



# BROWN COUNTY SCHOOLS

World Class Opportunities. Small School Relationships. Lifelong Impact.

## Brown County Schools 2019-2020 eLearning Day Plan

Brown County Schools will use an eLearning Day for every school closure that takes place due to inclement weather unless there are consecutive days of school closure. If there is a need for consecutive closure(s) after the eLearning Day, those days will be made up as a Snow Makeup Day.

### Example:

School is closed on Monday due to inclement weather: eLearning Day

School is in session on Tuesday: normal school day

School is in session on Wednesday: normal school day

School is closed on Thursday due to inclement weather - eLearning Day

School is closed on Friday due to inclement weather - Snow Makeup Day

Dr. Hammack will make an announcement regarding the school day status (eLearning Day or Snow Makeup Day) every time that school is closed due to inclement weather.

(This portion will be sent out for BCS employees)

Support Staff who would traditionally work on an eLearning Day may make up the missed day of work on the day(s) immediately following the last scheduled Student Day by working the day(s), using a personal day(s), or using a sick day(s) (for sick day purposes). Support staff are not required to make up eLearning Days at the end of the school year.

# Brown County Schools

## Elementary Handbook

2019-2020

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Helmsburg Elementary

Sprunica Elementary

Van Buren Elementary

#### Vision

World Class Opportunities. Small School Relationships. Lifelong Impact.

#### Mission

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

**BROWN COUNTY SCHOOLS**  
Directory of Elementary Schools

**Helmsburg Elementary**  
5378 N. Helmsburg School Road  
Morgantown, Indiana 46160  
Telephone 812-988-6651  
Mrs. Kelli Bruner, Principal  
[kbruner@browncountyschools.com](mailto:kbruner@browncountyschools.com)

**Sprunica Elementary**  
3611 Sprunica Road  
Nineveh, Indiana 46164  
Telephone 812-988-6625  
Mr. Shane Killinger, Principal  
[aoliver@browncountyschools.com](mailto:aoliver@browncountyschools.com)

**Van Buren Elementary**  
4045 St. Rd. 135 South  
Nashville, Indiana 47448  
Telephone 812-988-6658  
Mr. Gavin Steele, Principal  
[gsteele@browncountyschools.com](mailto:gsteele@browncountyschools.com)

**Office of the Superintendent**  
357 E. Main St.  
Nashville, Indiana 47448  
Telephone 812-988-6601  
Dr. Laura Hammack, Superintendent

**Board of School Trustees**  
Steve Miller Jr., President  
Marlene Barnett, Vice President  
Carol Bowden, Secretary  
Stephanie Kritzer, Member  
Vicki Harden, Member

Regular meetings of the Board of School Trustees are held at 6:30 p.m.

**SCHOOL HOURS**

Helmsburg Elementary School 7:50 a.m.-3:25 p.m. Tardy after 8:00 a.m.  
Sprunica Elementary School 7:50 a.m.-3:25 p.m. Tardy after 8:00 a.m.  
Van Buren Elementary School 7:50 a.m.-3:25 p.m. Tardy after 8:00 a.m.  
Students may enter the buildings at 7:45 a.m.

\*Parents must provide a written note to the school for any after school changes or call the office before 2:00 p.m.

\*Students will not be admitted in the elementary buildings before 7:45 a.m. unless parents and/or guardians are paying for Before School Child Care.

## VISITORS

Parents are always welcome to visit us, providing the visit does not impede the educational process. We ask that you schedule your visits through either the main office or a teacher. All individuals visiting the elementary schools must enter through the main entrance and report to the main office to check-in before going to any area of the building. Furthermore, uninterrupted instructional time in the classroom is always a high priority. Prior to your visit, please make the appropriate arrangements with your child's teacher.

## COMMUNICATING WITH THE SCHOOL

Communicating regularly with your child's teachers and with the principal is encouraged. Parents are encouraged to communicate with teachers by writing notes, email, using the telephone, and having conferences. Please do not hesitate to confer with teachers and the principal when you have questions about your child's schoolwork. It is most important for parents to become involved with their child's school. It is important that parents attend scheduled parent conferences, open houses, and other school activities. Your child can benefit by your being involved and showing interest in his or her school activities. Communication between parents and teachers is vitally important.

