medications and various foods be communicated by the parent to the school nurse.

##### **IMMUNIZATIONS**

According to Indiana Code (20-34-4-5) each school shall require the parent of a student who has enrolled in the school to furnish not later than the

first day of school a written statement of the student's immunization or have an authorized waiver. The waiver may not be granted for a period that exceeds twenty (20) days. The statement must show that the student has been immunized as required by the Indiana State Department of Health Guidelines for the current school year. The statement must include the student's date of birth and the date of each immunization. If a student does not have the necessary shots or waivers, the Principal may exclude the student or require compliance with a set deadline. This is for the safety of all students and in accordance with Indiana Code. Any questions about immunizations or waivers should be directed to the school nurse.

**School Year**  
**IN State Department of Health School Immunization Requirements**  
**Updated May 2020**

<b>Pre-K</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 2 Hepatitis A 1 Varicella
<b>Kindergarten-5th Grade</b>	3 Hep B 5 DTaP 2 2 MMR 2 Varicella 2 Hep A (Hepatitis A) 4 Polio
<b>Grades 6 - 11th Grade</b>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 2 Hep A* 1 Tdap (Tetanus, Diphtheria & Pertussis) 1 MCV4 (Meningococcal)
<b>Grade 12</b>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella



	1 Tdap (Tetanus & Pertussis) 2 MCV4 (Meningococcal) 2 Hep A*

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or IVP). For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

**Varicella Physician** documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8 - 12.

**Tdap** There is no minimum interval for the last Tdap dose.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. K-3 is required.

\*For grades 4 - 12, two doses of Hep A are recommended.

**MenB** A complete series of MenB is recommended.

For children who have delayed immunizations, please refer to the 2015 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>.

## SCREENINGS

**HEARING TESTS:** Indiana Code IC 20-34-3-14 requires schools to annually conduct an audiometer test or a similar test to determine the hearing efficiency of students in grade 1, grade 4, grade 7, grade 10, all other students who have transferred into the school corporation and all other students suspected of having hearing defects.

**VISION TESTS:** Indiana Code IC 20-34-3-12 requires schools to conduct an annual vision test of each student upon the student's enrollment in either kindergarten or grade 1 and an annual screening test of the visual acuity of each student enrolled in or transferred to grades 3, 5, 8 and all other students suspected of having a visual defect.

## ADMINISTRATION OF MEDICATION

State Laws

IC 20-33-8-13

### POSSESSION AND SELF-ADMINISTRATION OF MEDICATION PERMITTED

**Sec. 13. (a)** Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may

possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision.
- (2) A physician states in writing that:
  - (A) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - (B) The student has been instructed in how to self-administer the medication; and
  - (C) The nature of the disease or medical condition requires emergency administration of the medication.

(b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

*As added by P.L. 1-2005, SEC. 71.*

#### **IC 20-34-3-18**

##### **RELEASE OF MEDICATION**

Sec. 18 (a) this section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

(b) medication that is possessed by a school for administration during school hours or at a school function for a student may be released to:

- (1) the student's parent; or
- (2) an individual who is:
  - (a) at least eighteen (18) years of age; and
  - (b) designated in writing by the student's parent to receive the medication.
  - (c) a school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication as added by P.L. 1-2005, sec. 18, amended by P.L. 76-2005, sec. 4.

#### **IC 34-30-14-6**

##### **IMMUNITY IN CONNECTION WITH SELF-ADMINISTRATION OF MEDICATION**

Sec. 6 a school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition as provided under IC 20-33-8-13 except for an act or omission amounting to gross negligence or willful and wanton misconduct. *As added by P.L. 264-2001, SEC. 5, amended by P.L. 1-2005, SEC. 223.*

### **BCHS HEALTH OFFICE POLICIES**

**PRESCRIPTION MEDICATIONS:** All prescription medications must be in a container with the correct patient name, most current medication name, date and dosage included on the intact pharmacy label. All prescription medications require a written physician's order or copy of a current prescription and written parent permission before the school staff will administer the medication. The proper paperwork is available at the school health office. For your convenience, the doctor's office may fax an order to the school. This policy is for all prescription medication including inhalers and Epi-Pens.

#### **AUTHORIZATION TO POSSESS AND SELF-ADMINISTER MEDICATION:**

Unlike all other medications that are kept locked in a cabinet in the Health Room, inhalers, for asthma, and Epi-Pens, for severe allergic reactions, and other emergency medications for chronic diseases or other medical conditions may be carried by a student if he/she knows how to use them. If a student is going to carry emergency medication with them at school, they must have proper documentation on file in the health office including a written doctor's statement and written parent permission.

