PARENTS & SCHOOLS: A COLLABORATIVE RELATIONSHIP

Parents, teachers and students work cooperatively for the betterment of all of the Brown County Community Schools. We encourage you to call if you have a question or concern! For information on current education legislation, school data, Title I, Parent/Guardian Information Resource Centers (PICS), etc., please visit the Indiana Department of Education Website at: www.doe.state.in.us. If you do not have access to a computer or if you would like more information, please contact the office and we will be more than happy to provide information and answer questions.

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.

INTRODUCTION

Brown County Middle School is the bridge between the elementary and the high school; with parental help, our job is to help students make this transition smoothly. The middle school consists of the sixth, seventh and eighth grades. We are housed in a beautiful building constructed in 1981, located north of the high school on School House Lane. The building serves the students of all three elementary schools in Brown County. The staff at Brown County Middle School is composed of twenty-six teachers, some of whom are shared with the high school. Our mission is to provide every student with a wide variety of appropriate learning opportunities in an accepting, structured environment, which fosters intellectual growth while enhancing emotional, physical, and social development. Judged to meet all standards set by the State of Indiana, Brown County Middle School is fully accredited and an IDOE STEM certified school.

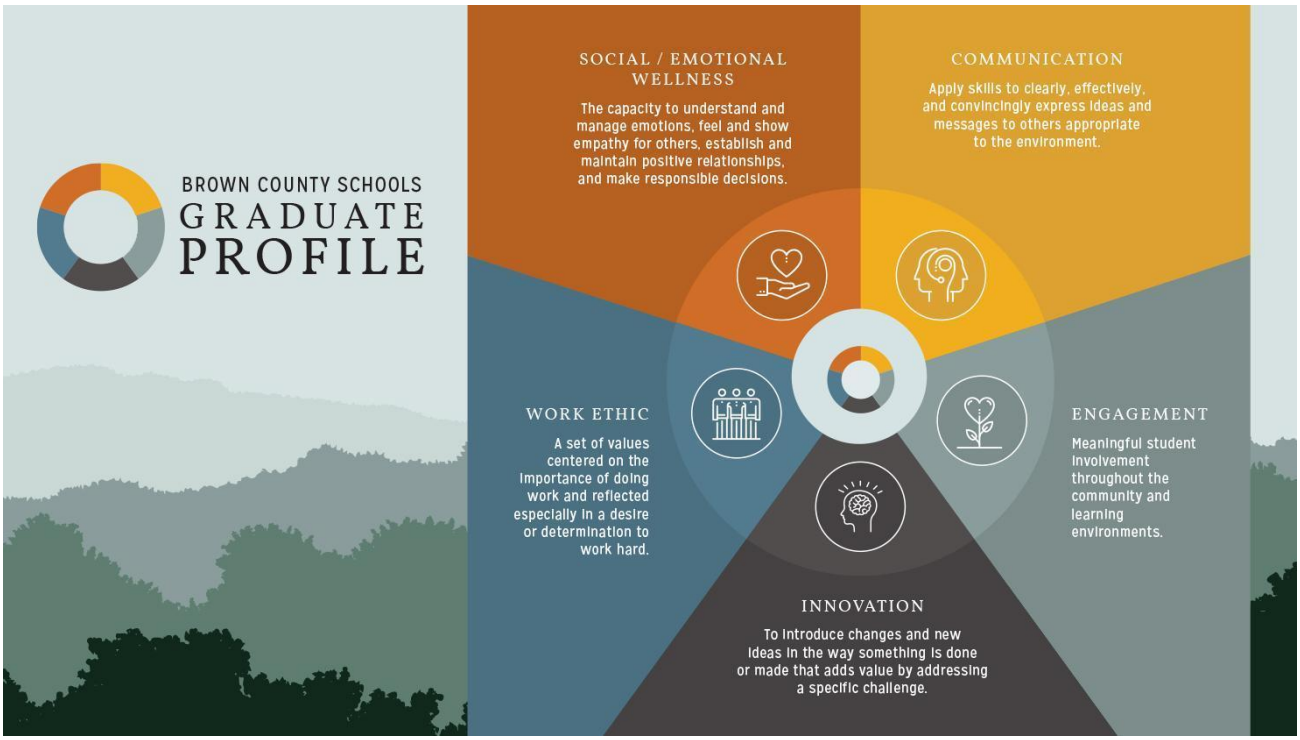
DISTRICT VISION

World Class Opportunities. Small School Relationships. Lifelong Impact.

DISTRICT 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
GRADUATE
PROFILE
WORLD CLASS OPPORTUNITIES. SMALL SCHOOL RELATIONSHIPS. LIFELONG IMPACT.
SOCIAL / EMOTIONAL WELLNESS
COMMUNICATION
WORK ETHIC
ENGAGEMENT
INNOVATION
BROWN COUNTY SCHOOLS
SINCE 1831


BROWN COUNTY SCHOOLS
GRADUATE
PROFILE
SOCIAL / EMOTIONAL WELLNESS
The capacity to understand and manage emotions, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
COMMUNICATION
Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.
WORK ETHIC
A set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.
ENGAGEMENT
Meaningful student involvement throughout the community and learning environments.
INNOVATION
To introduce changes and new ideas in the way something is done or made that adds value by addressing a specific challenge.

BCMS BELIEF STATEMENTS

We believe in the equity and equality of education.
We believe all students want to learn.
We believe in a safe and comfortable learning environment.
We believe all students are individuals with individual needs and learning styles.
We believe students should be prepared to participate in society and contribute to the community.
We believe students are more productive when positively reinforced.
We believe all students, regardless of ability level, need to be challenged.
We believe all students should receive praise and recognition.
We believe in communication.
We believe in the right to be educated.
We believe in opportunities for academic, athletic, and social growth.
We believe students should develop a sense of responsibility in their role as citizens and adults.

YOUR STUDENT HANDBOOK/PLANNER

Students purchase this Student Handbook/Planner for the purpose of recording assignments and school activities, as well as other communications between the home and school. Each student is responsible for protecting the Handbook/Planner purchased by him/her. If it is lost or stolen, students will not be granted hall privileges until either the book is found or a new book is purchased. The purpose of this Student Handbook/Planner is to help the student become more organized. An organized student will be more successful. It is the student's responsibility to take this assignment book to class every day. As you use this book, the student will find that he or she spends less time trying to remember what is required for each class. We believe that the student, teacher, and parent all share the responsibility for helping each student reach their maximum academic and social potential. **This Handbook/Planner is a record of student work for the entire year. Do not deface or tear pages out of this book**. Please keep this handbook in good condition; student passes will be honored only if the pass page is in good condition and is properly attached to the student handbook.

GENERAL INFORMATION
BROWN COUNTY SCHOOLS

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 by 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 to the school principal [or appropriate school official], clearly identify the part of the 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

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 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.

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.