## ENROLLMENT POLICIES & GUIDELINES

### ENROLLMENT FORMS/STUDENT INFORMATION VERIFICATION

Each child enrolled at our school must have enrollment forms on file. We ask that a parent/guardian complete the forms. All enrollment forms must bear the signature of the parent or legal guardian. Any changes in emergency contacts, telephone numbers or email address should be updated on Skyward. If a child becomes sick or injured during the school day, parents will be notified immediately. Updated information sheets are critical for this process.

### PRESCHOOL REQUIREMENTS (Refer to Preschool Handbook)

Children may attend on their third (3<sup>rd</sup>) birthday. Children participating in preschool ages 3-5 years of age must be completely potty trained. Parents and/or guardians must keep up with their child's dues in order for their children to continue in the preschool program. A \$25.00 nonrefundable **Preschool Certification Fee is required prior to enrollment.** Preschool children are eligible for morning, afternoon and/or all day preschool based on enrollment.

### ENTRANCE REQUIREMENTS

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement: The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and those records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

### **KINDERGARTEN**

Each child of legal settlement shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

### **EARLY ENTRANCE REQUEST FOR KINDERGARTEN**

Brown County Schools permits appeal of the August 1st date only when a child's birthday falls between August 2nd and August 31st of the coming school year. An appeal should be submitted in writing to the building principal of the child's home school. The written appeal is required at least one school day prior to the designated date for kindergarten enrollment in April/May of the coming school year. All early entrance applicants will participate in the district's health and academic screening process along with the incoming kindergarten class. Early entrance to kindergarten will be considered only for those children who perform significantly above average on predictive measures of early literacy AND have a birthday on or before August 31st of the coming school year.

\*Your child MUST be five years of age on or before August 31st of the coming school year to apply.

### **FIRST GRADE**

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG 5112C).

LEGAL REFERENCE: IC 20-33-2-7

## **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 is 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:

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

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
9. 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.

### **GRADING SCALE**

Teachers make continuous evaluations of student progress. Grades are issued to students at the end of each nine weeks grading period.

Generally the grades represent: A Superior Work; B Above Average Work; C Average Work; D Below Average Work; F Failing. Students are to meet the following academic standards in order to earn a specific grade.

A+	97.5-100	C+	76.5-79.49
A	92.5-97.49	C	72.5-76.49
A-	89.5-92.4	C-	69.5-72.49
B+	86.5-89.49	D+	66.5-69.49
B	82.5-86.49	D	62.5-66.49
B-	79.5-82.49	D-	59.5-62.49
		F	0-59.49

## 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 ( up to 9 days)
- 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.

### **Procedure to Report an Absence**

- A parent/guardian is to call the school office to report a school absence **ON THE DAY OF THE ABSENCE** by 9:00 a.m. Voicemail on the school office phone is available 24 hours a day to report an absence.
- A note written and signed by the parent/guardian stating the reason for the absence should be brought to school when the student returns.

### **Tardy Policy**

Students arriving tardy to school are to report to the office for an admission slip. Students will be considered tardy after 8:00 a.m. Parents will be contacted when the student receives 5 or more tardies. When a student has accumulated 10 tardies, the Department of Child Services or Probation Office may be notified.

### **Early Dismissal Policy**

Parent/guardian/parent designee must sign the student sign-out sheet before the student may leave school. If the student returns to school before the end of the day, the parent must again sign the student in at the office.

### **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 work missed.
- 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 five, ten, twelve, or fifteen days of school.

- **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 from school.**  
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 from school.**  
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 from school. Letter is sent verifying meeting date and reason.**  
This meeting will address the number of absences accrued, review requirement 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 from school. Letter is sent verifying this action.**

#### **BEFORE SCHOOL CARE**

Each elementary school offers a Before School Program. The Before School hours are from 6:45 a.m.-7:45 a.m. All Preschool-6<sup>th</sup> grade students are eligible to attend Before School Care. Parents and/or guardians must provide transportation and keep up with the dues to keep their child in the program. Students are eligible to eat breakfast at school during Before School Care.

#### **AFTER SCHOOL CARE**

Each elementary school offers an After School Program. The After School hours are from the end of the school day until 6:00 p.m. All Preschool-6<sup>th</sup> grade students are eligible to attend after school. Parents and/or guardians must provide transportation and keep up with the dues in order for their child to continue in the program.

LEGAL REFERENCE: IC 20-33-2

#### **MAKE-UP WORK:**

Attendance and participation is an important part of a student's work and evaluation of that work is essential. Students are responsible for making up all work from any absence.