**IMMUNITY IN CONNECTION WITH SELF ADMINISTRATION OF MEDICATION:**

A school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

**OVER-THE-COUNTER MEDICATIONS:** All over-the-counter medication requires written permission from the parent or guardian. This written permission must include the name of the medication, dosage and times the medication is to be given, and medical condition for which the medication is to be administered. School personnel will dispense over-the-counter medication according to the established directions on the package. Over-the-counter (OTC) medication must be brought to school in the original container and labeled with the student's name. A permission note must contain parent's/legal guardian's signature and date. For convenience, each health clinic will have available generic Advil, Tylenol, Tums, and Benadryl for occasional use should a student need an OTC medication.

**TRANSPORTING MEDICATION TO SCHOOL:** We encourage parents to transport medication(s) to and from school whenever possible. This provides safety for all the children and insures that your child's medication gets to the appropriate place. If you must send medication to school with your child, please place it in a sealed envelope and make certain it is in its ORIGINAL CONTAINER with a child proof lid, and the necessary permission letters.

**TRANSPORTING MEDICATION FROM SCHOOL TO HOME:** We strongly encourage parents to pick up their child's medication at the end of the school year, however medication may be sent home with a student if the student's parent provides written permission for the student to receive and transport the medication home.

**VERIFICATION OF LONG-TERM MEDICATION:** Continuing long-term medication must be verified annually, as well as at our request during the school year.

**ADMINISTRATION OF MEDICATION LIMITED TO FDA (Food and Drug Administration) APPROVAL:** The term "medication" is limited to only FDA approved drugs. Herbals, home remedies and dietary supplements, such as creatine, are not FDA approved and are not permitted on school grounds.

## **48. FIELD TRIPS**

Any student going on a field trip must have the permission of the teacher accompanying the group, that of the principal and written permission of a parent/guardian. Teachers or administrators to determine a student's eligibility for a field trip or college visit may use the student's grades, attendance, and discipline records. ALL SCHOOL RULES APPLY WHILE THE STUDENTS ARE ON A FIELD TRIP. Poor attendance or discipline record may result in loss of field trip privileges.

## **49. INSURANCE**

As a service, students may take private insurance offered through the school at a low cost. The school cannot be held responsible for the cost of medical expenses for accidents that occur at school or during school functions. Information regarding insurance is sent home during the first week of

school.

## 50. VISITORS

**Students are not allowed to bring visitors to school.** Parents/guardians are always welcome but are encouraged to make an appointment to see a teacher, principal or visit a class. All visitors **must** report to the office sign in, and obtain a visitor's tag when entering the building. Only individuals on school business will be issued a visitor's tag. No outside visitors are allowed during lunches. Special arrangements for visitors must be made a day in advance and be approved by the principal. Students may not have visitors drop in to see them at any point during the day. Please respect class time and wait until lunch break or after school to talk to your student by text/phone.

## 51. DISTRIBUTION OF MATERIALS

Materials published by students outside of school which are distributed on school property must follow these guidelines:

1. A copy of the material to be distributed on school grounds must be delivered to the Principal's office before distribution to students begins.
2. No materials shall be distributed on school grounds whose content encourages action, which endanger the health and safety of students or advocated activities, which may cause substantial interference to the educational process, and activities of the school.
3. The Principal may stop distribution of a publication to students on school property after it begins if there is clear reason to believe that the publication encourages actions, which endanger the health and safety of students, or advocates actions, which may cause substantial interference to the educational process and activities of the school.
4. Materials published by students outside of school and distributed on school property may be distributed only during the student's lunch time from a table in the cafeteria set up for that purpose.
5. Failure to follow this procedure on the distribution of materials on school property of materials published by students outside of school may result in disciplinary action including warning, in-school suspension, out of school suspension, recommendation for expulsion, and expulsion.
6. All appeal processes discussed in this handbook, which are available to students for administrative decisions and disciplinary actions are in effect for this policy.

## 52. NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (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 [or appropriate school official] 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 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 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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

### **53. FERPA DIRECTORY INFORMATION**

This serves as Brown County Schools' notification to parents and eligible students of their rights in accordance with the Family Educational Rights and Privacy Act (FERPA).

