



BROWN COUNTY HIGH SCHOOL

STUDENT HANDBOOK 2025-2026

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VISION STATEMENT

World Class Opportunities. Small School Relationships. Lifelong Impact.

MISSION STATEMENT

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

SCHOOL COLORS

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

MASCOT

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

SCHOOL SONG

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



GRADUATE PROFILE

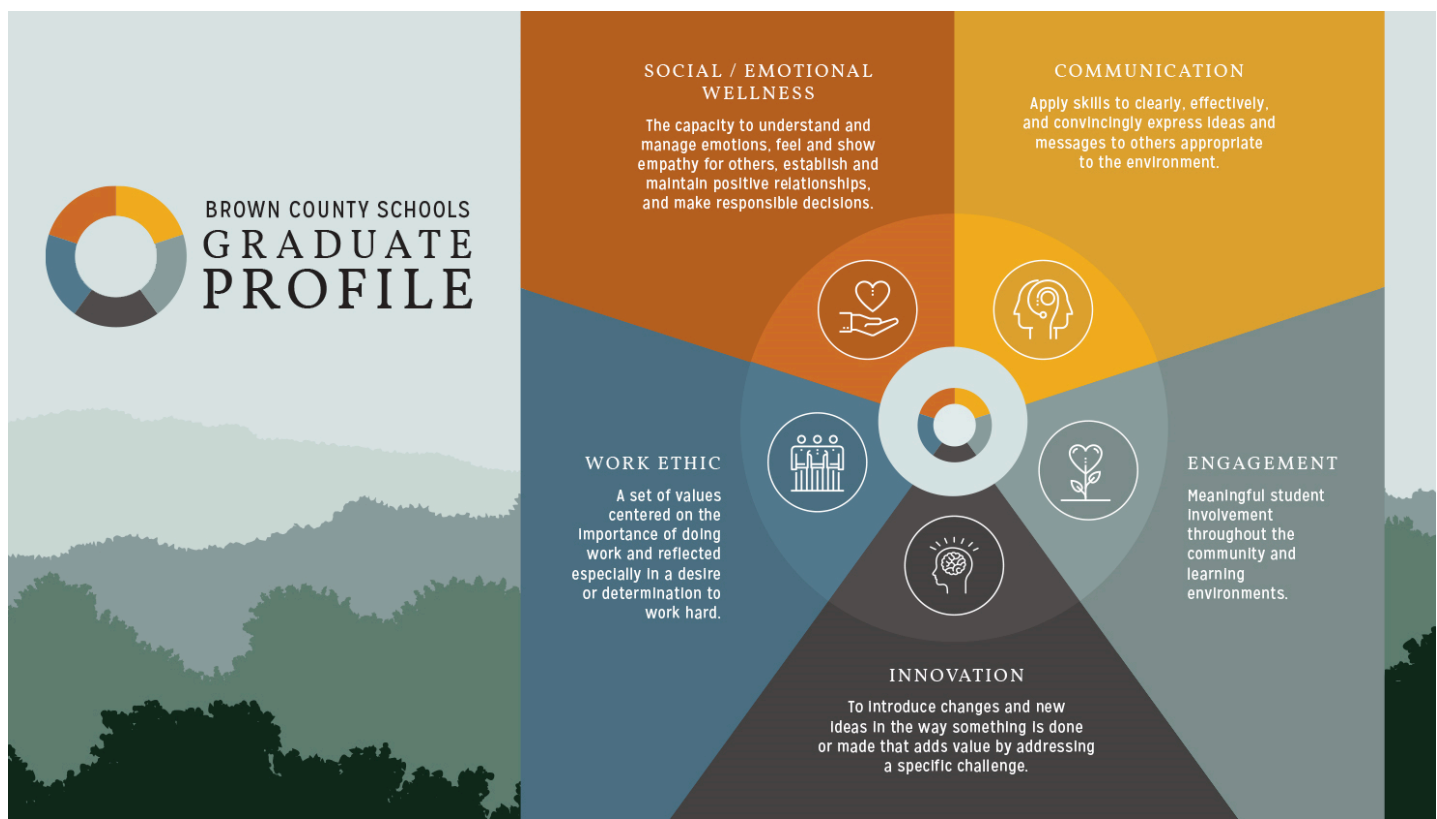


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BROWN COUNTY HIGH SCHOOL LEADERSHIP

Superintendent	Emily Tracy
Principal	Steve Sherohman
Assistant Principal	Sarah Roberts
Attendance Secretary	Jenny Bowden
Guidance Counselor (Grades 11 & 12)	Donna Alwine
Guidance Counselor (Grades 9 & 10)	Jette Thompson
Guidance--Registrar	Sarah Hawley
Head Secretary	Ronna Snyder
Athletic Director	Josh Bowlds
Athletic Secretary	Betsy Parman
ECA Treasurer	Morgan Young

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 Shane Killinger, Principal–Sprunica Elementary School. 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.

SCHOOL DAY

Doors open at 7:30 a.m. for students. Students are to stay in the cafeteria, commons, or main lobby until 8:10 am. Once students arrive at school either by bus, car, or walking, they are not permitted to leave, unless otherwise noted in the handbook with previous permission. After school, students must be under the supervision of staff to be in the building unless they are at the front tables waiting on rides home. Students should be picked up by 4:00 pm.

SCHOOL CLOSINGS & DELAYS

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

GUIDANCE DEPARTMENT

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

STUDENT SERVICES

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

1. Personal: Counseling
2. Academic: Counseling and schedule planning
3. Career: Counseling and information including interest assessments and a wide variety of career materials
4. Management of testing programs; PSAT, practice college admission tests, ASVAB, practice for SAT & ACT tests & information.
5. Post high school education and training
 - Information on college, technical schools
 - Indiana High School Equivalency Diploma (formerly GED) and Armed Services Representatives from post-secondary schools and armed services visit and talk with students. In addition to representatives being available to speak with students on post-secondary opportunities, the guidance office has bulletins, catalogs and handbooks available from many institutions of higher learning.
 - As an important service to seniors, the Guidance Office holds a financial aid meeting during the senior year, to answer student and parent/guardian questions regarding college costs including help on federal financial aid forms (FAFSA).