A student will receive an equal number of days to make up work as he/she was absent from school. Example - if a student is out one day, he/she has one day to make up the work when returning to school.



## **HEALTH SERVICES POLICIES & GUIDELINES**

The school clinic is staffed by a Registered Nurse or a clinic assistant. The Health Services staff provides first aid care for students who become ill or injured during the school day. The RN is not allowed to diagnose any injury or illness, per the Indiana Nurse Practice Act, but can make an educated recommendation to the parent if it is determined that further care is needed. The clinic assistant works under the direction of an RN in the Corporation. In the event of student illness or significant injury while at school, the nurse/assistant/designee will make every effort to contact the parent/guardian. If a parent is unavailable, the school will contact the emergency contact(s) as listed in Skyward. It is absolutely necessary to inform the school of any phone number or emergency contact changes during the year to enable school staff to contact parent/guardian in the event of a medical emergency. If the student's condition requires immediate emergency care, EMS will be activated and parents notified.

### **ILLNESS GUIDELINES**

In an effort to ensure an optimal learning environment, students that have one or more of the following symptoms may be excluded from school:

- a fever (100° F or above)
- active vomiting (except special circumstances, ie. gastric reflux)
- diarrhea (two or more episodes of loose watery stools)
- eye drainage
- possible contagious rash
- asthma not responding to medications
- serious injuries or extreme pain requiring medical treatment
- other situations at nurse's discretion

Students presenting to a school clinic with any of the above symptoms will be sent home for further care. They can return when they have been fever-free for 24 hours without medication, or when the condition has been treated by a physician or is no longer present. A student that is vomiting due to illness should not return to school until they have not vomited for 24 hours. A student must be on antibiotics for 24 hours before returning to school after diagnosis of strep throat or pink eye. A doctor's note may be requested upon return. Students that have symptoms that prevent him or her from actively participating in school activities (i.e., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse. Parents are responsible for providing their child/children with timely transportation from school in cases of injury or illness that occur while there. If a student has an injury that prevents them from participating in recess or gym (i.e. cast/sling), please send a note from the physician outlining specific restrictions and for what duration. If a student has a significant life-threatening food allergy or food intolerance, documentation from the physician is required for the kitchen to make the required accommodations.

## **GUIDELINES FOR MEDICATION ADMINISTRATION**

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to education. For the safety of all children, we encourage parents to transport ALL medications (non-prescription and prescription) to the school clinic where they will be stored and administered accordingly. If you must send medication to school with your student, please place medicine in a sealed envelope. We request that all controlled medications (i.e. Ritalin, Adderall, Dexedrine etc.) be delivered by an adult to ensure the safety of all students. Make certain it is in the original container with a child-proof lid and necessary permission letters. The school nurse, clinic assistant, or designee can dispense:

- non-prescription medication with a written parent/guardian permission. ALL medication must be sent in the original, unexpired container and labeled with the
- student's name. No medication can be given to a student unless it is brought from home with a written parent permission. This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval. Herbal medications or supplements will not be administered during the school day unless accompanied by a physician's order.  
The school nurse, clinic assistant, or designee can dispense prescription medication with a written parent/guardian permission. Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, dated filled, physician's name, and directions for use. A parent/guardian **MUST** drop any medication to the school health office. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement or new prescription bottle reflecting changes. If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.
- **EMERGENCY MEDICATION (E.G., INHALERS, EPI-PENS):**  
Students who require the immediate availability of medication may be allowed to keep it with them rather than in the clinic only with the written permission of the prescribing physician. Parents/guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither outdated nor empty
- **TRANSPORTING MEDICATION FROM SCHOOL TO HOME:**  
Non-scheduled (non-narcotic) medication that is possessed by the school for administration during school hours or at school functions may be released to:
  1. The student's parent/guardian
  2. An individual who is at least 18 years old and has the written permission from the parent to receive the medication (ID required)
  3. The student with written permission from the parent/guardian Schedule II/IIN, III, IIIN, & IV medication that is possessed by the school for administration during school hours or at School functions may be released to:
    1. The student's parent/guardian
    2. An individual who is at least 18 years old and has the written permission from the parent to receive medication (ID required)

3. The student in Grade 9-12 with written permission from the parent/guardian

LEGAL REFERENCE: IC 20-33-8-13, IC 20-34-3-18, IC 34-30-12, 511 IAC 7-21-8

### IMMUNIZATION POLICIES

The School Board requires that all students be properly immunized according the Indiana State Law following the guidelines for the School Immunization Requirements as follows: 2019-2020 School Year

IN State Department of Health  
School Immunization Requirements  
Updated November 2014

**Indiana 2019-20 Required and Recommended  
School Immunizations**

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)
K-5 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6 <sup>th</sup> -7 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
8 <sup>th</sup> -11 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap
12 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

Hep B: The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTaP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

Polio: 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-9, the final dose must be administered on or after the 4<sup>th</sup> 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 11<sup>th</sup> grade. Parent report of disease history is acceptable for grade 12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for grades K-7 and 12. For Pre-K and grades 8-11, 2 doses of Hep A are recommended.