Consistent with federal law Brown County Schools has defined Directory Information as the following types of information:

1. Name of student
2. Address
3. Telephone number(s)
4. Major Field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance ("from and to" dates enrolled)
8. Degrees and awards received
- Most recent previous school attended
10. Date of birth
11. Photograph
12. Videotape not used in a disciplinary matter
13. Student work for display at the discretion of the teacher (no grade of the work will be displayed)

Parents or eligible students may restrict the release of Directory Information. This must be done in writing to the school the student is currently enrolled in no later than September 30 of each school year.

### **54. AHERA NOTICE**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing building materials in the facilities of Brown County Schools is available for review and copying by students, staff and guardians during normal business hours. Jimmy Jackson; Indoor Air Quality Coordinator & Toxic Hazard Preparedness Officer Contact information: 812-988-5248.

The Brown County Schools has a pest management program. Pesticides are only used by licensed applicators. Pesticides are not used during normal school days. Pesticides are not stored on school property. Pesticides with the lowest hazard are used when practical. Records of pesticide applications are kept on file in the Maintenance Department and are available for review during normal business hours. If you would like to be placed on a notification registry and notified when pesticides are used during normal school hours, please contact the receptionist at the District Office at 812-988-6601 Ext 1100.

## **55. BULLYING & HARASSMENT**

**BCHS IS A PLACE OF RESPECT AND RESPONSIBILITY. FOR THE FULL CORPORATION POLICY SEE BOARD POLICY.**

### **THE POLICY**

- A. It is the policy of the Brown County Schools to maintain learning and working environment that is free from harassment
- B. It shall be a violation of this policy for any student of the Brown County Schools to harass a student through conduct or communications as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II-

### **DEFINITIONS OF BULLYING & HARASSMENT**

#### **A. Sexual Harassment**

Sexual harassment shall consist of unwelcome/ inappropriate sexual advances, verbal or physical in nature; requests for sexual favors, made by any student to another student.

#### **B. 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 and/or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.

#### **C. Bullying**

**IC 20-33-8-0.2** Bullying is defined by the Act "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group or students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." This rule applies when a student is on grounds, immediately before or during school hours, immediately after school hours or any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or school activity, function, or event; or using school property or equipment provided by the school. A student that is being bullied or witnesses bullying should report this to a BCHS administrator, Guidance counselor and or BCHS staff member immediately. Once the act has been reported it will be investigated and appropriate interventions will be issued.

## **PROCEDURES FOR REPORTING HARASSMENT & BULLYING**

A. Any student who alleges harassment by any person should report this information to an administrator or school guidance counselor immediately. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **B. Reporting Harassment & Bullying**

All reports of harassment shall be handled in the following manner:

- a) Reports must be in writing on forms supplied by the high school.
- b) Reports must name the person(s) suspected of harassment and state the facts
- c) Reports must be presented to a building administrator where the alleged conduct took place
- d) The building administration shall thoroughly investigate the alleged harassment and the appropriate interventions will be assigned.

### **C. 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 school policy and the Student Conduct Code.

## **56. INTERNET & TECHNOLOGY USE GUIDELINES**

Note: Numbering system corresponds to the document "State Requirements for Public School Internet Acceptable Use Policy and Guidelines" (DOE 8/19/95)

Before a student may use the Internet, students and parent/guardian must read and sign the Internet User's Terms and Conditions Contract. This will indicate that parents are aware that their student could access inappropriate materials. Although the school corporation may use technical means to limit student Internet access, these means do not provide a foolproof method for enforcing the provisions of local acceptable use policies. Adult supervision will be maintained. Parents will accept responsibility if the student accesses the school's Internet connection from home.

All provisions of the Brown County Schools Internet Policy are subject to local, state, and federal statute.

Our school corporation is pleased to have technology equipment and the Internet for students and staff to promote educational excellence by facilitating resource sharing, innovation, and communication with the world. The use of computers and other technology or network resources is a privilege. All students are expected to follow the rules governing the use of computers and to be responsible, honest, and ethical in the use of these resources.

### **A. Brown County Schools prohibits the use of school corporation Internet resources and accounts to:**

- access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- access, upload, download or distribute any excessively violent material.
- transmit obscene, abusive, or sexually explicit language.
- violate any local, state, or federal statute.
- vandalize, damage, or disable the property of another person or organization.
- access another's personal materials, information, or files without the direct permission of that person.

- violate, copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- download any programs.