Special Safety Services

Contact Jim Jackson @ 812-988-5428 ext. 1111

1. Indoor Air Quality Coordinator
2. Toxic Hazard Preparedness Officer
3. Safety and OSHA Compliance

BOOK RENTAL FEES

Textbooks are rented to the students. Books are very expensive and if lost or damaged, the student will be charged accordingly. Book rental should be paid in full upon registering the student for school. If the complete amount cannot be paid, then a portion of it is expected. If book rental has not been paid, three successive notices shall be mailed home before the end of the year. If payment has not been made by the deadline of the third notice, small claims court shall be notified.

1. Fines are assessed for books that are lost or stolen. The full price of a new book will be charged to the assignee.
2. If a book has been improperly handled or misused and rebinding is necessary, the fine will be the cost of rebinding. You will be charged the full price of the book if the school finds it is unusable and cannot be repaired.
3. Torn pages not reported when books are first assigned will be assessed at one dollar per page if the school considers the book repairable.
4. Writing of obscenities, etc., in/on the book, resulting in permanent damage, will result in the student being charged for the full replacement cost of the book.
5. Fees may be charged for some courses to cover the cost of materials or other items that the student takes with them at the end of the course. Information on specific fees may be picked up in the administrative office.

DAILY TIME SCHEDULE

Monday, Wednesday, Friday

Period 1	8:15 - 9:11
Period 2	9:15 - 10:07
SRT	10:11 - 10:41
Period 3	10:45 -11:37
Period 4	11:41 -1:07
1st Lunch	11:37-12:07
2nd Lunch	12:07-12:37
3rd Lunch	12:37-1:07
Period 5	1:11 - 2:03
Period 6	2:07 - 3:00

Tuesday, Thursday

Period 1	8:15 - 9:17
Period 2	9:21 - 10:19
Period 3	10:23 -11:21
Period 4	11:25 -12:55
1st Lunch	11:25-11:55
2nd Lunch	11:55-12:25
3rd Lunch	12:25-12:55

Period 5 12:59 - 1:58
Period 6 2:02 - 3:00

Students being transported to school by parents/guardians must be dropped off in the lower parking lot and should enter through the "bus/gym" door entrance.

The school day is divided into six periods. Students may not enter the building until 7:20AM and must stay in the cafeteria until dismissed to class at 8:05AM. Once students arrive at school, they are not permitted to leave the building or grounds. Classes begin at 8:15AM and end at 3:00PM. Students must be out of the building by 3:15PM unless under the direct supervision of a teacher.

TWO HOUR DELAY SCHEDULE

Period 1 10:15 - 10:56 (Announcements)

Period 4 11:00 - 12:26

_____1st Lunch 10:56 -11:26

2nd Lunch 11:26 – 11:56

3rd Lunch 11:56-12:26

Period 2 12:30 - 1:05

Period 3 1:09 - 1:44

Period 5 1:48 – 2:23

Period 6 2:27 - 3:00

SCHOOL CLOSINGS AND DELAYS

Radio and television stations will broadcast school closings or delays. It is the responsibility of the parent and student to listen for school closings during severe or extreme weather conditions. The School Corporation will notify the following stations if such conditions exist and will also notify parents through the School Messenger System.

RADIO STATIONS:

92.3 FM WTTS
Bloomington

96.7 FM WBWB
Bloomington

103.7 FM WFIU
Bloomington

102 FM WCBK
Martinsville

TELEVISION STATIONS:

Channel 3 WAVE……Louisville

Channel 6 WRTV ……..Indianapolis

Channel 8 WISH …….. Indianapolis

Channel 13 WTHR ……. Indianapolis

Channel 30 WTIU … … . Bloomington

Channel 59 FOX ……. Indianapolis

101.5 FM	WKKG
Columbus	
95.1 FM	WVNI
Nashville/Bloomington	
1070 AM	WIBC
Indianapolis	

AFTER-SCHOOL CARE

After school care will be provided for students in grade 6. The after-school program hours are from the end of the school day until 6:00 p.m. 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

LOST AND FOUND

All lost and found items shall be brought to the main office. If a student has lost an item, he/she should check with classroom teachers for the missing item, then check the main office to see if it has been found. Students should personalize items, whether they are books, clothes, shoes, gym clothes, musical instruments, notebooks, etc., by placing their name on them. Money or valuable articles should not be left in an unsafe place. The school cannot be responsible for lost articles or money. Unclaimed items will be periodically donated to local charities.

TELEPHONE

Only emergency calls are to be made from the main office with a pass from the teacher and permission from the administrative assistant. Students are not to report to class tardy because of having used the telephone. Make arrangements for the day and after-school activities before you leave home.

CELL PHONE POLICY

Students may not use cell phones or other such devices during designated instructional time. Instructional time begins when the period bell rings and ends when the period dismissal bell rings. If brought into the classroom, these devices are to be turned off or silenced. It is a violation of the BCMS discipline code to use such devices during instructional time. Cell phones are to be used only as a communication device during non-instructional time. Students are prohibited from using them to take pictures or videos during the school day. If a student is ill, he/she must see the school nurse who will determine whether the student is well enough to continue to attend classes. We understand that cell phones provide easy communication between the parent/guardian and student. Please understand our need to maintain a learning environment free from unnecessary distraction.

VISITORS

Students are not allowed to bring visitors to school. This includes visitors from other schools during regular school hours or at dances. There is no exception to this policy. Parents are always welcome to meet with school officials but are encouraged to make an appointment in advance. All visitors must report to the **front** office when entering the building and obtain a name tag.

ACADEMICS

ACADEMIC AWARDS

At the end of the school year, an awards ceremony is held for each grade. Outstanding students at all three grade levels are recognized in each subject. Their names will be added to the "BCMS Outstanding Student Awards" display near the cafeteria and the main entrance. Parents are welcome to attend.

HONOR ROLL

The qualifications for Honor Roll are as follows:

"A" Honor Roll: No grade less than an A-.

"B" Honor Roll: No grade less than B-.

Students must be enrolled in at least three courses at Brown County Middle School to qualify for the Honor Roll.

NATIONAL JUNIOR HONOR SOCIETY

The Golden Eagle Chapter of the National Junior Honor Society was established at BCMS (previously BCJHS) in 1993 to recognize student achievement in the areas of scholarship, character, service, leadership, and citizenship. Students are invited to join after the 2nd trimester, providing a year to date GPA of 3.7 on a 4.0 scale is attained, and competency in the areas of character, service, leadership and citizenship are confirmed. A formal induction ceremony will be held in the spring. Members of the organization must maintain a GPA of 3.5 and are encouraged to use their talents and skills in service activities at school and in the community.

STUDENT EVALUATION

GRADING SCALE

Teachers make continuous evaluations of student progress through a variety of assessment tools. Grades are issued to students at the end of each trimester. A grading system of A, B, C, D, F, or PASS/FAIL is used.