PARENTAL COUNSELING WAIVER

Dear Parent,

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

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

Student Name: _____ Parent Name: _____ Date: _____

GRADUATION

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

EARLY GRADUATION REQUEST

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

NOTE: Administrator approval is required.

HIGH SCHOOL DIPLOMAS

BROWN COUNTY HIGH SCHOOL DIPLOMA (Class of 2026-2028)

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

Other credit requirements	5 Directed Elective Credits World Languages, Fine Arts, or Career/Technical 6 Career Academic Sequence credits** Earn 2 credits in a Physics or Mathematics course in grade 11 or 12	Students must also: Complete a career-technical program resulting in 8-10 credits Earn a state-recognized certification or certificate of technical achievement in the career-technical program Must complete two of the following (one must be A or B): A: Score certain proficiency levels on Work Keys assessments Complete dual high school/college credit courses in a technical area (6 college credits) Complete a Professional Career Internship course or Cooperative Education course (2 credits) Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours) Earn a state-approved, industry-recognized certification	6-8 Core 40 World Language credits 2 Core 40 Fine Arts credits Must complete one of the following: Two AP courses and corresponding AP exams Academic, transferable dual high school/college courses resulting in 6 college credits One AP course and corresponding AP exam and academic transferable dual high school/college course resulting in 3 college credits 1200 or higher combined SAT math and verbal 26 composite ACT An International Baccalaureate Diploma
	TOTAL:	40 credits	47 credits
		47 credits	47 credits

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

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

CORE 40

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

CORE 40 WITH TECHNICAL HONORS

Indiana CORE 40 w/ Technical Honors also follows the same required high school curriculum of CORE 40 while rewarding students who pursue a rigorous high school curriculum. Students also focus on technical and career classes and programs. By taking a career-technical program while in high school, a student is better prepared to take on additional challenges in their field of study after high school. No grade lower than a C is allowed for a required course and the student must have a cumulative 3.0 GPA. The CORE 40 w/ Technical Honors credit requirements are listed in the tables on the following pages.

CORE 40 WITH ACADEMIC HONORS

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

GRADUATION PATHWAYS BEGINNING WITH CLASS OF 2023

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

3) Postsecondary-Ready Competencies (Students must complete at least one)

- Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR
- ACT: College-ready benchmarks of English(18*) Reading (22*) Math (22*) Science (23*); OR
- SAT: College-ready benchmarks of ERW (480*) Math (530*); OR
- ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR
- State- and Industry-recognized Credential or Certification; OR
- Federally-recognized Apprenticeship; OR
- Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR
- AP/Dual Credit: Must earn a C average or higher in at least three courses**; OR
- Locally created pathway that meets the framework from and earns the approval of the State Board of Education. (none have been created at this time)

*College-ready benchmarks set by the ACT and College Board for the current school year. These scores are fluid and subject to change.

**If using AP/Dual Credit, either: 1 of the 3 courses must be in the core content area OR all 3 must be part of a defined curricular sequence.

GRADUATION PATHWAYS BEGINNING WITH CLASS OF 2029

CURRENT & FUTURE INDIANA DIPLOMA: COMPARISON		
	CURRENT INDIANA DIPLOMA	FUTURE NEW INDIANA DIPLOMA
ENGLISH	8 CREDITS	8 CREDITS
MATH	6 CREDITS	7 CREDITS
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS	7 CREDITS
SOCIAL STUDIES	6 CREDITS	5 CREDITS
PE/HEALTH	3 CREDITS	2 CREDITS
DIRECTED ELECTIVES	5 CREDITS	N/A
PERSONALIZED ELECTIVES	6 CREDITS	12 CREDITS
COLLEGE & CAREERS	N/A	1 CREDIT
TOTAL	40 CREDITS	42 CREDITS

Hoosier high school students have the opportunity to earn approximately 60 credits.

Note: The federally-required alternate diploma for students in special education with a significant cognitive disability is still available.

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

ENROLLMENT

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
 - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
 - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 25 on the ACT
 - Complete two of the following:
 - At least 3 college credits
 - 2 credits in AP courses and take corresponding exams
 - 2 credits in IB courses and take corresponding exams
 - 2 credits in Cambridge courses and take corresponding exams

Earn the Honors Enrollment Seal, plus:

- Earn a credential of value* that may include, for example:
 - Associate degree
 - Technical Certificate
 - Indiana College Core
 - AP Scholar with Distinction
 - Cambridge AICE Diploma, or
 - IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

EMPLOYMENT

- Complete one of the following:
 - A market-driven credential of value* aligned to a specific occupation
 - 3 courses in a Career and Technology Education (CTE) pathway
 - An approved career preparation experience aligned to Indiana's CSA program, or
 - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

Earn the Honors Employment Seal, plus:

- Earn a market-driven credential of value* that may include, for example:
 - Associate degree
 - Technical Certificate
 - Indiana College Core
 - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
 - Pre-Apprenticeship
 - Modern Youth Apprenticeship
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

ENLISTMENT & SERVICE

- Complete one of the following:
 - Introduction to Public Service course or approved locally-created equivalent
 - Emphasis on developing an awareness of the physical standards and character required for service
 - One year of ROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
 - All three components of the Career Exploration Program
 - A career exploration tool approved by IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
 - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

Earn the Honors Enlistment Seal, plus:

- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service
 - Holding a leadership role in a co/extracurricular activity
 - Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

in.gov/doe

COURSE SELECTION & SCHEDULE CHANGES

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

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

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

At BCHS, we will have a time period to change a course you requested online. This MUST be done before April 30. Please submit a "Course Request Change" form, which can be found in the appendix of this guide. After this date, it becomes a Schedule Appeal, and the following rules are applied. Schedule Appeal MUST 1.) Have administrative approval, 2.) Be submitted within the first 3 days of a semester, AND 3.) Meet one of the following situations:

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

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

RETAKING A COURSE

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

GRADING SCALE

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

Grading Scale	Non-weighted Scale	Weighted Scale
A+ = 97.50 - 100	A+/A = 4.0	A+/A = 5.0
A = 92.50 - 97.49	A- = 3.7	A- = 4.7
A- = 89.50 - 92.49	B+ = 3.3	B+ = 4.3
B+ = 86.50 - 89.49	B = 3.0	B = 4.0
B = 82.50 - 86.49	B- = 2.7	B- = 3.7
B- = 79.50 - 82.49	C+ = 2.3	C+ = 3.3
C+ = 76.50 - 79.49	C = 2.0	C = 3.0
C = 72.50 - 76.49	C- = 1.7	C- = 2.7
C- = 69.50 - 72.49	D+ = 1.3	D+ = 2.3
D+ = 66.50 - 69.49	D- = .7	D+ = 2.3
D = 62.50 - 66.49	F = 0	D- = 1.7
D- = 59.50 - 62.49		D- = 1.7
F = 0.00 - 59.49		F = 0

DUAL CREDIT & AP COURSES

If a student takes a course on a college campus, it is the student’s responsibility to provide the guidance office with an official college transcript if the student wishes the class to be counted as high school credit as well as college credit. See the guidance office and BCHS school administration for further details on dual credit and AP courses.

COMMENCEMENT

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

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

ACADEMIC AWARDS & RECOGNITION

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

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

Academic Awards and **Honor Roll** are based upon a student's enrollment history at Brown County High School.

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

CODE OF STUDENT CONDUCT

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

IC-20-33-8: Disciplinary Powers of Principals

Section 10

A. A principal may take any action concerning the principal's school or a school activity within the

principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(B) SUBSECTION (A) ALLOWS A PRINCIPAL TO WRITE REGULATIONS TO GOVERN STUDENT CONDUCT. AS ADDED BY PL 1-2005, SEC.17.

SCHOOL-WIDE EXPECTATIONS & DRESS CODE

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

CELL PHONES & PERSONAL ELECTRONIC DEVICES

BCS acknowledges and respects that many parents expect their students to keep and use a mobile phone or personal communication device for various reasons. Students must turn the devices off during the instructional portions of the school day and keep them stored away. The use of a personal communication device at BCS schools during instructional time is a violation. Personal Communication Devices may be used before and after school and during lunch periods.

It is also true that personal communication devices can negatively impact schools. As a responsible steward of the educational process, BCS acknowledges the misuse of personal communication devices can: undermine the learning environment; disrupt academic instruction and distract students; compromise the integrity of student testing; increase disciplinary problems; violate privacy rights of students and school staff; and, increase the school corporation's exposure to opportunistic litigation and potential legal liability.

In an effort to prevent the above-mentioned negative educational impact, students are expected to meet the BCS

Personal Communication Device Guidelines

Personal communication devices should not be used in a way that interferes with learning or school procedures. Devices are not allowed to be used in classes or during any instructional time.

Students may not take, share pictures/videos that may be harmful or that may disrupt the orderly function of school and school-related events.

Administration reserves the right to investigate and address violations of additional school district policies, guidelines, rules, or procedures, as well as local, state, and federal laws, whether civil or criminal. Appropriate consequences to individual cases may vary from the above steps and law enforcement could be contacted if warranted due to the nature of misuse.

In accordance with **IC 20-26-5-40.7** all wireless communication devices are banned from the classroom. Classroom teachers will contact the office and submit a discipline referral for all violations of this policy.

It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

NOTE: Failure to hand over a cell phone to a staff member will result in additional consequences for defiance.

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 digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit,

matter that depicts or describes “sexual conduct” by a child under the age of 18.

- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

DISCIPLINE CODE & STUDENT-ACCOUNTABILITY

NOTE: Law enforcement officials may be contacted for any instance deemed necessary.

CLASSROOM RESPONSE GUIDE

LEVEL 1	LEVEL 2*	LEVEL 3*	LEVEL 4*
Behaviors addressed in the classroom	Teacher assigned intervention or consequences with documentation	Disciplinary Referral	Immediate office notification: Include the student's full name and issue.
	*Two-way communication with parents/guardians and document the <u>contact</u> in Skyward.	*Two-way communication with parents/guardians and document the <u>event</u> in Skyward.	* Office will communicate with parents, guardians, and law-enforcement and will document in Skyward.
Inattention (sleeping, simple off-task behaviors, writing notes, etc.	Persistent Level 1 behavior	Persistent Level 2 behavior (requires referral documentation in Skyward)	Suspicion of under the influence or possession of drugs, alcohol, tobacco, vape devices, etc.
Irresponsibility (not turning in homework, unprepared for class, uncharged Chromebook, dishonesty)	Inappropriate or offensive language (cursing name calling, insulting comments, etc.)	Racial, sexual, cultural harassment (verbal or physical)	Fighting or arguments/heated provocations between students that could lead to fighting without intervention
Mild disruptions (out of seat, talking without permission, noises, note passing, etc.)	Disrespect to adult (gestures, offensive comments, refusal to reply to a directive)	Severe disrespect to adult (verbal attacks)	Physical violence with injury
Verbal disagreements between students	Tardies	Physical violence (hitting, kicking, biting, throwing dangerous items) without injury	Terroristic threats (statements about intent to engage in violence against a person or the building)
Dress code violations **Call or email office staff/Google Chat	Out of area, misuse of e-Hall pass, skipping class	Persistent out of area, misuse of e-Hall pass, skipping class	Theft

	Horseplay without safety issues (tripping, poling, pushing, throwing non-dangerous items) without injury	Refusal to comply when safety is involved	Knowledge/suspicion of self abuse, injury, suicidal dialogue
	Off-task technology (unauthorized website usage, gameplay, etc.)	Unauthorized technology use (security breaches, bypassing firewall, inappropriate content)	
	Persistent dress code violations	Academic dishonesty (cheating, plagiarism, inappropriate use of AI, etc.)	
		Vandalism (graffiti, destruction of school property, destruction of peer property, etc.)	