## **B. Unsolicited Contact**

1. Unsolicited contact includes inappropriate, unacceptable transmitted communication beyond the teacher directed activity. In the event of unsolicited contact:
  - The student is instructed not to respond.
  - The student will report the incident immediately to the teacher.
  - The teacher will report the incident to the principal, and the parent or guardian will be contacted by telephone.
  - The principal will report the incident to the School Corporation's Technology Director who will then notify the appropriate Internet carrier and/or sending unit involved and file a complaint.
2. Students will be instructed not to give personal information (i.e. last names, home address, or phone number) on the Internet. The teacher must approve any exceptions in advance.

## **57. PROM/HOMECOMING COURT/GUIDELINES**

1. Homecoming Court Guidelines
  - a. Freshman, Sophomore, and Junior candidates only can win prince/princess ONE time during their first three years.
  - b. All seniors are eligible to be nominated for King and Queen.
  - c. All candidates must be in good academic and behavior standings.
  - d. Homecoming King and Queen are ineligible for Prom King and Queen consideration.
2. Prom Court Guidelines
  - a. Candidates must be current seniors to be nominated for King and Queen.
  - b. Candidates must be in good academic and behavior standings.
  - c. Candidates must be registered for prom.

## **58. CLUBS/ SPORTS/ EXTRACURRICULAR**

Students are encouraged to participate in school sponsored activities. The following are available for students to choose to enhance their BCHS experience. Information is available in the office. \*Students wishing to start a new club should see the principal.

ACADEMIC TEAMS, BRING CHANGE TO MIND, KEY CLUB, NATIONAL-HONOR SOCIETY, SPANISH CLUB, SPANISH- HONOR SOCIETY , SPELLBOWL, THESPIAN SOCIETY, STUDENT LEADERSHIP, STUDENT COUNCIL

ATHLETICS: volleyball, football, cross country, basketball, wrestling, track, softball, baseball, golf , soccer, tennis, and cheerleading.



## 59. ATHLETIC HANDBOOK TO THE ATHLETE:

Participation in athletics at Brown County High School is a privilege that offers students many opportunities and valuable benefits. To take advantage of these opportunities, athletes should commit themselves to the goals that they, their teammates and coaches share. This commitment should not be viewed as a part-time or temporary situation, but rather a continued, year-round pursuit which athletes may find quite demanding and challenging.

Any athlete, regardless of his or her sport affiliation and level of competition, must be willing to make certain sacrifices. As an athlete at Brown County High School, you will discover this to be most certainly true. We believe, however, that the rewards of interscholastic athletic competition far outweigh the personal sacrifices that you will make and the additional demands and responsibilities that will be placed upon you as an athlete.

It is our sincere desire that your athletic experience at Brown County High School be enjoyable and fulfilling. Furthermore, we believe that with substantial effort, dedication, commitment, and discipline, you will leave this school a better person for having participated in high school athletics. Regardless of the outcome of a contest or a season, those individuals who possess a sense of purpose and work diligently to achieve that purpose are in the true sense of the word **WINNERS!**

*Mark Bruner, Director of Athletics*

## 60. ELIGIBILITY

### SCHOLASTIC

IHSAA policy - To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Trimester grades take precedence. Student managers who are determined to be academically ineligible are prohibited from performing any managerial duties during the period of ineligibility.

Maximum Classes	4	5
Must Pass	3	4

Athletes are encouraged to consult the athletic director or school counselor with questions regarding the status of classes as "full credit". The official certification date submitted to the IHSAA shall serve as the day that eligibility is determined.

### STUDENT ATHLETE ACTIVITY FEE

Each athlete will be required to pay a yearly activity fee of \$30.00 and a \$20 corporation transportation fee. 100% of the athletic fee is returned to the athletes in the form of uniforms, awards, first aid supplies, etc. Athletes who fail to pay by the established deadline will not be able to compete until they have paid the fee. An all sports pass will be issued to each athlete when the activity fee is collected. **Passes are not valid at Brown County Junior High School or IHSAA Tournament Events.**

## 61. CONSENT/RELEASE FORM

Each athlete is to have on file with the Athletic Director an IHSAA physical evaluation/consent and release form, which has been thoroughly completed and signed by the athlete, the parent or guardian, and the doctor. The athlete is ineligible and shall not begin

practice until the completed form is in the possession of the athletic director or the coach.

**A physical exam given on or after April 1 shall be valid for the next school year.**

**Student athletes must also have a signed and completed concussion form on file.**

## **GENERAL ELIGIBILITY RULES**

The following eligibility rules are reprinted with permission from the IHSAA:

You are **ineligible** if:

### **1. AGE**

- A student who is or shall be 20 years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport. See the athletic director for tournament dates.