Generally, these grades represent: A~SUPERIOR WORK; B~ABOVE AVERAGE WORK; C~AVERAGE WORK; D~BELOW AVERAGE WORK; F~FAILING (NO CREDIT). Students are to meet the following academic standards in order to earn a specific grade. The point value (of each letter grade) used in calculating the overall grade point average is in parentheses.

A+	97.5-100	(4.0)	C+	76.5-79.49	(2.3)
A	92.5-97.49	(4.0)	C	72.5-76.49	(2.0)
A-	89.5-92.49	(3.7)	C-	69.5-72.49	(1.7)
B+	86.5-89.49	(3.3)	D+	66.5-69.49	(1.3)
B	82.5-86.49	(3.0)	D	62.5-66.49	(1.0)
B-	79.5-82.49	(2.7)	D-	59.5-62.49	(0.7)
			F	0-59.49	(0.0)

GRADE CARDS

Grades cards will be distributed at the conclusion of each trimester (12-weeks). 1st and 2nd trimester grade cards will be distributed to students during their 1st period class. 3rd trimester grade cards will be mailed home at the conclusion of the school year.

RETENTION POLICY

Brown County Middle School Students who fail to achieve a cumulative passing grade of **D** or above for the school year in at least three of the four core subjects (math, language arts, science, social studies) will be considered for retention. All decisions regarding retention will include parent, teacher, and principal input.

SCHEDULING

Students have one **week** at the start of each trimester to make schedule changes. **Teacher or administrator initiated changes may occur at any time.**

TESTING PROGRAMS

ILEARN

ILEARN will be administered to all students in the spring. Please make every effort to have your student in attendance during these required testing sessions. These tests measure student achievement levels in mathematics and language arts**.** Results of this test will be mailed home when available**.** They are used to evaluate the placement of students in mathematics and language arts courses for the next school year.

DISTRICT TESTING

Students will participate in district testing multiple times during the school year in the areas of mathematics and language arts.

Brown County Schools 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
F. 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.
G. death in the immediate family or of a relative
H. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
I. maternity
J. military connected families' absences related to deployment and return

K. 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.

Family Vacations

Family vacations should be taken on non-school times if at all possible. Only in those instances where it is impossible to do otherwise should a student be taken out of school for a family vacation. In the event a family vacation is necessary during school time, the absences are considered unexcused. The parent/guardian must notify the building administration at least one week in advance of the absence in order to obtain assignments before the vacation. The student has the responsibility to then contact the teacher to make up work missed during the absence. All work must be completed by the day after the student returns to school at the latest in order to receive credit.

Attendance Procedures

A. Absences are to be reported as follows:

1. When it is necessary to be absent from school, the parents/guardians are expected to contact the school by phone no later than 9:00 AM. The school number is 988-6605. If the school does not receive a call, attempts will be made to contact a parent/guardian via the school's automated calling system**.** A note is to be sent with the student upon returning to school. Parent verification through the note is required to determine the type of absence and whether it is "excused" or "unexcused."
2. Students who are absent from school without proper parent verification are considered truant from school.

B. Upon returning to school after being absent, students are to follow these steps:

1. Report directly to their first period classes unless they need to:
   a. Verify their absence with the attendance secretary
   b. Present a doctor's note to the attendance secretary
2. Teachers will check the computer records to learn the type of absence and determine the status of make-up work.

Late Arrival
Students arriving late to school are to report to the office for an admission slip. If the reason for being late is not excused, the student will receive an unexcused tardy. Students accumulating three (**3**) or more unexcused tardies will receive an office referral. This will be written and submitted to the office by the staff member who records the third tardy.

Early Dismissal

A. The reason for a student leaving school early must be provided by the parent/guardian and may be done through one of the following methods:
   1. Written statement from the parent/guardian stating the valid reason for the early dismissal
   2. Parent/guardian coming to school and requesting the early dismissal
   3. Written statement from a doctor

B. When an individual student leaves school during the day, he/she must check out at the office with the parent/guardian present. This must be done even when advance arrangements have been made.

C. Any student failing to follow these procedures will be considered truant.

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.**

OTHER ATTENDANCE MATTERS

A. When a student is too ill to attend school, he/she is considered too ill to take part in evening activities or attend school parties or games that same day.

B. No student may leave BCMS school grounds after arriving at school without permission from the attendance secretary or the principal, who may provide an "off-grounds pass" only with parental permission.

C. Every effort should be made to see that doctor or dental appointments are made on non-school time.

D. Students cannot expect to receive an excused absence for attending to personal business, working, babysitting, missing the bus, or taking a relative to the doctor, unless in the case of dire emergency. Other arrangements should be made if at all possible.

E. Students who miss school are encouraged to make-up all work missed under the following conditions:

   1. A student whose absence is "excused" will receive credit for the work missed.
   2. A student whose absence is "unexcused" will receive **NO** credit for work missed unless they were suspended or had an approved absence in advance or complied with the family vacation provision (see section D under 'Types of Absences').
   3. Suspended students will be given an opportunity to complete all work and receive credit even though their absence is "unexcused."

HOMEWORK POLICY

There are times, due to unforeseen or unusual circumstances, that extended absences will occur. The following types of absences will apply to students when homework is due:

A. REGULAR EXCUSED ABSENCE: Any student who is absent for a full day of school and missed receiving an assignment will be given additional day(s) beyond the due date. The number of days will be one (1) day given for each day missed unless an extended absence has been granted and assignments have been given during the absence. Those students will be evaluated on an individual basis.

B. FAMILY VACATIONS, RELIGIOUS HOLIDAYS, ETC.: It is the responsibility of the parent /guardian to notify the building administration at least one week in advance of the absence. All work must be completed by the day after the student returns to school in order to receive credit. Unusual circumstances will be considered by the administration.

C. SUSPENSIONS, TRUANCIES, UNEXCUSED ABSENCES: Absences such as out-of-school suspension, truancies, or unauthorized absenteeism will be considered unexcused and no credit will be received for school work missed. The only exception is a suspended student will be permitted to complete all assignments, exams, or major projects missed during the time of suspension for credit.

D. SHORT TERM ILLNESS--OVER THREE (3) DAYS: If a student will be absent over three (3) days, the parent or student is urged to contact the school for homework. The request must be made by 9:00 am in order for the work to be available at the end of the same school day (3:00). Students are expected to complete the majority of this work before they return to school. The due date for homework is the same as in item A above.

E. LONG TERM ILLNESS-OVER TEN (10) SCHOOL DAYS: All guidelines will be followed as in item D above. However, additional assignments in each subject will not be provided until previous work is returned. If it is known that a student will be out for an extended period of time, parents may request assignments on the first day of absence. Teachers should not be asked to compile assignments in either short or long term absences unless the student intends to attempt the work before returning to school. Parents have the responsibility of helping the student in this situation.