Number next to vaccine denotes the number of cumulative doses needed.

Indiana State Department of Health,  
Immunization Division  
(800) 701-0704

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

HPV information must be provided to all 6<sup>th</sup> graders, meaning boys and girls, each year. In the past it was just required to distribute to girls. Also, it is no longer required by the state to collect information from parents of 6<sup>th</sup> graders on their intention to vaccinate against HPV. (IC 20-34-4-3, subsection b, c, & d). Here is what our current policy states: Information concerning the link between cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available as prescribed by the State Department of Health shall be provided to the parent of each student who is entering grade 6.

I.C. 20-30-5-17, 20-34-3-2, 20-34-4-2 thru 7

#### **HEARING AND VISION SCREENINGS**

Hearing and Vision screenings are performed each year in compliance with Indiana state law. All students in grades 1, 4, 7 and 10 will receive a hearing screening. Vision screening is performed for students in grades 1, 3, 5 and 8. In addition, all students new to the corporation will be screened. Parental permission is not required. If, however, you do not wish for your child to be screened, you must send a written statement to the school clinic as soon as possible after the start of the school year. Students that do not pass the school screening will be referred for further evaluation and assessment by a licensed practitioner. After the exam, a physician's report of the evaluation must be returned to the school for documentation and reporting purposes.

IC 20-30-5-17, 20-34-3-2, 20-34-4-2 thru 7

#### **HEAD LICE POLICY**

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case by case basis. Parents will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child after treatment



for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant. These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses.

### **BED BUGS POLICY**

While an infestation of bed bugs in a school is highly unlikely due to the natural habits of bed bugs, every effort will be made to further decrease the possibility of bed bugs in the school environment.

It is a parent/guardian responsibility to notify the school of a possible bed bug infestation in the home. In the event a home infestation is identified, the student(s) and their personal belongings shall be discretely examined for the presence of bed bugs. Items transported to and from school may be stored in a plastic bin during the school day. Other steps may also be used to decrease a school infestation as determined appropriate by the school nurse or other designee.

## **HOMEWORK/GRADE POLICIES & GUIDELINES**

### **HOMEWORK POLICY STATEMENT**

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, in a study hall, or at home. Well-chosen, clearly communicated homework is an integral part of the instructional process in the Brown County Schools. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements. Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities. Please check classroom websites for assignments.

### **RESPONSIBILITIES OF THE STUDENT**

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once. With the assistance of their parents, students should do the following: set aside a special time in which to do the assignment; find a special place free from excessive noise and other distractions in which to work; organize their time so assignments can be completed in a reasonable length of time; and carefully check the completed assignments. It is the student's responsibility to return all work completed to the teacher by the date requested. Students should also make up work missed during an absence.

### **RESPONSIBILITIES OF THE PARENT**

Cooperation by parents is a necessary factor for homework to be meaningful. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's

responsibility, not the parents'. Parents should set aside time to review their child's homework and to check it for accuracy and neatness. Parents also should communicate with the teacher whenever their child has consistent difficulty with homework assignments. Finally, they should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

### **GRADES AND REPORT CARDS**

Report cards are issued every nine weeks with a midterm progress report issued at the end of four and one half weeks. Kindergarten students receive two report cards per year. One report card is issued at the end of the first semester; the other is issued at the end of the year. It is important to note that a report card is only one method used to evaluate your child's progress. Parents are also encouraged to access Skyward to check your child's grades. Parent/teacher conferences will be held in the fall.

### **STUDENT DRESS CODE**

Students are to dress in a manner that enhances a positive learning environment, eliminates unnecessary distractions, and prevents potential problems. The following guidelines are intended to assist the student in making good decisions regarding appropriate attire and dress. If you are in doubt about something, please feel free to ask. Wearing inappropriate apparel will result in a student's removal from class until the problem is corrected. Administration will make final determination on dress code violations.