CONSEQUENCE GUIDE

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

ISS: In-School Suspension–Scheduled Daily

CS: Class Suspension–Temporary removal from classroom

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

LD: Lunch Detention (served during assigned student-lunch in the school office).

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

- If a student is suspended from school they are not allowed to participate in any after school activities. i.e. athletics, dances, concerts, games, etc. for the time period of the suspension.
- This chart DOES NOT necessarily encompass all potential violations of the Discipline Code; some example infractions and normal penalties are shown. Known facts of a violation may alter the final penalty.
- Note: 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.

Violation	Level 1	Level 2	Level 3
Abusive Language to Staff	CS/ISS/OSS	OSS	Expulsion
Alcohol Possession/Use Expulsion	Expulsion		
Bus Misconduct	<i>See School Bus Behavior*</i>		
Battery	OSS/Police Notification		
Bullying/Hazing/Harassment	ISS-ASD/ISS	OSS	Expulsion
Cafeteria Misconduct	Removal from Cafe	ASD	ISS/OSS
Cell Phone/Personal Electronic Device Violation	<i>See Cell Phone & Personal Electronic Device Section*</i>		
Academic Dishonesty	"F" on assignment	"F" in class/OSS	Expulsion
Cutting Class	ASD	3 Hour Detention/ISS	OSS
Disrespect to Staff	ISS/OSS	OSS	OSS
Disruptive Behavior	CS/ASD	ISS	OSS
Dress Code Violation	Warning	LD/AD/ISS	OSS
Drug Paraphernalia Expulsion	Expulsion		
Drug Possession/Use/Distribution	Expulsion		
Excessive Display of Affection	Warning	ASD	Parent Conference
Extortion	OSS	Expulsion	
Failure to serve ASD	3 Hour Detention	ISS	OSS
False Alarm	OSS	Expulsion	
Fighting	5-10 OSS/Police Notification	10 OSS Police Notification	Expulsion/Police Notification
Fighting (promoting a fight)	OSS	OSS	Expulsion
Filming a Fight (electronic posting/sharing)	OSS	OSS	Expulsion
Gang Activity	Parent Meeting/OSS	OSS	Expulsion
Inappropriate Use of Computers	Warning	Restrictions	OSS
Insubordination/Defiance	CS/ISS/OSS	ISS/OSS	OSS
Intimidation/Threats	ISS/OSS	OSS	OSS
Physical Attack on Staff	Expulsion		
Possession of a Weapon	OSS/Expulsion	Expulsion	
Theft	OSS/Police Notification	OSS/Police Notification	Expulsion/Police Notification
Tobacco Vape/Possession	Police Ticket/ISS/Class	Police Ticket/OSS	OSS/PT
Truancy	ASD	ISS	OSS/Referral to Juvenile Probation/DCS
Unacceptable Language	ASD/CS	ISS	OSS

Possession/Use/Threat with Firearm	Expulsion		
Vandalism-Chromebook	ASD/ISS	Restitution/OSS	Restitution Expulsion/Restitution
Vandalism	OSS	Restitution	Expulsion/Restitution
Distribution vapes/paraphernalia	OSS	Expulsion	

STUDENT LOCKERS

IC -20-33-8

Sec. 32

- A. A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents.
- B. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- C. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- D. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 - a. at the request of the school principal; and
 - b. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

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

DRUG TESTING

The Brown County Schools Board of Trustees recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse with education, rather than punitive means. All students who wish to participate in athletics or any extracurricular activity or drive to school must sign a consent form to be a part of the random drug-testing program before being allowed to participate in the specific activity.

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

SCHOOL BUS GUIDELINES

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

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

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

Loading and Unloading:

- Observe all safety precautions at the loading and unloading point. Never pick-up a dropped paper or object that may have fallen under or near the bus, instead notify the school bus driver.
 - Be at your assigned bus stop on time to help keep the bus on schedule.
 - Use extreme caution in getting to and from your assigned bus stop.
 - Look in both directions before stepping from behind parked cars.
 - Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
 - Do not play on or near the road while waiting for the bus to arrive.
 - Look in both directions before crossing any roadway.
 - Never walk on the road when there is a sidewalk or pathway.
 - Use the handrail while getting on and off the bus.
 - To increase visibility, wear light colored/reflective clothing; or carry a flashlight when you walk on the roadway when it is dark.
 - When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus. Always wait until the bus stops and then cross in front of the bus only upon direction of the school bus driver.
-
1. Each pupil must proceed immediately to the seat assigned by the driver. Do not leave your seat while the bus is in motion. Before you leave your seat, wait until the bus has come to a complete stop and the door has been opened.
 2. Be alert to a danger signal from the driver. Remain in the bus in the event of a road emergency until the driver gives instructions.
 3. Keep hands and head inside the bus at all times. The window may be lowered to the first stop only. Do not throw anything out of the bus window.
 4. Remember that students are subject to the same behavioral expectations on the bus as at school. Stay seated, face forward, keep hands and feet to self, talk quietly.
 5. It is important to be absolutely quiet when approaching a railroad-crossing stop.
 6. Treat bus equipment respectfully. Never tamper with the bus or any of its equipment.
 7. Assist in keeping the bus safe and sanitary at all times. No eating, drinking, or gum chewing is allowed on the bus. Never block the exits, always keep books, packages, lunches or other articles out of the aisles. Take everything with you; don't leave any items on the bus when you leave.
 8. All students shall respect the rights and safety of others.
 9. Do not ask the driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official. All students are to get on and off at their regular stop unless they have a note or call from the parents and the approval of the Principal. Permission to ride a bus other than the assigned bus must be made in advance, approved by the Principal, and based on seat availability.
 10. Students are to ride their assigned bus only and the bus driver has the right to assign seats.
 11. Malicious damage done to the bus will be paid for by the student and/or parents.
 12. Students living on State Road 135 from Nashville north to the Morgan County line, State Road 46 from Nashville east to Bartholomew County line, and State Road 46 from Nashville west to Monroe County line will be picked up only on the side of the road they live on and will be let off in the afternoon on the same side they live on. Do not cross these roads to get on the bus in the mornings or after you are let off in the afternoon. The bus drivers have been informed to obey these regulations and will not pick you up if you have crossed the road.
 13. Students violating the bus conduct rules, or any other school rules on the bus, may be referred to the