F. NO HOMEWORK REQUESTED: If the student returns to school from any absence, and no homework had been previously requested, it is the student's responsibility to contact his/her teachers to make arrangements for missed work and due dates. (Please refer to item B if applicable)

G. ASSIGNMENTS PREVIOUSLY GIVEN: In most cases assignments given prior to the absence will be due as assigned.

H. CLASS PERIODS MISSED DUE TO FIELD TRIPS: All students participating in a field trip must get all assignments prior to the field trip and meet all due dates.

I. HOMEBOUND INSTRUCTION: If for physical reasons any student needs to be out of school for a period of time that exceeds twenty (20) school days, he/she may qualify for "homebound" instruction. In order for this to be the case, the parent must provide the school corporation with a written statement from a physician with an unlimited license to practice medicine that states the student's physical condition will require homebound care or hospitalization for a minimum of twenty (20) consecutive instructional days. The homebound teacher will work with the classroom teachers on the specific curriculum, but the homebound teacher is in charge of the student's education. This includes an evaluation of the student's academic progress during the time of

homebound instruction. The student is expected to do his/her best to complete all assignments in a timely fashion to insure the necessary educational progress for promotion. The parents are expected to communicate with the school on a regular basis regarding the student's progress and to assist the student in the homebound instruction process along with the homebound teacher.

PERFECT ATTENDANCE AWARDS

Awards for perfect attendance are given throughout the school year. Those students with perfect attendance and outstanding attendance for the entire school year will be recognized with a certificate at the annual awards ceremony.

TARDINESS

TARDINESS TO CLASS

A student is tardy to class if he/she is not in the classroom or in his/her seat when the bell rings, as determined by the teacher. Excessive tardiness to class results in the following disciplinary action:

Third Tardy	Two Lunch Detentions
Fourth Tardy	Thursday Detention (Two Hour)
Fifth Tardy	Thursday Detention
Sixth Tardy	Thursday Detention
Additional Tardies	In-School Detention / Possible Loss of Hall Privileges

TRUANCY

Truancy is an unexcused absence. Students are considered truant if they are found in areas of the building during regular school hours without the approval of a teacher or school administrator. A student who leaves the school building without authorization will also be considered truant. Repeated truancy is grounds for disciplinary action that may lead to expulsion.

WITHDRAWAL

Students may not withdraw without parent/guardian permission. Parents/guardians may sign the withdrawal form prior to a student's last day or accompany the student on his/her last day. The procedure can be expedited if the student can bring in his/her new address and new school's name. A copy of the permanent record will be sent immediately upon request from that school. If there are no outstanding fees, a refund will be mailed to the student at his/her new address.

BEHAVIOR GUIDELINES

SEXUAL HARASSMENT

It is the policy of Brown County Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of Brown County Schools to harass another employee or student through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school employees. Copies of the policy are on file with the school.

STUDENT BEHAVIOR

Rules and policies are necessary for orderly operation and for ensuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of the school to help students adjust, rather than punish, and to turn the unacceptable behavior into acceptable. Good discipline is the absence of distractions, friction, or disturbances that interfere with the functioning of the individual, class, or school. It is the presence of a friendly, yet business-like atmosphere where we all work together for the common good. The following information applies not only to the school day, but also is inclusive of all extracurricular activities involving the school, buses, or school corporation property. It is the intent of this school that any problems arising from the normal operation of Brown County Middle School, during the school day or at extracurricular activities, be handled on the lowest level possible with the least force or embarrassment necessary to bring about the proper behavioral changes. In this vein, it is recommended that private conferences be used when appropriate.

1. STUDENTS ARE EXPECTED TO:
   a. Do as they are asked the first time when given reasonable directions from a faculty member or other school personnel. This includes the completion of assignments and serving detentions. Students who demonstrate an unwillingness to comply with this rule will face disciplinary consequences including the loss of participation in all extracurricular activities.
   b. Respect legitimate authority by following school rules as well as the laws of the community, state, and nation.
   c. Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.
   d. Respect the rights, opinions, and ideas of other students.
   e. Refrain from having food or drinks outside the cafeteria area. Opened drink containers are not to be stored in student lockers under any circumstance.
   f. Refrain from loitering in areas of heavy student traffic or in the rest rooms.
   g. Refrain from displaying rowdy behavior.
   h. Not throw waste materials on the floors, in desks, on chairs, etc.
   i. Treat lockers properly.
   j. Keep hands off other persons' bodies and their property.
   k. Refrain from cheating, which includes plagiarism. Plagiarism is the unauthorized use of another person's work without the consent and knowledge of the instructor. This would include, but is not limited to the use of notes, books, calculators, or other student's work, etc., when prohibited by the teacher. In addition to

possible disciplinary action, students will receive a failing grade for the work which was plagiarized or on which they cheated.

l. Refrain from public displays of affection. The school maintains a "hands-off" policy.

m. Not buy or sell candy, gum, or any products at school for organizations or for any reason other than middle school sponsored sales.

n. Refrain from speech, conduct, clothing, jewelry, or hairstyles which are profane, indecent, lewd, vulgar or offensive to school purposes.

o. Turn off all electronic devices in the instructional setting.

p. Leave chains, skateboards and "toys" in general at home.

q. Refrain from gambling and soliciting money from other students.

r. Leave jackets, book bags, satchels, and other tote bags in their lockers. Under no circumstances are they to be carried throughout the building or to classes during the school day.

s. Use all computers and technology owned by the school in a proper and safe manner. Under no circumstances are students permitted to bring and/or install personal software of any type onto their computer. Students may NOT decorate their computer.

t. Refrain from participating in all gang-related behaviors including the use of 'colors,' clothing, gang symbols (bandanas, altered hair and eyebrows, etc.), or any other activities, which relate to gangs. Such behaviors will not be tolerated and will result in disciplinary consequences including suspension or expulsion.

u. Attend all detentions as assigned by any teacher or administrator. Failure to do so will result in the loss of all after school activities and other consequences as determined by the administration. Students receive at least a 24-hour notice to serve detentions.

Brown County Schools
1:1 Technology Expectations Overview

Receiving Your Device

- Chromebooks will be distributed to all Brown County Middle School Students.
- A carrying case and charger will be included with the device.
- The BCS Technology Department will determine how the devices are initially distributed to students.
- New students must report to the Technology Department office to receive their device.

Responsible Use

- Students are expected to follow the *Acceptable Use Agreement for Devices*, *Standards for Proper Device Care,* and *Acceptable Use Guidelines for Technology Services.* These documents will be distributed to students at the start of the school year.
- The carrying case is to be used at all times when transporting the device.
- Cases, chargers, and any other accessories are to be treated with care and should be thought of as a part of the device itself.

Printing

- Issued devices will not be setup to print to school printers.
- It is highly recommended that students share documents via Google Drive or by sending as email attachments.
- Printing can be done from a desktop lab or from a desktop computer.