1. Inappropriately torn blue jeans and any other form of torn clothing are unacceptable.
2. Hats and other head coverings are not to be worn in the school building. Students may wear hats or head coverings on designated days that are approved by the principal.
3. Sunglasses (unless authorized by a doctor) may not be worn in school.
4. T-shirts, other attire or pins that advertise or promote alcoholic beverages, smoking, drugs, or profanity, are unacceptable. Clothing that identifies students with gang activity will not be tolerated at any time.
5. In the interest of safety and good health, shoes must be worn at all times.
6. Sleepwear is prohibited. Students may wear sleepwear on designated days that are approved by the principal.
7. Flip flops are strongly discouraged due to safety.

### **STUDENT BEHAVIOR**

Students will conduct themselves in a manner which is not disruptive, destructive, nor threatening to themselves or others. Failure to comply with the regulations listed below will result in appropriate disciplinary action:

1. Students will follow reasonable directions from any faculty or staff members.
2. Food and drinks are restricted to the cafeteria except during class parties or other designated times. All food and drink that is brought to school, to be shared among classmates, groups, or clubs, must be prepackaged and purchased from a food distributor. Students may bring food that has been prepared at home for their own personal consumption at lunchtime.

3. Students should properly dispose of all waste materials.
4. All school equipment and materials shall be treated properly.
5. Students are expected to keep their hands to themselves and their own property.
6. Student to student sales must be limited to school sanctioned fundraisers only.
7. Invitations will not be distributed to students unless the ENTIRE class is included.

### **PERSONAL ELECTRONIC DEVICES/OTHER PERSONAL ITEMS**

In order to maintain an effective learning environment personal electronic devices are not permitted in school during the school day. Exceptions to this may be made during bus travel for field trips and athletic events at the discretion of the teacher or coach. Students bringing belongings on trips assume the responsibility for those devices. Cellular phones must be kept in backpacks and turned off at all times. The school cannot be responsible for the loss or damage of the above items.

### **E-READERS**

In recognizing that e-readers, the Kindle, Nook or other device designed for the sole purpose of reading e-books, are growing in popularity and are increasingly being used to support literacy instruction and personal reading, an exception will be made for bringing e-readers, for the sole purpose of reading, to school under the following conditions:

1. an understanding that the student
  - will comply with the Brown County Schools Student Computer and Internet Use policy and will not use the e-reader for any purpose other than for reading age-appropriate content already downloaded on the device
  - will assume responsibility for the e-reader while on school property and will not loan the e-reader to another student in school or during school bus travel whether to/from school for on field trips or athletic events, or leave the e-reader unsupervised (on desk, in hall, on school bus, etc.) at any time; and
2. an understanding that the parent/guardian
  - assumes financial responsibility for any loss or damage that may occur while the e-reader is on school property, and
  - the e-reader contains only age-appropriate reading material.

\*The school cannot be responsible for the loss or damage of the above items.

### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items that are prohibited at school include, but are not limited to, any weapons, knives, firearms, toy guns; water pistols, bullets, firecrackers, Heelys, skateboards and bicycles are prohibited. (Refer to Student Discipline Policy) The school is not responsible for lost, damaged, or stolen items.

## **DISCIPLINE POLICIES & GUIDELINES**

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies. The basic purpose of discipline is to help the student benefit from the learning activities presented by the school. Every effort shall be made to influence the student through example, discussion, and counseling. School principals and teachers are authorized to establish reasonable rules and regulations in an effort to insure a properly functioning school organization.

## **SEQUENCE OF DISCIPLINE PROCEDURES**

The first line of responsibility for discipline in the school rests with the classroom teacher who is expected to motivate the student and plan classes so as to minimize behavioral problems. Classroom teachers shall work closely with principals and parents to promote desirable student conduct. Discipline should not be confused with the punishment. The goal of discipline is self-controlled behavior, behavior that is acceptable and good for the school community. When disciplinary action is required to insure desirable student conduct, the teacher, principal, parents, and student will work together in order to bring out desirable behavior.

## **STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

### **REMOVAL FROM CLASS OR ACTIVITY - TEACHER**

1. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. A removal by a teacher shall be based upon a need to restore order or an atmosphere conducive to learning in the classroom or activity.