### **2. AMATEURISM**

- You play under an assumed name.
- You accept money or merchandise directly or indirectly from athletic participation.
- You sign a professional contract in that sport.

### **3. AWARDS/GIFTS**

- You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
- You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.
- You accept awards, medals, recognition, gifts, and honors from colleges/universities or their alumni.

### **4. CONDUCT/CHARACTER**

- You conduct yourself in or out of school in a way, which reflects discredit on your school or the IHSAA.
- You create a disruptive influence on the discipline, good order, moral and educational environment in your school.

### **5. ENROLLMENT**

- You did not enroll in school during the first 15 days of a semester.
- You have been enrolled more than 4 consecutive yrs. or the equivalent (e.g. 8 semesters or 12 trimesters, etc.) beginning with grade 9.
- You have represented a high school in a sport more than 4 years.

### **6) ILLNESS/INJURY**

- You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

### **7) PARTICIPATION**

#### **a) During contest season:**

- You participate in try-outs or demonstrations of athletic ability in that sport as a prospective college student-athlete.
- You participate in a practice with or against players not belonging to your school.

- You participate as an individual on any team other than your school team in that sport.
- You participate as an individual without following the criteria for the outstanding student athlete.
- You attend a non-school camp.
- You attend and participate in a student-clinic.

**b) During School Year - Out-of-Season**

- You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport who have participated the previous year in a contest as a member of their high school team in that sport.

Basketball – 3	Baseball - 5	Football - 6
Volleyball - 3	Softball - 5	Soccer - 6

- You receive instruction in team sports from individuals who are members of your coaching staff. (Exception: open facility)

**c) During summer**

- You attend a non-school camp and/or clinic for fall sports after Monday of Week 4 (see your coach or the Athletic Director for specific dates, or if you plan on attending an out-of-state camp).
- You attend any other non-school camp or clinic after Monday of Week 5 (see your coach or the Athletic Director for specific dates).

**8. PRACTICE**

- You have not completed the **required number of separate days** of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

**9. SCHOLARSHIP**

- You did not pass and earn credit in at least seventy percent of maximum number of full credit subjects that a student can take. Semester grades take precedence.
- You are not currently enrolled in seventy percent of the maximum number of full credit subjects that a student can take

**10. ATHLETIC PHYSICAL**

- You do not have the completed certificate on file with your principal each school year, between April 1 and your first practice.

**11. TRANSFER**

You transfer from one school to another primarily for athletic reasons.

You were not enrolled in your present high school your last semester or at a junior high from which your high school received its students unless:

- a) You are entering the 9th grade for the first time.
- b) You are transferring from a school district or territory with a bona fide move by your parents.
- c) You are a ward of the court.
- d) You are an orphan.
- e) You transfer to reside with a parent.
- f) Your former school closed.
- g) Your former school is not accredited by the state-accrediting agency in the state where the school is located.

- h) Your transfer was pursuant to school board mandate for redistricting
- i) You enrolled and/or attended, in error, at the wrong school.
- j) You transferred from a correctional school.
- k) You are emancipated.
- l) You did not participate in any contests as a representative of another school during the preceding 365 days.
  
- m) You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- n) You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
- o) You are a foreign exchange student attending under an approved CSIET program.

## 12. UNDER INFLUENCE

- You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

## IF YOU CANNOT CHECK ALL 10 RULES BELOW, SEE YOUR ATHLETIC DIRECTOR:

1. You will not have turned 20 years old on or before the scheduled dates of the IHSAA State Finals in the sport in which you are competing.
2. You are currently enrolled in and currently passing in 5 full credit subjects.
3. You have had a physical examination between April 1 and your first practice each year.
4. You have filed with your Athletic Director the Consent and Release Certificate which has been signed by your parent/s or guardian/s.
5. You have not changed schools without a corresponding move by your parent/s or guardian/s.
6. You have not participated in non-school contests in your sport after having reported for your school team.
7. You have never dropped out of school.
8. You have had the required number of practices in your sport preceding participation in a contest.
9. You enrolled in your school during the first 15 days of a semester.
10. You have never received money or merchandise directly or indirectly for your athletic participation.