When There is a Problem

- Report any issues to the Technology Department immediately.
- Do not take the device off campus to be repaired.

Forgotten device

- If a student leaves their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- The student will have the opportunity to use a temporary loaner Chromebook from the Technology Department, if one is available.
- Repeat violations of this policy will result in disciplinary action.
- Temporary loaners will be returned to the Technology Department before the end of the school day. TEMPORARY LOANERS SHOULD NOT BE TAKEN HOME.

Device Under Repair

- A long-term loaner will be distributed to students whose issued device has been taken for repair by the Technology Department.
- Students will return the long-term loaner when picking up their issued device after repair.

Returning Your Device

- Devices are to be returned to the Technology Department upon withdrawal from the school or before leaving for summer.
- The Technology Department will determine how devices will be collected before summer break.
- All accessories will be included with the return of the device.

BROWN COUNTY MIDDLE SCHOOL DISCIPLINE CODE AND CONSEQUENCES

Violation	**1st**	**2nd**	**3rd**
Abusive Language to Staff	3 OSS	5 OSS	Expulsion
*Alcohol Possession/Use	Expulsion		
Bus Misconduct	(See School Bus Behavior Guidelines)		
Cafeteria Misconduct	Lunch DT	ASD	Thursday-DT
Cell Phone Misuse	Phone loss 3 days or Thursday DT	Phone loss 3 days & Thursday DT	Parent Conf. & Thursday DT
Cheating	“F” on assignment	Thursday DT/F	F in class
Disrespect to Staff	1 OSS	3 OSS	5 OSS
Disruption in ASD/ISD	OSS		
Disruptive Behavior	ASD	Thursday DT	Thursday DT
Dress/Appearance	Warning/Change	Lunch DT/Change	ASD/ Change
Drug Paraphernalia	5 OSS	Expulsion	Expulsion
*Drug Possession/Use	Expulsion		
Excessive Display of Affection	Warning	ASD	Thursday DT
Extortion	3 OSS	Expulsion	
False Alarm	5 OSS	Expulsion	

Fighting	3 OSS	5 OSS Police Call	Expulsion
Promoting/Filming/Posting a Fight	1 OSS	3 OSS	5 OSS/Expulsion
Firecracker/small explosive	5 OSS - Expulsion	Expulsion	
Fraudulent Note	Thursday DT	Thursday DT	OSS
Gang Activity	Warning/OSS	5 OSS	10 OSS/Expulsion
Inappropriate Use of Computers	Thursday DT	Thursday DT	Loss of privilege
Insubordination	Thursday DT	OSS	3 OSS
Intimidation/Hazing/Threats/ Harassment/Bullying	1 OSS	3 OSS	Expulsion
*Physical Attack or Threat to Staff	Expulsion		
Possession of a Weapon	5 OSS - Expulsion	Expulsion	
Racial/Ethnic/Gender Slurs	Thursday DT	1 OSS	3 OSS
*Theft	3 OSS – Expulsion		
Tobacco Possession/Use (includes e-cigarettes/vapes)	1 ISS & completion of cessation course	1 OSS	2 OSS
Truancy **(includes leaving class or the school building)**	1 ISS	2 ISS	3 ISS
Unacceptable Language	ASD	ASD	Thursday DT
*Use/Threat with Firearm	Expulsion		
*Vandalism-Intentional	Expulsion & Restitution		
Vandalism-Negligent	Restitution & 3OSS	Restitution & 5OSS	Restitution

ASD = 1hr After School Detention (Tuesday or Thursday)

Thursday DT = 3hr Thursday Detention

ISD = In School Detention

OSS = Out of School Suspension

Any student who receives six referrals is ineligible for extracurricular activities for a one-week probation period.

Any student who receives 15 referrals <u>may</u> be placed on a behavior contract.

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.

It is not uncommon for individual teachers to assign after school detentions. Parents must receive 24-hour notice and teachers are responsible for communicating with the parents to assure arrangements for pick up from school

have been made.

*Law enforcement officials are contacted for most violations in these categories and will be contacted on any other instance deemed necessary such as bodily harm.

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 remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY--TEACHER: A teacher has the authority to remove a student from his/her class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting. Parents are to be contacted of any suspension from class that exceeds one day, prior to the second day.
2. 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 10 school days. Parents must take responsibility for gathering information on assignments and ensuring that students have all work completed upon their return to school. No credit will be given for work submitted after the initial day of return from suspension. Suspended students are not permitted on school grounds or on school buses during the time of their suspension.
3. 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, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy. Expelled students are not permitted on school grounds or on school buses during the time of their expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION:

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.

School officials will contact law enforcement 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.

Grounds for suspension or expulsion are student 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 enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
b. Blocking the entrance or exits of any school building, corridor, or room with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
c. Setting fire to or damaging any school building or property.
d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
e. 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 educational function under their supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal 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 does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student or school personnel for any purpose, including obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is <u>not</u> a firearm as defined in rule #13 below.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco (including e-cigarettes), pills or intoxicant of any kind. Use of drugs 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. This includes any substance portrayed to be a drug, drug paraphernalia, or other illegal substance.
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 the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws 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, physical contact or **electronic text or pictures**;

b. disobedience of 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, 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. Possessing or using matches or lighters.

13. POSSESSION OF A FIREARM

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm under this rule:

any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive the frame or receiver of any weapon described above

any firearm muffler or firearm silencer

any destructive device which is an explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter

any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

c. The penalty for possession of a firearm: 10 days suspension 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.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-13) apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function, or event, or traveling to or from school, a school activity, function, or event.

14. 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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending

classes or other school functions.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   a. a written or oral statement of the charges;
   b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
   c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of the suspended student will be notified in writing. The notification will include the dates of the suspension, and it will describe the student's misconduct and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school

board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

POLICY ON HARASSMENT AND BULLYING

- BCMS IS A PLACE OF RESPECT AND RESPONSIBILITY.
- FOR THE FULL CORPORATION POLICY SEE BOARD POLICY.

I. THE POLICY

A. It is the policy of the Brown County Schools to maintain a learning and working environment that is free from harassment.

B. It is a violation of this policy for any student of the Brown County Schools to harass another student through conduct or communications of a harassing nature 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 III.

II. DEFINITIONS OF SEXUAL HARASSMENT & BULLYING

A. Sexual Harassment

Sexual harassment consists 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, **including electronic texting or inappropriate pictures.**

B. Bullying

IC 20-33-8-0.2 – Bullying is defined as (a)"overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner including digitally or electronically, (b)physical act committed, aggression, **or** (c)any other behaviors that are committed by a student or group or students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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.

This rule applies when a student is on school 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. In addition (IC 20-33-8-13.5):

1. the anti-bullying rules "may be applied regardless of the physical location in which the bullying behavior occurred" as long as the alleged bully and the targeted student(s) are students of the same school district; and
2. "disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment."