administration and be subject to disciplinary action up to, and including being suspended, from the bus for the remainder of the year as well as additional school penalties.

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

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

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

GROUNDS FOR EXCLUSION

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

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

SUSPENSION & EXPULSION

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

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

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

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable

conduct, constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subsection:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - b. blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room
 - c. setting fire to or substantially damaging any school building or property;
 - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
 - e. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other under the constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.
 3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.. School officials will contact law enforcement authorities whenever in their discretion there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.
 5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 6. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon.
 7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance represented to be. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
 10. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school purposes or an educational function.
 11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not

limited to:

- a. engaging in sexual behavior including sexual harassment of another person, sexually related verbal statements, gestures, or physical contact
 - b. disobedience of/to administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; possessing drug-related paraphernalia
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, containing phenylpropanolamine(PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.
- a. In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
 - b. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of subsection (b) (6) so long as the knife is used as a part of, or in accordance with, the approved organized activity.
13. Gang identity or participating in any gang related behavior.

IC-20-33-8

Sec. 14

- A. The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
- a. Student misconduct.
 - b. Substantial disobedience.
- B. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
- a. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group
 - b. off school grounds at a school activity, function, or event; or
 - c. traveling to or from school or a school activity, function, or event.

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

IC 20-33-8: Unlawful activity by student

Sec. 15

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

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

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

IC-20-33-8: Possession of firearms, deadly weapons, or destructive devices

Sec. 16

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

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

SUSPENSION

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

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

DUE PROCESS

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

IC 20-33-8-19: Expulsion procedure; appeals

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

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

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

Sec. 19(b): An expulsion may take place only after the student and the student's parents are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection

- A. Notice of the right to appear at an expulsion meeting must:
 - a. be made by certified mail or by personal delivery;
 - b. contain the reasons for the expulsion; and
 - c. contain the procedure for requesting an expulsion meeting.
- B. The individual conducting an expulsion meeting:
 - a. shall make a written summary of the evidence heard at the expulsion meeting;
 - b. may take action that the individual finds appropriate; and
 - c. must give notice of the action taken under subdivision (2) to the student and the student's parents.
- C. If the student or the student's parent not later than ten (10) days of
 - a. receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
 1. shall hold a meeting to consider:
 - (a) the written summary of evidence prepared under subsection (1); and
 - (b) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 21 of this chapter.
- D. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parents.
- E. The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

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

SECOND SUSPENSION & EXPULSION

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

1. at least a second suspension from school for the school year under IC 20-33-8. A student will have their permit or license invalidated upon the second suspension from school if at least one of the suspensions was the result of (a) violence, (b) substance abuse including alcohol, or (c) destruction of school property. In all other cases, the third suspension will result in the permit or license being invalidated. In-school suspension will not be considered a suspension under this rule *I.C. 20-33-8*
2. an expulsion from school under *IC 20-33-8*
3. or in an effort to circumvent the sanctions listed under this section as determined by the Superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.
4. A student whose license or permit has been denied or invalidated by BMV will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:
 - a. the student turns 18;
 - b. 120 days after the student is suspended.
 - c. 180 days after the student is expelled or excluded
 - d. The suspension or expulsion is reversed after the student has had a hearing under *IC 20-33-8-19*.
 - e. a student (in good standing) who has re-enrolled in school after withdrawing the previous semester to void license or permit invalidation.

DRIVERS LICENSE & EXPULSION

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

SUSPENSION OF DRIVING PRIVILEGES

IC 9-24-2: Chapter 2—Individuals Prohibited From Obtaining a License or Permit

IC 9-24-2-1: Suspended and expelled students and dropouts

Sec. 1.

- A. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - a. Is a habitual truant under IC 20-33-2-11.
 - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - c. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15 or IC 20-33-8-16.
 - d. Is considered a dropout under IC 20-33-2-28.5.
- B. At least five (5) days before holding an exit interview under
 - a. IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or

denial of the student's:

1. driver's license or learner's permit; and
2. employment certificate.

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

TOBACCO, E-CIGARETTES, & VAPES

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

DRUGS, NARCOTICS, & ALCOHOL

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

- No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalants, legend drugs, depressant, or intoxicant of any kind.
- No student may possess, use, or be under the influence of any substance which the student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drugs, depressant, inhalants, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.
- Students are prohibited from possessing, using, transmitting, or being under the influence of phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription. Any violation of this rule will result in recommendation for due process for expulsion.