## 61. ATHLETIC RULES AND POLICIES

All athletes will be expected to adhere to Indiana High School Athletic Association rules and regulations and to the policies and standards established in the Brown County High School Student Handbook and Athletic Handbook. ***Each coach has the privilege and is encouraged to establish additional policies that may not be covered by the Athletic Handbook.***

## ATHLETIC COUNCIL

The Athletic Council consists of the athletic director, and a minimum of 3 varsity head coaches. The primary responsibility of the Athletic Council will be to administer the guidelines and policies that have been established in the Brown County High School Athletic Handbook.

## CONDUCT/BEHAVIOR

Within the school and community setting, athletes are highly visible and therefore intensely scrutinized. It is essential then that an athlete's conduct and language, regardless of time or place, always demonstrate respect for his or her peers, superiors, opponents and officials. Behavior and/or language that are deemed inappropriate will only discredit or embarrass the athlete, and his or her teammates, coaches, school and community. **It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude any contestant from representing their school, if their conduct is undesirable. All students under electronic monitoring through probation will not be eligible to participate in extracurriculars including athletics. Any athlete who is ejected from a contest by a contest official shall be suspended for the next contest. Any athlete who demonstrates a pattern of inappropriate behavior may be suspended for the remainder of a season, year, or career.**

### Fundamentals of Sportsmanship

1. Show respect for your opponents at all times.
2. Always respect the contest officials and abide by their decisions.
3. Know, understand and appreciate the rules of the contest in which you are competing.
4. Maintain self-control at all times, regardless of the situation.
5. Recognize and appreciate the skill and performance of your teammates and opponents.

## CLASSROOM/SCHOOL CONDUCT

Athletes should abide by the rules set forth in the Brown County High School Student handbook. At all times, athletes should respect their fellow students and all faculty and staff members.

## CONDUCT ON ROAD TRIPS

As a representative of your school and community, you will be expected to behave appropriately on the bus, at the opposing school or contest site and in all public places. **Inappropriate conduct or language may result in suspension or probation at the coach's discretion.**

## PRACTICE

Coaches will establish practice dates and practice times:

- Practice attendance is essential. Each coach will be responsible for establishing rules governing practice attendance.
- Most practice sessions are closed to the public, and athletes from other teams are not to be in the gym during a practice.

## LOCKERS/LOCKS

- Athletes are responsible for keeping their locker areas clean. Practice clothes should be taken home and washed regularly. Glass containers are not allowed in the locker area.
- Athletes may be issued a school lock. A **\$5.00** deposit will be collected prior to issuing a lock. Athletes are expected to return the lock in good working condition at the end of the season or school year. The \$5.00 deposit will be returned if the lock is in good working condition. Personal locks are not to be used on school lockers.

## SCHOOL ATTENDANCE

An athlete who is not in attendance for at least half of the school day will not be permitted to participate in a practice or a contest that evening. Exceptions may be made; however, they must be decided by the principal or athletic director.

## PHYSICAL EDUCATION

A student who is physically unable due to injury or illness to participate in his or her physical education class shall not be permitted to practice or compete with his or her team.

## INJURIES/ILLNESSES

A student-athlete shall attend regularly scheduled practice sessions to be eligible for inter school athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:

- a) attendance and active participation in preseason practices, if applicable;
- b) attendance and active participation in **four** school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in **more than four** but less than 11 consecutive days of regularly scheduled practice;
- c) attendance and active participation in **six** school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, **if** the student fails to attend and actively participate in more than **10** consecutive days of regularly scheduled practice.

### INTERPRETATION:

Days Missed	# of Practices Required
5 to 10	4
More than 10 consecutive	6

## SUPERVISION

Athletes are not to be in gym, weight room, or any athletic facility unless under the direct supervision of their coach. All practice sessions are to be supervised by their coach.

## EQUIPMENT/UNIFORMS

A considerable sum of money has been invested in athletic equipment and uniforms. Athletes will be responsible for paying the replacement cost of any lost, stolen or damaged item of equipment or uniform. School owned uniforms and equipment should be used or worn for athletic purposes only. Other uses require special permission from the coach. Some items that are issued and kept by athletes, such as baseball/softball caps, t-shirts, practice gear, etc. will be the expense of the athlete. All school issued uniforms and equipment **MUST** be returned at the conclusion of that season. Athletes will be held financially responsible for items that are not turned in, whether lost or stolen.

## LAUNDERING

Athletes who are responsible for laundering their uniforms should follow precisely the instructions on the uniform label or ask their coach for laundering instructions.

## SHOES

Shoes with metal spikes or rubber cleats are not to be worn in the building or on the buses. They should be put outside and removed before entering the building. Only clean gym shoes are allowed on the gym floor. Athletes are to keep a pair of shoes at school to be worn during practice. Gym shoes that have been worn outside are not to be worn on the gym floor!