A student that is being bullied or witnesses bullying should report this to a BCMS administrator, guidance counselor and or BCMS staff member immediately. Once the act has been reported it will be investigated and appropriate interventions will be issued.

III. 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.

IV. PROCEDURES FOR REPORTING HARASSMENT

A. Any student who alleges harassment by any person should report this information to an administrator or school guidance counselor immediately. Students may also report incidents using the Report It! Safe Schools link located on the corporation webpage.

B. 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.

C. Reporting Harassment

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

a) Reports should be made in writing to school administrators or reported using the Report It! Safe Schools link located on the corporation webpage.

b) Reports must name the person(s) suspected of harassment and state the facts;

c) Reports should be presented to the 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.

V. 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.

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.

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.

1. Inappropriately torn clothing is unacceptable. Holes in jeans or shorts that reveal undergarments or expose skin where undergarments should be, will be considered a dress code violation.
2. Students are not to wear chains hanging from their pants or attached to wallets.
3. Jackets, coats, blankets, gloves, or other forms of outerwear are to be placed in the student's locker at the beginning of the school day and remain there until the end of the day.
4. 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.
5. Sunglasses (unless authorized by a doctor) may not be worn in school.
6. T-shirts, other attire or pins that advertise or promote alcoholic beverages, smoking, drugs, or profanity, are unacceptable at the junior high level. Clothing that identifies students with gang activity will not be tolerated at

any time.

7. Clothing must be worn in a manner that does not expose the entire shoulder, torso, midriff, chest, cleavage, back, buttocks, rib area, or undergarments. All shirts, blouses, jerseys, etc., must cover all undergarments. Skirts and shorts must adequately cover the buttocks.
8. In the interest of safety and good health, shoes or sandals must be worn at all times.
9. Any bizarre or extreme dress, costumes, or appearance that is disruptive to the educational process is prohibited.
10. Student athletes are to be dressed appropriately when attending events. BCMS will not allow anyone to participate when inappropriately dressed.

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 and/or possible disciplinary action is taken.

Administration will make final determination on dress code violations.

SCHOOL BUS BEHAVIOR

BROWN COUNTY SCHOOLS 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 pickup 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 **5 minutes prior to pick up time**.
- 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 yourself, 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 by the bus driver and needs 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 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.

LEGAL REFERENCE: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-8.1-5.1 -1 et.seq.

EXTRACURRICULAR ACTIVITIES

DANCES

Dances are sponsored throughout the school year by various school organizations. Only students currently enrolled at Brown County Middle School are permitted to attend the dances. The student must attend at least three periods during that school day unless a special exemption is granted by the principal. Once a student has entered a dance, he/she will not be permitted to leave during the dance without a parent or guardian. Gym shoes only are permitted on the dance floor. Students wearing other types of shoes will be asked to remove them and to dance in socks. Students experiencing excessive or severe behavior problems at school may be denied admittance to dances and other extracurricular activities. Any student who is currently enrolled in physical education must participate in class the day of the dance to be eligible to attend the dance.

STUDENT COUNCIL

Student Council promotes student interest and involvement in student activities and increases school spirit. It also provides a voice for suggestions on school policy decisions that affect students at Brown County Middle School.

Sixth, seventh and eighth graders, who are elected into membership by their peers, represent Student Council. The representatives maintain their status by participating in a number of activities, attending meetings, and maintaining a “C” grade point average with no “F”s. Students are required to be available for meetings after school and during regular school hours. Opportunities for holding offices within the organization are available to a limited number of students who wish to participate. Parental support and involvement are a necessary component in determining the amount of success that each student experiences in this organization.

ACADEMIC TEAMS/COMPETITIONS

BCMS participates in a number of academic competitions sponsored by the State of Indiana such as the Hoosier Academic Super Bowl. Teams are taken from mathematics, science, language arts, social studies, and interdisciplinary areas. We also participate in the Hoosier Spell Bowl, We the People, Geography Bee, History Day, and National Science Olympiad. We encourage participation by all interested students. Students who participate on our competitive academic teams are subject to the same academic and behavioral expectations as outlined in the BCMS athletic policy.

ATHLETIC POLICY

ATHLETIC CODE

The opportunity of participating in athletics affords an individual many obvious benefits and responsibilities. When an athlete participates to the fullest and meets all obligations of the school, team and self, these benefits will be provided. When an individual chooses to participate in the school's athletic program, that individual must accept certain responsibilities and meet certain standards. These obligations to the team, school, and self are enumerated in the following pages and in the school code.

ELIGIBILITY REQUIREMENTS

The Interscholastic Athletic Program has been established as a segment of the total educational program at Brown County Middle School. Athletes must be enrolled in the Brown County Schools to be eligible for participation. All requirements listed are to be met by: athletes, cheerleaders, managers, and student helpers involved in programs at BCMS.

It is the responsibility of the coach, athletic director, and principal to determine the eligibility of any athlete. The athletic director will determine the eligibility after each 6 week grade check.

AGE POLICY FOR ATHLETIC PARTICIPATION

(1) Any eighth grade student who is or shall be 16 years of age prior to or on the date of the last scheduled event in any sport shall be ineligible for athletic participation in that sport.

(2) Any seventh grade student who is or shall be 15 years of age prior to or on the date of the last scheduled event in any sport shall be ineligible for interschool participation in that sport.

(3) Any sixth grade student who is or shall be 14 years of age prior to or on the date of the last scheduled event in any sport shall be ineligible for interschool participation in that sport.

DUAL SPORT PARTICIPATION

(1) Participation in two overlapping sports will be determined on a case by case basis by the athletic director, principal, coaches involved, and parent/s of the athlete.

(2) Each of the above named parties must be in agreement before an athlete will be allowed to participate in two sports simultaneously.

REQUIREMENTS FOR TRIMESTER ACADEMIC ELIGIBILITY

(1) Athletes must have received a minimum grade of "**D-**" in **all** subjects to become completely eligible for the following trimester.

(2) If any athlete receives a grade of "**F**" for the previous trimester, including the 3rd trimester of the previous academic year, they will be placed on academic probation and the following rules will apply: The athlete may participate in the sport, but will miss **20%** of the scheduled contests.

(4) The principal shall have full determination regarding eligibility for athletes, cheerleaders, managers, and student helpers.

(5) The athletic director is responsible for seeing that all rules and regulations are carried out regarding eligibility.

REQUIREMENTS FOR MID-TERM ACADEMIC ELIGIBILITY

(1) Athletes must have received a minimum grade of **D-** in **all** subjects at the mid-term grade check to maintain eligibility.

(2) Athletes who do not maintain a minimum grade of **D-** will be declared ineligible for athletic participation until all grades meet this minimum standard.

(3) The athletic director is responsible for conducting mid-term grade checks and for enforcing any participation penalties that may result.