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

ACADEMIC DISHONESTY

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

FALSE ALARMS/911 CALLS

Any student found guilty of maliciously or intentionally activating a false alarm, 911 call or tampering with fire-fighting equipment shall be suspended from school and may be recommended for expulsion and restitution.

PHYSICAL EDUCATION DRESS EXPECTATIONS

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

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

ATTENDANCE

IC 20-33-2: Chapter 2—Compulsory School Attendance

IC 20-33-2-1: Legislative intent

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

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

IC 20-33-2-3: Application

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

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

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

IC 20-33-2-4: Compulsory attendance

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

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

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

IC 20-33-2-5: Days of attendance

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

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

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

IC 20-33-2-6: STUDENTS REQUIRED TO ATTEND

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

1. graduates;
2. becomes eighteen (18) years of age; or
3. becomes sixteen (16) years of age but is less than eighteen (18) years
 - a. of age and the requirements under section 9 of this chapter concerning
 - b. an exit interview are met enabling the student to withdraw from school
 - c. before graduation; whichever occurs first.

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

IC 20-33-2-27: COMPULSORY SCHOOL ATTENDANCE

Sec. 27.

- A. it is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.
- B. before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:
 - 1. having jurisdiction over the public school where the child has legal settlement; or
 - 2. of the transferee corporation, if the child has been transferred.
- C. personal notice must consist of and take place at the time of the occurrence of one of the following events:
 - 1. the date of personal delivery of notice.
 - 2. the date of receipt of the notice sent by certified mail.
 - 3. the date of leaving notice at the last and usual place of the residence of the parent.

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

IC 20-33-2-18: PARENT TO PRODUCE CERTIFICATE OF CHILD'S INCAPACITY ON DEMAND

Sec. 18.

- A. If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.
- B. The certificate required under this section must be signed by:
 - 1. an Indiana Physician;
 - 2. an individual holding a license to practice osteopathy or chiropractic in Indiana; or
 - 3. a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

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

INDIANA & BCS ATTENDANCE 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.

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

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

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law

Senate Enrolled Act 482 (2025)

1. What is a “habitual truant” according to Indiana law?

A “habitual truant” is a student who has been absent from school for more than ten (10) days within a school year without being excused.

2. What does chronically absent mean according to Indiana law?

“Chronically absent” means missing ten percent (10%) or more of a school year for any reason.

3. What qualifies as an “excused absence”?

An excused absence is outlined in the school’s policy as an excused absence. The school corporation determines what are excused absences and the compulsory attendance exemptions must be included. Indiana law provides that absences related to special education and related services can be excused if they conform with a note on file from the student’s doctor, therapist, or other professional.

Indiana law requires schools to excuse certain absences under specific circumstances. When a student is absent for any of the reasons listed below, the student should not be marked as absent, and no penalties should be applied:

- Serving as a page or honoree for the Indiana General Assembly (IC 20-33-2-14)
- Working at the polls or helping a political party or candidate on election day (IC 20-33-2-15)

- Being subpoenaed to testify in court (IC 20-33-2-16)
- Active duty military service, including the National Guard, for at least 15 days during the school year (IC 20-33-2-17)
- Participation in the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Educationally related, non-classroom activities approved by the school (IC 20-33-2-17.5)
- Exhibiting or participating in the Indiana State Fair for educational purposes, either as the student or as a member of the student's household, up to 5 days (IC 20-33-2-17.7)
- Participation in an event or competition hosted by the National FFA Organization, Indiana FFA Association, or 4-H Club up to 6 days (IC 20-33-2-17.8, added by HEA 1660)

4. What are “Non-Exception (Exempt) Absences,” and when are students excused but still reported as absent?

Per the categorization framework established by the IDOE, Non-Exception (Exempt) Absences refer to situations where a student is officially excused from school but is still reported as absent in attendance records:

- Administrator Approved: Absences authorized by a school administrator for reasons such as health issues, family emergencies, religious observances, or other personal situations. Approval is based on school policy and administrative discretion.
- Family Choice (Planned): Pre-arranged absences for vacations, family events, or other personal matters that the student's family schedules in advance.
- Family Choice (Unplanned): Absences due to unexpected family situations like emergencies, school nurse requests, weather issues, or lack of transportation. These are recognized when they align with school policy.
- Funeral/Bereavement: Absences for the death of a close family member or loved one, including attending services or supporting family during the grieving process.
- Medical: Absences due to illness, injury, mental health, or other health-related concerns. These are excused when appropriately documented by a parent or healthcare provider.
- Religious: Absences for observance of religious holidays, practices, or events important to a student's faith.

5. What specific actions must schools take when a student is identified as an absent student?

Schools must:

- Notify parents in writing about the student's absentee status and their responsibility to monitor the student's school attendance and ensure the student attends school in accordance with compulsory attendance laws.
- Conduct an attendance conference within ten (10) instructional days after the student's fifth absence.
- Develop a truancy prevention plan which may include wraparound services, behavior expectations, and additional disciplinary actions.

6. What are the consequences for a student identified as a habitual truant?

If a student meets the requirements of a habitual truant, the following actions will occur:

- **Mandatory Reporting:** The superintendent or attendance officer must report the student to an intake officer of the juvenile court or the Department of Child Services.
- **Juvenile Court Action:** The juvenile court may determine that the student is potentially committing a delinquent act under IC 31-37-2-3.
- **Parental Prosecution:** The parent may be subject to prosecution under IC 35-46-1-4.

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 conducts 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 5, 10, 12, and 15 days of school. **Attendance contracts take precedence over this process.**

- **Notification #1 - Personal Phone Call is made and Letter is sent on the 5th day of absence for the school year.**

Parent will receive a non-automated phone call from a teacher, counselor, or administrator explaining that the student has missed five days of school and reminding the parent of the importance of regular attendance at school. Letter is sent affirming the same.