### **SUSPENSION FROM SCHOOL - PRINCIPAL**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

### **EXPULSION**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester and summer school, with the exception of a violation of rule 5 listed under the Grounds for Suspension and Expulsion in this policy.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

A student may be suspended or expelled for misconduct and/or substantial disobedience.

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following list is only illustrative of the type of conduct prohibited by this subdivision:
  - a. Blocking the entrance or exits of any school building or corridor or room therein  
With intent to deprive others of lawful access or use of the building, corridor, or room
  - b. Setting fire to or damaging any school building or property;
  - c. Prevention of or attempting to prevent by physical act the convening of any school or education function, or of any meeting or assembly on school property;
  - d. 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 school personnel to conduct the education functions under their supervision.
2. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco products of any kind or intoxicant of any kind. The superintendent may notify the county prosecuting attorney's office when a student is expelled under this rule.
7. 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.
8. 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 and where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. 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 on school property;
  - b. disobedience of administrative authority;

- c. willful absence or tardiness of students;
  - d. possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco products, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Possession of a firearm, deadly weapon, or destructive devices
- a. No student shall possess, handle, or transmit any firearm or destructive device on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant.
    - 2. the frame or receiver of any weapon described above;
    - 3. any firearm muffler or firearm silencer;
    - 4. any destructive device which is an explosive
    - 5. an antique firearm;
    - 6. a rifle or a shotgun which the owner intends to use solely for sporting, recreational or cultural purposes;
  - b. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
  - d. The grounds for suspension or expulsion listed above (#1-12) apply when a student is:
    - 1. On school grounds immediately before, during, and immediately after school hours.
    - 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.

Students are "in possession" of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their control such as a locker or vehicle. Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

## **ENFORCEMENT OF THE DISCIPLINE POLICY**

1. The discipline policy will be enforced by school administrators, teachers, substitute teachers, teacher assistants, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards are:
  - a. To protect the physical safety of all persons and prevent damage to property;
  - b. To maintain an environment in which the educational objectives of the school can be achieved.
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
  - a. The nature and extent of any potential or actual injury, property damage, or disruption;
  - b. The student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. The willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. The interest of the other students in the school to be in a school environment free from behavior that violates the school's discipline policies;
  - e. Any other aggravating or mitigating factor or circumstance that should be considered.

## **APPLICATION OF GROUNDS FOR SUSPENSION & EXPULSION**

The grounds for suspension or expulsion listed above apply to student conduct:

- a. during school activities on or off campus;
- b. on school property at any time; and
- c. while traveling to or from school or a school activity, function or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. Vandalism to a school employee's home or personal property and harassment of a school employee at any place at any time constitutes a ground for expulsion or suspension. A student committing an act that violates state or federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship and/or is likely to have in-school consequences.

## **SUSPENSION**

A suspension is a temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended up to ten (10) consecutive school days, but no more than ten (10) cumulative school days in a school year. Before a student with disabilities can be suspended, the student must be afforded suspension level due process in accordance with Board policy on student discipline. This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

## **EXPULSION**

An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days or a total of more than 10 days in a school year. Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. Prior to the expulsion meeting, the student's case conference committee will meet to review the student's behavior and determine whether the behavior is leading to the request for expulsion is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may: (1) request the appointment of an independent hearing officer to contest the committee's determination; (2) request an expulsion meeting; or (3) waive the right to an expulsion meeting.

\* This policy is limited to the discipline of student with disabilities as identified under 511 IAC 7-3.

In the event of the expulsion of a student with disabilities, educational and related services will not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

## **EXPULSION FOR POSSESSION OF A FIREARM**

If a student with disabilities is in possession of a firearm on school property, the principal may suspend the student in accordance with the above provision on suspension or exercise in-school discipline measures or any other discipline actions set forth in the student's individualized education program.

A case conference committee meeting shall be convened as soon as possible to determine an appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting. The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student must be expelled for a period of at least one calendar year, subject to modification only by the superintendent (or designee). During the expulsion period, the student shall continue to receive educational services as determined by the case conference committee.

LEGAL REFERENCE: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-33-8



## **DEFINITIONS OF HARASSMENT AND BULLYING**

### **A. Harassment**

The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

### **B. Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student. Sexual harassment may include but is not limited to the following:

1. Verbal/written harassment or abuse
2. Repeated remarks to a person with sexual and/or demeaning implication.
3. Unwelcome touching
4. Pressure for sexual activity.