## TRANSPORTATION

When games, meets or tournaments are away from home, all athletes are required to go with the team and coaches (by bus, van or other means of transportation).

Athletes may return home with parents or other adults only with the prior written, phoned, or verbal consent of the parents and the approval of the coach. However, athletes are encouraged to travel with the team to and from all contests, and should respect the coach's decision should he or she not approve the athlete's request to ride home with his or her parents.

## INSURANCE

- A. Brown County High School expects each athlete to have accident insurance before participating in activities.
- B. All Brown County High School students may purchase school accident insurance, which is available at the beginning of each school year.
- C. Brown County High School will not pay any expenses related to injuries sustained by athletic participants.
- D. Football participants may purchase special insurance for coverage in that sport.
- E. A Catastrophic Insurance Policy is purchased yearly by the IHSAA.

## SWITCHING SPORTS

An athlete who begins a sport season with one team may not leave that team and join another after the date of the 1<sup>st</sup> contest in each respective sport. Athletes are not to begin participation in an upcoming sport until the sport they are currently involved in officially ends or until they are released by their coach to commence participation in the other sport.

Example: a cross-country runner deciding to play basketball may not begin participating with the basketball program until his season is officially over or until his coach has released him.

## TWO SPORTS - SAME SEASON

An athlete who desires to participate in more than one sport in a season may do so provided that both coaches of the sports involved and the Athletic Director agree to the dual participation.

## AWARDS

Here are the recommended minimum standards for determining award recipients. Awards will be based upon these standards and/or the coach's recommendation. Any athlete listed on a varsity roster who does not receive a varsity letter is still eligible to receive a reserve or freshman award. Athletes who fail to meet the minimum standards may still receive varsity awards at the discretion of their coaches. A coach may recommend an athlete who has been injured during the season for a varsity award.

**Any athlete who quits a team at any point during a season will forfeit all athletic awards and participation points. Athletes who are suspended or become ineligible for other reasons may forfeit their awards as well.**

Managers - Managers will be held to the same attendance requirement as athletes, and in order to earn a varsity letter should be present at all practices and contests.

An athlete may earn only one award per sport per season. For instance, a football player who plays both reserve and varsity will be awarded a reserve or a varsity award, but not both.

### AWARD SYSTEM

Before an athlete may be considered for an award and participation points, he/she must successfully complete the sport season. It will be the responsibility of the coaches to recommend athletes for awards.

**Freshman Award:** Certificate and 1 participation point.

**Reserve Award:** Certificate, chenille numerals, and 2 participation points.

**Varsity Award (first):** Chenille block "BC", certificate, sport emblem, insert bar, 4 participation points.

**Varsity Award (same sport):** Certificate, insert bar, 4 participation points.

**Varsity Award (another sport):** Certificate, sport emblem, insert bar, 4 participation points.

### LETTER JACKET

To be eligible to receive a letter jacket an athlete must have accumulated 10 participation points and must have been awarded at least one varsity letter. In addition to the participation points earned from the varsity, reserve or freshman awards, athletes may earn participation points through academic achievement (1 point per semester - maximum of 5 total). Academic achievement points will be awarded based on the following criteria:

1. Athlete is listed on a team roster during the trimester.
2. Athlete has obtained a GPA of at least 3.0 with no failing grades in any classes (including study hall).

**The athlete will be financially responsible for the purchase of the jacket and should order the jacket through the Athletic Department. In case of financial hardship, an alternative means of purchase will be pursued. The chenille block "BC" letter is to be worn only on a jacket the athlete has earned through the Awards System and ordered through the athletic director.**

### CHEERLEADERS

All cheerleaders will be recognized for their efforts at the completion of the winter sports season.

### SPECIAL AWARDS

**SENIOR PLAQUES:** Each senior who has participated for at least 3 years in a sport, with one of those years being the senior year, shall receive a plaque.

**4-YEAR LETTERMAN AWARD:** Each athlete who letters in any one sport for four consecutive years will receive this award.

**DISTINGUISHED ATHLETE AWARD:** Any athlete who accumulates 40 participation points or earns 9 varsity letters shall be awarded a blanket and a lifetime sports pass to Brown County High School.

**GOLDEN EAGLE AWARD:** The most prestigious award presented by the Athletic Department is the Golden Eagle Award. This award is presented annually to a senior male and female student athlete. The recipients are determined by a vote of the voting from all Head Coaches.