REQUIREMENTS FOR ATTENDANCE

(1) An athlete must be in attendance at BCMS at least three periods on any given day that regular school is in session to participate in an event or practice that night.

(2) Any athlete who is currently enrolled in physical education must participate in class the day of the athletic event to be eligible to participate.

(3) Variations from (1&2) include a family funeral, personal business, or a school function. These variations must be cleared with the principal or athletic director prior to the day of absence.

MEDICAL, PHYSICAL AND INSURANCE REQUIREMENTS

(1) All athletes must have passed a physical examination each school year to participate in athletics. Only those exams given after April 1st will be accepted. A copy of this exam form along with the Parent Code of Conduct must be on file in the Athletic Office before any athlete may begin to practice.

(2) Athletes with an extended illness or extensive injuries may **NOT** return to practice or participate until they have received consent from a licensed physician. A copy of this consent must be on file in the Athletic Office.

(3) If an athlete has been injured during a season or not allowed to participate further due to physician's orders, that athlete will be eligible for any award due him or her.

(4) Parents of athletes are responsible for having proper insurance for their child. If no insurance is available, the parent **MUST** indicate this on the Physical Form which states that they take full responsibility in case of an accident or injury.

RESPONSIBILITY FOR ENFORCEMENT OF ALL REGULATIONS

The athletic director is responsible for seeing that all rules and regulations are followed. It will further be the responsibility of the athletic director to render assistance to all coaches and athletes when requested.

RULES AND REGULATIONS CONCERNING CONDUCT

The administrators and coaches, in alignment with IHSAA Bylaws and the policies of the Brown County Middle School, have adopted the following rules and regulations concerning conduct, character and discipline:

(1) Individuals whose habits, conduct or character, in or out of school, during the year, or during the summer, are such as to reflect discredit upon their school, **MAY** be declared ineligible to participate in the athletic program.

(2) Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contest at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

(3) **Tobacco-** involves the use or possession of any type of tobacco products (includes e-cigarettes) on or off school grounds.

1. First Offense: suspension for 20% of the regularly scheduled contests or the remaining balance of the season. (This penalty may be extended into the next season of participation)
2. Each Subsequent Offense: Immediate and indefinite suspension from participation in athletic program. Athletes may petition the principal and athletic director for reinstatement.

(4) **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.

1. First Offense: Immediate and indefinite suspension from participation in athletic program. Athletes may petition the principal and athletic director for reinstatement.

(5) If any athlete is found in violation of any of the offenses designated with an * in the Brown County Junior High School Discipline Code & Penalties, that athlete will be disciplined as stated in the Handbook. If an action results in expulsion or suspension, the athlete will NOT be able to participate in any practice or contest during periods of suspension or expulsion.

(6) In all cases of violations of the rules, all athletes will be assured that the proper due process procedures will be followed before any action is taken.

TRANSPORTATION TO AND FROM CONTESTS

When contests, meets or tournaments are away from home, all athletes are required to go with the team on transportation provided by the school corporation. Parents will have the option to take their son/daughter home after "away" events.

If for some sound reason, it is not possible for an athlete to go on the team bus to an away game, the following procedures must be followed:

- A signed permission slip must be on file in the Athletic Office by 2:00pm the day of the away contest. This slip acknowledges the parent's responsibility in getting that athlete to a contest.
- The coach is notified of the permission to not ride the team bus and both athlete and parent assume the responsibility for their own transportation.

BROWN COUNTY MIDDLE SCHOOL
ATHLETIC AWARD PROCEDURES

An athletic award is one of the most important non-academic recognition any student will receive from the Brown County Middle School. It represents constant participation, self-discipline, skills in sports, excellent personal achievement, acceptable behavior, good citizenship, and dedication and service to the school. As the recipient of an award the athlete accepts the responsibility of becoming a representative of the school and should demonstrate this.

The principal and athletic director will officially and finally pass on all the athletic awards. The following procedures are recommended:

(1) At an early season practice each coach will advise all team candidates of the award policies of the school.

(2) A recommended list of those who will receive awards shall be prepared by each coach and submitted to the athletic director at the close of the season,

(3) The athletic director shall determine if each recipient is eligible to receive an award.

(4) The award shall be made at the time and place selected jointly by the athletic director and principal.

ATHLETIC AWARD POLICIES

The Award policies are as follows:

(1) All candidates for any athletic award must have conformed to Brown County Middle School rules and regulations.

(2) All candidates must have conformed to all regulations for attendance and training established by the coach of that sport.

(3) All candidates must have displayed at all times to the opponents, officials, and teammates the appropriate conduct and behavior.

(4) All candidates must have returned all equipment and uniforms issued and not have outstanding debts with the school or athletic department.

(5) It is understood that any award given to an individual is in trust and shall be his/her as long as the relationship with the school is satisfactory. If, at any time, a student is in violation of the student behavior policy or civil law, the award may be recalled. All athletes should be aware that all awards given are the property of the school until such time that the athlete graduates or transfers to another school.

(6) Athletes will receive awards for their participation according to requirements set up by the awards system. Athletes who have been injured during the season or were not allowed to participate due to physician's orders will be eligible for all awards.

AWARDS SYSTEM

(1) Academic Athlete Awards will be given to those athletes and student managers who have successfully completed two or more sports and have maintained a G.P.A. of 3.5 or higher for the first two trimesters (12 week grading periods) of the current school year.

(2) An award will be given each year in honor of Vincent P. Rozzi. This award will be given each year to an individual who has made a significant contribution to the athletic program or students of BCMS. A committee selected by the principal and athletic director will decide the recipient.

(3) Outstanding 8th Grade Athlete Award will be given annually to the male and female athlete from the 8th grade class as determined by the procedure outlined below.

(4) Any special awards given must be approved by both the principal and the athletic director.

SELECTION OF OUTSTANDING 8TH GRADE ATHLETES

The following point system will be used to determine the outstanding 8th grade male and female athletes for Brown County Middle School.

Point System:

- Each athlete will receive 1 point for completing each sport. This does NOT include student mangers.
- Each athlete will receive the following points for being selected by his or her coach at the end of the season: (*)
  - 3 points for being selected as top athlete of that sport.
  - 2 points for being selected second in the ranking for that sport.
  - 1 point for being selected third in the ranking for that sport.
- Each athlete will receive the following points for attaining the following G. P. A. for the year:
  - 3 points for having a G. P. A. of 3.50 or higher.
  - 2 points for having a G. P.A. of 3.00-3.49.
  - 1 point for having a G. P. A. of 2.50-2.99.

Each male and female athlete would receive the following points for receiving the following votes as taken by the male and female athletes. Only those athletes who score in the top 3-5 may be placed on the ballot. If for any reason, a specific athlete is not in good standing at the time of the ballot preparation, the Principal and the Athletic Director will make the decision whether or not to place that individual on the ballot.

- 3 points for receiving the most votes.
- 2 points for receiving the second highest number of votes.
- 1 point for receiving the third highest number of votes.