### **C. Bullying**

"Bullying" (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time - both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

#### **PROCEDURES FOR REPORTING HARASSMENT AND/OR BULLYING**

A. Any student who alleges harassment should report this information to an administrator or staff member immediately.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with Brown County School's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting Harassment and/or Bullying

All reports of harassment and/or bullying shall be handled in the following manner:

1. Reports must be in writing.
2. Reports must name the person(s) suspected of harassment and state the facts.
3. Reports must be presented to a building administrator where the alleged conduct took place.
4. Anonymous reports can be made and placed in the locked mailbox outside the counseling office in each building (OR) visit "Report It! – Safes Schools" located on the Brown County Schools website.

D. The building administration shall thoroughly investigate the alleged harassment and/or bullying. The appropriate interventions will be assigned.

E. 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 Discipline Code.

## **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- 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.  
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 digitalized 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, digitalized 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.

## **CYBER-BULLYING**

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDA’s while on campus which has the effect of:

- 1) physical, emotionally or mentally harming a person;
- 2) placing a person in reasonable fear of physical, emotional, or mental harm;
- 3) placing a person in reasonable fear of damage or loss of personal property; or
- 4) creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or staff member’s professional duties.

Parents will be notified if a pattern of behaviors develop or the severity of the behavior warrants parent notification.

### **TEXTBOOK RENTAL FEES**

Each student is assessed an annual rental fee for textbooks. Please contact the administrative assistant for information about textbook rental fees. Each student is responsible for his/her books. The student's family must pay the cost of any lost or damaged book.

Neola of Indiana  
School Board of Trustees  
Brown County Schools

### **THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES**

If a student has paid the fees or charges described above and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable fees or charges, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, the Corporation shall promptly refund such fees if the address of the students or his/her parent is known or if requested by the student or parent, or within 365 days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within 365 days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

### **FREE AND REDUCED LUNCHES**

Brown County Schools participates in the National School Breakfast and Lunch Programs. A benefit of these programs is the ability to provide free or reduced-price meals to families who are eligible according to the federal income guidelines. Applications for meal benefits and textbook assistance are available in each school building and a printable version is accessible at [www.browncountyschools.com](http://www.browncountyschools.com). Only one application per household is needed, however, a new application must be filled out each year for meal benefits to continue. Meal benefits begin when the application has been processed and approved.

## **CAFETERIA AND LUNCH PERIOD**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, good food is offered at a reasonable price. Students may also bring their lunches from home.

Students are expected to follow these regulations:

1. Remain orderly while in the cafeteria.
2. Return trays to disposal windows and put all waste in container.
3. Stay out of the main halls during lunch period.
4. No carbonated drinks, soda, energy drinks, caffeinated water, in the cafeteria.
5. No glass containers.
6. All visitors may eat with their child at a designated guest table.

## **MEAL CHARGE POLICY**

1. A student may charge up to two (2) meals/day for 3 days.
2. A child may charge up to \$13.80
3. If a student repeatedly comes to school with no lunch and no money, food services employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
4. Parents will be notified by a letter sent home every week letting them know their child/s negative account balance. A secondary letter will be sent home by the Food Service Director if the child has reached their charge limit.
5. A student/s who has reached their charged limit, or who has a zero (0) balance may not charge or purchase extras or ala carte items, including extra entrees or drinks.

## **ACCIDENT/INJURY INSURANCE**

The school corporation provides - as a service to all students - the opportunity to purchase a low cost private insurance plan. The school cannot be held responsible for the cost of medical expenses for accidents which occur at school or during school function.

## **LOST AND FOUND**

Please return all "Lost and Found" items to the designated area. Students should check with the main office and the designated lost and found area, to see if lost items have been returned. Unclaimed lost and found items will be donated to appropriate local agencies.

## **ANIMALS**

For school visits, any type of wild or domesticated animal must have prior approval by the building administrator.

## **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).

## **FIELD TRIPS VOLUNTEERS/CHAPERONES**

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. The student's grades, attendance, tardies, early releases, and discipline records will be used by teachers and/or administrators to determine a student's eligibility for a field trip. Students denied the opportunity to participate on a field trip shall be assigned supervised study during the day on the field trip. All school rules apply while the students are on the field trip.