**SENIOR NIGHTS:** Senior night celebrations are reserved for athletes who participate in their sports during their senior seasons.

Recommendations for this award are based on the following:

1. The student must possess a GPA. of no less than 2.75.
2. The student must have earned a varsity letter in more than one sport.
3. The student must have exhibited sportsmanship.
4. The student must have exhibited leadership in and outside of school.

**CHENILLE PATCHES:** The school will purchase and present chenille patches to athletes who:

1. were members of a varsity team that won a conference championship, sectional, regional, semi-state or state championship.
2. won a sectional, regional, semi-state or state title in an individual sport.

Athletes desiring other patches may, with the approval of the Athletic Director, purchase them through the Athletic Department.

### PARENT CODE OF CONDUCT

Parents, guardians and related adults with qualified students participating in extracurricular programs should serve as role models and ambassadors for the programs at Brown County High School. Inherent in this condition is behavior that is not only appropriate but also prideful and exemplary.

Parents/guardians who have concerns and wish to speak with a coach will be expected to call the athletic department to schedule an appointment with the coach. Making contact with a coach prior to, during, or following an event to discuss a coaching concern is strongly discouraged.

### COLLEGE BOUND ATHLETES

Any high school athlete who wishes to participate in NCAA Division I or II sports must be certified by the NCAA Clearinghouse and should start the certification process by the end of the junior year.

To obtain more information and a copy of the student release form, see your guidance counselor or athletic director.

## 62. TRAINING RULES

Members of the athletic staff at Brown County High School are committed to enhancing the health and well-being of our student athletes. Athletes who use tobacco products and/or controlled substances are jeopardizing their health as well as the health and safety of their teammates and opponents.

One of our missions is to encourage our student athletes to live a lifestyle that does not involve the use of harmful and illegal substances. To assist in this effort the following policies addressing the use of tobacco products and controlled substances have been implemented.

**Prior to participation in any contest student athletes must have a signed drug testing form on file.**

**TOBACCO** - involves the use or possession of any type of tobacco products **on or off** school grounds.

1. **First offense** - suspension for 10% of the regularly scheduled contests at the level of participation. Athletes who agree to participate in and successfully complete a four week tobacco cessation course offered through BCHS will not be required to serve the 10% suspension. This applies to the first offense only.
2. Each subsequent offense - suspension for 30% of the regularly scheduled contests at the level of participation.

**CONTROLLED SUBSTANCES** - violation involves the use possession or transmission of any narcotic or hallucinogenic drug,

amphetamine, barbiturate, steroid, mood-altering chemical or intoxicant of any kind including alcohol. Indiana Law requires school officials. (I.C. 35-48-4) to report in writing to a law enforcement officer any conduct involving drugs, narcotics or alcoholic beverages that occurs on or within 1000 feet of school grounds. See the Brown County High School Handbook Day Planner for more information.

**FIRST OFFENSE:**

1. The athlete will be suspended for 20% of the regularly scheduled contests. This includes IHSAA Tournament Contests)
2. All suspensions will be carried over to the next season of athletic participation.

**SECOND OFFENSE:**

Suspension for one calendar year from athletic participation.

**THIRD OFFENSE:**

Suspension from athletic participation for remainder of high school career.

**FELONY OR MISDEMEANOR CHARGE** - the Athletic Council will review each case and render a decision. **All training violations and subsequent consequences hinge on information obtained from law enforcement officials, observation by Athletic Council members, school administrators, other school officials, or by admission by the athlete.**

Policies involving tobacco and controlled substances are in effect during the school year and also in the summer. Violations and suspensions are carried over from one sports season to the next and from one school year to another.

- Athletes serving a suspension due to a violation involving controlled substances may be suspended from all athletic activities including practices for ten days. This is in addition to contest suspensions.
- An athlete found in violation of the policies during a time when he/she is not participating in a sport will have the suspension applied to the next sport in which he/she participates in full and successfully

**APPEAL PROCESS:**

An athlete who has been suspended due to a violation of the handbook or a violation of team rules may, within five days of the notification of the suspension, request a conference with the Principal. In attendance should be the athlete, his/her parents or guardians, the athletic director and at least two additional members of the athletic council. After the conference, the Principal and the members of the athletic council will decide to either support the suspension or to pass the matter on to the principal, whose decision will be final. The athlete's parents may request a meeting with the principal if they disagree with the decision rendered by the three members of the athletic council.