All points will be tabulated and the male/female athlete with the highest total points will be named the BCMS Outstanding Male/Female Athlete.

RULES FOR STUDENTS AT ATHLETIC EVENTS

- There is NO admission charge for Brown County Middle School Students who attend regular season events. Students will be charged admission to special events such as tournaments or invitationals hosted by Brown County Middle School.
- Students are not permitted in the building or track area until one hour before any event unless under the direct supervision of school personnel.
- It is the responsibility of each student to follow all school rules during an athletic event.

  Those who cannot follow the rules **MAY** be asked **NOT** to attend any further athletic events for that season.
- Once a student has gained admission to an athletic event, that student is to remain at that event until it is over or

when picked up by a parent, guardian, or their designee.

- When the event is over, students are to have their rides available no later than 20 minutes after the end of the event.
- When the athletic event is in progress, all students are to be in the bleacher section except during quarters or halftime breaks.
- Students are not permitted in any other part of the building during an event.
- Students are requested not to "stomp" on the bleachers.
- It is hoped that students will participate and have fun at all events. They, like the athletes, should show good sportsmanship during the event.

ATHLETIC USER'S FEE

With the increasing costs of running an efficient athletic program for BCMS students, a user's fee will be charged to all athletes. These funds will be used to cover costs of lockers, first-aid supplies, and uniform replacement. These funds will NOT be used to pay coaches, referees, athletic directors, bus drivers, or other school personnel. The following fees will be assessed to each athlete and must be paid to the athletic department before any athlete begins to participate in any contest. All fees are non-refundable.

Fee Schedule: $50.00 annual sports fee ($30.00 annual transportation fee & $20.00 athletic user's fee "one check made to Brown County Middle School"). If these fees cause hardship to any family, please contact BCMS Principal Mr. Garman or BCMS Associate Principal Mr. Austin.

STUDENT SERVICES
FOOD SERVICES

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 follow these regulations:

1. Come to the cafeteria in an orderly manner and remain orderly.
2. Do not carry food or drinks out of the cafeteria.
3. Return trays to disposal windows and put all waste in containers.
4. Remain only in the cafeteria or gym during lunch period.

Other cafeteria procedures are as follows:

1. Upon arriving in the cafeteria students are to be seated at their assigned tables by the tardy bell. They are not to be out of their seats unless given permission from the supervisor.
2. Students will be dismissed by the supervisor to get in the lunch line one table at a time.
3. Students will be permitted only "one trip" through the lunch line and/or the a la carte line to get their food. Students will not be allowed to return to either line for a second trip.

4. Once each person at the table is finished eating, the entire table will be dismissed to return trays and trash to the proper areas. Upon returning to their assigned table, students will be dismissed to report to the gym after the supervisor checks for cleanliness.

Students must have permission from the supervisor to use the restroom. No more than three students may use the restrooms at one time during lunch.

LOCKERS

Students will be issued a locker during registration one week prior to the start of school. Students are responsible for this locker throughout the school year. It should remain locked at all times. According to Indiana State Law, the school administration may inspect and/or search lockers when appropriate.

Lockers should be kept clean and neat. Do not stick items in your locker that cannot be removed easily. Do not kick or force them to close. If you have trouble with your locker, see the custodian. STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS OR LOCKER COMBINATIONS. Sharing of lockers could result in loss of locker privileges. If you give your locker combination to other persons, you have lost security and take responsibility for lost items. Students choosing to vandalize lockers may be required to pay replacement or repair costs for damages.

MEDICAL SERVICES

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 A STUDENT HOME

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 for 24 hours.

Fever - Temperature greater than 100 degrees orally or 99 degrees axillary
Vomiting - Except special circumstances ie. 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

ENERGY DRINK POLICY

In accordance with the recommendation of the Brown County Health and Wellness Committee, the consumption of "energy drinks" is strictly prohibited at BCMS. "Energy Drinks" are generally defined as drinks which:

- contain labels stating that they are not recommended for children or adolescents
- contain dangerous levels of caffeine
- contain large amounts of the amino acid taurine
- contain natural stimulants such as guaranine or ginseng which are not recommended for consumption by children or adolescents.

BCMS Administrators will work with the corporation nurse to determine the potential health and safety risks of newly marketed "energy" drinks that may not meet the criteria stated above.

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.

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

Polio*: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.
*For students in grades K-10, 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 12th grade. Parent report of disease history is not acceptable.

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

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

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades K-12.

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

SCREENINGS

HEARING TESTS:
Indiana State Law 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 State Law 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:
Indiana State Law requires that schools observe certain regulations when administering medication to students. The following procedures must be followed:

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.

VERIFICATION OF ANY CHANGE IN MEDICATION:
The physician must verify any medication changes in dosage, interval of administration or discontinuation of medication previously ordered.

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 ensures 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.

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.

SPECIAL SERVICES

AT RISK

The "AT RISK" program strives to identify students who have difficulty achieving success due to emotional and behavioral problems. The program attempts to intervene in ways that might prevent the child from dropping out of school. Each staff person plays a part in encouraging students as they grow through the early teenage years and is the front line in any school sponsored "AT RISK" effort. The principal and guidance counselor will facilitate a child's involvement with "AT RISK" programs. Referrals may come from parents, teachers, staff, or children themselves.

CONFERENCES

Parents are welcome to set up conferences with teachers. Call 988-6605 for an appointment during school hours. The appointment may be scheduled either before or after school or during a teacher's preparation time. (24-hour notice is appreciated and sometimes necessary.)

COUNSELING

Any student may initiate a conference with the counselor by coming to the guidance office before first period. A

pass will be issued. If a problem arises after arriving at school, the student should ask the teacher for a pass during an appropriate time. A parent may also request that a counselor talk to his/her child. Teachers who are concerned about the actions of an individual student often initiate individual conferences. Sometimes individual counseling leads to teacher, parent, and counselor conferences.

PSYCHOMETRIC EVALUATIONS

All psychometric evaluations are submitted to the counselor who serves as a liaison between special services and middle school teachers. Students are initially referred to a student assistance team. If a student is recommended for further evaluation, parents are contacted for permission. Results of the evaluation are discussed with the parents at a conference.

SPEECH AND LANGUAGE THERAPY

A certified speech and language pathologist provides speech and language therapy for those students who qualify for assistance in this area. The speech/language pathologist also conducts hearing screenings for all seventh grade students. Students are referred to other professionals for more complete testing when determined necessary.

WORK PERMITS

The guidance office may issue a work permit to students that are at least fourteen years of age. Proof of age is required. Such permits will only be issued to students with passing grades and satisfactory attendance. Such permit may be revoked for failing grades and poor attendance.

ADOPTED BY THE BOARD OF EDUCATION OF BROWN COUNTY SCHOOLS ON June 3, 2021.

BCHS 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.