All field trip volunteers/chaperones need to be documented and pre-approved through the elementary school office. This verification is instituted requiring chaperones full name so that the school office has ample time to review sexual offender status by using the state registry. When a field trip volunteer/chaperone agrees to attend a field trip opportunity, it is necessary for that individual to make arrangements for child care of siblings. Any child that is not enrolled at the school in the current grade level attending the field trip is not permitted to attend. It is to be understood that any parent/guardian serving as a chaperone or attending a field trip will abstain from tobacco products and alcoholic beverages while on the school sponsored event. At the start of every school year, parents/guardians are asked to approve all in-county trips via a general permission slip. This authorization approves transfer via school vehicle to various locations within Brown County. It is preferred that students ride to and from all school sponsored events in the arranged school vehicle. If seating is available parents with a current, FULL, current background check on file will be eligible to ride the bus.

## **EMERGENCY CLOSING OF SCHOOL**

We must be prepared to delay school opening, send students home early, or to close school any day when required by weather or emergency conditions. The problems with these actions are well understood, but the safety and welfare of our students will always be our first priority. Local radio and television stations will be notified of an emergency closing. In addition, every attempt will be made to make notification by our School Messenger system. If you are not signed up to be notified in this manner, please contact your school. School Messenger is our automated notification system that utilizes telephone, cell phone, or email as a means to inform parents of emergency closings or other important events. Please be sure your child's school knows what to do in case of early dismissal or delay in starting time. Your advance planning is essential for the safety of your child. If an emergency school closing is called, all school-related activities scheduled for that day are also canceled.

## **REQUIRED DISASTER DRILLS**

### **FIRE DRILLS**

A fire drill is conducted one each month. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students are to remain at least 50 feet from the building with their designated teacher until the signal to return is given.

### **TORNADO DRILLS**

A tornado drill is conducted once each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. Everyone will remain in the designated area until the signal to return is given.

### **LOCKDOWN/EVACUATION DRILLS**

Lockdown drills are conducted during the school year to prepare students and staff in case of an intruder in the building, a hostage situation, a threat in the immediate area and/or the need to evacuate the building for the safety of the students and staff. When the lockdown/evacuation notification is given, students will follow the directions of the staff member who is in their immediate vicinity. These drills are conducted to allow students and staff, time to practice various situations and procedures which could occur.

### **EARTHQUAKE DRILL**

LEGAL REFERENCE: IC 20-34-3-20

### **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: 812.988.5428

### **PEST CONTROL**

The Brown County Schools has a pest management program. Pesticides are only used by licensed applicators. Pesticides are not stored on school property. The contracted service provider is instructed to use gel/paste bait insecticides or enclosed insecticides during normal school hours. These are the safest products available and do not require advance notification. If a situation requires a stronger, more potent type pesticide, advance notification is required and must be made available to all parents and staff. If you would like to be placed on this advanced notification registry, please contact the receptionist at the District Office at 812-988-6601 Ext 1100.

## **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.

### **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 designated bus stop five minutes prior to the scheduled bus arrival time
- \*Use extreme caution when getting to and from your assigned bus stop
- \*Look in both directions before walking from behind parked cars
- \*Students must stay at least 10 feet away from 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
- \*Students should always watch and wait for the drivers OK before crossing the road

To increase visibility, wear light colored/reflective clothing; or carry a flashlight when you walk to your designated bus stop. When a student must cross the road to enter the bus, or after exiting the bus, always wait until the bus stops and then cross in front of the bus only upon direction of the school bus driver. Always cross at least 10 feet from the bumper, in front of the bus.

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. In the event of an emergency, remain seated in the bus until the driver gives instructions.
3. Keep your 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. Students are subject to the same behavioral expectations on the bus as at school. Stay seated, talk quietly, face forward, keep your hands and feet to yourself.
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 (unless water), 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. Students are allowed a second stop if consistent and only in the same home school district. Only in the case of an emergency can a student go to a different address. This emergency situation must be approved with an approved note with approved signature from the school office.

10. Bus drivers have 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.

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

**1st OFFENSE:** Verbal Warning by the driver telling the student what he/she did wrong and what the consequences will be if repeated.

**2nd OFFENSE:** Written Warning given to the student to be signed by the 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

**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. It should be noted that riding the school bus is a privilege. Students are required to follow all school bus rules and procedures or else this privilege will be revoked.

#### **END OF THE SCHOOL DAY PROCEDURES**

To ensure the safety of all students, parents have three (3) options listed below for after school transportation/care:

1. Transportation by school bus
2. Pick up by parent/guardian
3. After School Care

\*Students will not be allowed to leave school grounds unless accompanied by their parent/guardian.

\*Parents must provide a written note to the school for any after school changes or call the office before 2:00 p.m.