- **Notification #2 - Personal Phone Call is made and Letter is sent requiring MD verification for further absences on the 10th day of absence for the school year.**

Parents 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 #3 - Attendance Meeting is required after the 12th day of absence for the school year. Letter is sent verifying the meeting date and reason.**

This meeting will address the number of absences accrued, review requirements for physician's note, and will place the family on notice that case will be turned over to DCS and the Brown County Prosecutor's Office on the 15th day. Attendance contract is developed and signed.

- **Notification #4 - Referral to DCS and the Brown County Prosecutor's Office after the 15th day of absence for the school year. Letter is sent verifying this action.**

NOTE: In accordance with Senate Enrolled Act 482 - BCHS will meet with parents and students who miss five days of school within a 10-week period without a qualifying excuse and establish a plan to improve the student's attendance.

TARDINESS

Any student reporting to class after 8:20 must report to the office to receive an admission slip before going to class. If the student arrives to school late, a tardy will be issued for that class period. (Being 30 minutes late or more to a block class or 15 minutes late or more to a Wednesday class will be counted as an absence, NOT a TARDY). A student is tardy if he/she is not in the classroom at the time the bell rings.

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

1st Referral	3 tardies	Administrative conference/lunch detention
2nd Referral	6 tardies	1 Hour ASD/Removal of e-hall passes for the remainder of the grading period
3rd Referral	9 tardies	Tardy contract (which may include the following): 1 Hour ASD/OSS/ISS
4th Referral		Consequences communicated and documented in a tardy contract.

NOTES:

- Juniors and Seniors can lose open lunch privileges for excessive tardies.
- This list will start over at the end of the semester

FAMILY VACATIONS

Families should make every reasonable effort to avoid vacations during instructional days. However, when a vacation must be scheduled during instructional days, students must complete a "Vacation Request" form and obtain administrator approval at least one week prior to being absent. School work must be completed upon returning to school unless alternate plans have been approved by individual instructors.

INCLEMENT WEATHER

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

EARLY DISMISSAL

1. Students seeking early dismissal during the day, need to turn in a written note with daytime phone number from parent/guardian before school begins.
2. Phone calls from parents/guardians seeking early dismissal may be confirmed by the office personnel calling back the parent.
3. If a student is checking out for early dismissal during lunch, parent/guardian/emergency contact

must come and sign them out through the office.

4. Absentee calls need to be made to the attendance line before 9:30 AM
5. Phone messages for students will only be accepted from those listed on the student's information sheet as parent/guardian or emergency contacts and must be made prior to 2:30PM.
6. Please call the main office ahead of time if a student is being picked up early and you were not able to send in a note. Please give an hour or more notice before picking up your student.

STUDENT WITHDRAWAL

IC 20-33-2-9

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

STUDENT DRIVERS

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

Regulations:

1. Each year, all students who wish to drive must register their vehicle and may purchase a tag for a space. Tags may be obtained in the Main Office. Failure to register a vehicle will result in that vehicle being towed from school property at owner expense. Students may register for only one space. Tags may not be traded, sold, or loaned to other students; students found breaking this rule will lose parking privileges.
2. Speed limit on school grounds shall not exceed 15 m.p.h.
3. All State and local driving laws will be enforced.
4. Students with parking passes are only permitted to park in areas that are designated for BCHS students. These areas are color coded for staff and students..
5. Once students have driven their vehicles onto school grounds, they must be parked appropriately and students are not permitted to be in their vehicles or move them before leaving school for the day unless permission is granted by the main office.
6. Student vehicles may be subject to search if there is reasonable suspicion that drugs, alcohol, stolen property, or any other contraband may be present in that vehicle and may pose a threat to the school environment.
7. Student parking consists of all yellow striped parking spots in front of the high school and the triangle lot across School House Lane. Students are not permitted to park in white (staff parking), blue (handicapped) or guest spots.
8. **Parking Passes are only given out to Juniors and Seniors** who have completed the proper paperwork which includes the drug testing program form and the **\$10.00 fee**.

CAFETERIA & STUDENT LUNCHES

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

1. Remain orderly and calm
2. Return trays to disposal windows and put all waste in container
3. Stay out of the academic halls during lunches
4. Remain on school grounds in areas that have been designated
5. Students are **not** permitted to sign out and eat lunch unless a parent is
 - a. present and
 - b. signs their child out. (No phone calls)

OPEN LUNCH–GRADES 11 & 12

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

HEALTH CLINIC

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

HEALTH CLINIC GUIDELINES FOR SENDING HOME STUDENTS

- A student must be kept home until he/she no longer has diarrhea, vomiting, fever or signs of a fever (chills, flushed or sweating) without the use of fever-reducing medication.
- There may be circumstances during an illness that a parent may be asked to keep a child home for at least 24 hours after vomiting, diarrhea, or fever to help contain the spread of the illness. This request will be at the discretion of the school nurse.

Fever	Temperature greater than 100 degrees orally or 99 degrees axillary
Vomiting	Except special circumstances (i.e., Gastric reflux)

Diarrhea	Two to three episodes of loose watery stools
Asthma	not responding to medication
Serious injuries or extreme pain requiring medical treatment	
Other situations per nurse discretion	

HEALTH AND SAFETY

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

IMMUNIZATIONS

According to Indiana Code (20-34-4-5) each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization or have an authorized waiver. The waiver may not be granted for a period that exceeds twenty (20) days. The statement must show that the student has been immunized as required by the Indiana State Department of Health Guidelines for the current school year. The statement must include the student's date of birth and the date of each immunization. If a student does not have the necessary shots or waivers, the Principal may exclude the student or require compliance with a set deadline. This is for the safety of all students and in accordance with Indiana Code. Any questions about immunizations or waivers should be directed to the school nurse.

Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19 Haemophilus influenza B Pneumococcal conjugate
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

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

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.
*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six 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 their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: in.gov/health/immunization or call **1 (800) 701-0704** during normal business hours.

HEARING TESTS: Indiana Code IC 20-34-3-14 requires schools to annually conduct an audiometer test or a similar test to determine the hearing efficiency of students in grade 1, grade 4, grade 7, grade 10, all other

students who have transferred into the school corporation and all other students suspected of having hearing defects.

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

MEDICATIONS

IC 20-33-8-13: ADMINISTRATION OF MEDICATIONS

POSSESSION AND SELF-ADMINISTRATION OF MEDICATION PERMITTED

Sec. 13. (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

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

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

IC 20-34-3-18: RELEASE OF MEDICATION

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

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

IC 34-30-14-6: IMMUNITY IN CONNECTION WITH SELF-ADMINISTRATION OF MEDICATION

Sec. 6—A school board is not liable for civil damages as a result of a student's self-administration of medication

for an acute or chronic disease or medical condition as provided under IC 20-33-8-13 except for an act or omission amounting to gross negligence or willful and wanton misconduct.

As added by P.L. 264-2001, SEC. 5, amended by P.L. 1-2005, SEC. 223.

BCHS HEALTH OFFICE POLICIES

PRESCRIPTION MEDICATIONS:

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

AUTHORIZATION TO POSSESS AND SELF-ADMINISTER MEDICATION:

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

IMMUNITY IN CONNECTION WITH SELF ADMINISTRATION OF MEDICATION:

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

OVER-THE-COUNTER MEDICATIONS:

All over-the-counter medication requires written permission from the parent or guardian. This written permission must include the name of the medication, dosage and times the medication is to be given, and medical condition for which the medication is to be administered. School personnel will dispense over-the-counter medication according to the established directions on the package. Over-the-counter (OTC) medication must be brought to school in the original container and labeled with the student's name. A permission note must contain the 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.

FIELD TRIPS

Any student going on a field trip must have the permission of the teacher accompanying the group, the principal, and written permission of a parent/guardian. Teachers or administrators to determine a student's eligibility for a field trip or college visit may use the student's grades, attendance, and discipline records. All school rules are in effect while on field trips. Poor attendance or discipline record may result in loss of field trip privileges. Students failing one or more classes may be ineligible to attend field trips.

INSURANCE

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

VISITORS

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

DISTRIBUTION & PUBLICATION OF MATERIAL

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

1. A copy of the material to be distributed on school grounds must be delivered to the Principal's office before distribution to students begins.
2. No materials shall be distributed on school grounds whose content encourages action, which endanger the health and safety of students or advocated activities, which may cause substantial interference to the educational process, and activities of the school.

3. The Principal may stop distribution of a publication to students on school property after it begins if there is clear reason to believe that the publication encourages actions, which endanger the health and safety of students, or advocates actions, which may cause substantial interference to the educational process and activities of the school.
4. Materials published by students outside of school and distributed on school property may be distributed only during the student's lunch time from a table in the cafeteria set up for that purpose.
5. Failure to follow this procedure on the distribution of materials on school property of materials published by students outside of school may result in disciplinary action including warning, in-school suspension, out of school suspension, recommendation for expulsion, and expulsion.
6. All appeal processes discussed in this handbook, which are available to students for administrative decisions and disciplinary actions are in effect for this policy.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write 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

FERPA DIRECTORY INFORMATION

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

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

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

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

AHERA NOTICE

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

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

BULLYING & HARASSMENT

Brown County High School is a place of respect and responsibility. For the full corporation policy see board policy.

THE POLICY

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

from harassment

- B. It shall be a violation of this policy for any student of the Brown County Schools to harass a student through conduct or communications as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II.

DEFINITIONS OF BULLYING & HARASSMENT

A. Sexual Harassment

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

B. Examples of Sexual Harassment

- a. Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:
 - 1. Verbal harassment or abuse.
 - 2. Repeated remarks to a person with sexual and/or demeaning implications.
 - 3. Unwelcome touching.
 - 4. Pressure for sexual activity.

C. Bullying

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

PROCEDURES FOR REPORTING HARASSMENT & BULLYING

- A. Any student who alleges harassment by any person should report this information to an administrator or school guidance counselor immediately. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation’s legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- B. Reporting Harassment & Bullying
 - a. All reports of harassment shall be handled in the following manner:
 - (1) Reports must be in writing on forms supplied by the high school.
 - (2) Reports must name the person(s) suspected of harassment and state the facts
 - (3) Reports must be presented to a building administrator where the alleged conduct took place
- C. The building administration shall thoroughly investigate the alleged harassment and the appropriate interventions will be assigned.
- D. False Reporting
 - a. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

INTERNET & TECHNOLOGY ACCEPTABLE USE POLICY

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

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

All provisions of the Brown County Schools Internet Policy are subject to local, state, and federal statute. Our school corporation is pleased to have technology equipment and the Internet for students and staff to promote educational excellence by facilitating resource sharing, innovation, and communication with the world.

The use of computers and other technology or network resources is a privilege. All students are expected to follow the rules governing the use of computers and to be responsible, honest, and ethical in the use of these resources.

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

- access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- access, upload, download or distribute any excessively violent material.
- transmit obscene, abusive, or sexually explicit language.
- violate any local, state, or federal statute.
- vandalize, damage, or disable the property of another person or organization.
- access another’s personal materials, information, or files without the direct permission of that person.
- violate, copyright, or otherwise use another person’s intellectual property without his or her prior approval or proper citation.
- download any programs.

B. Unsolicited Contact

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

PROM & HOMECOMING COURT GUIDELINES

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

CLUBS, EXTRACURRICULARS, AND ATHLETICS

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

CLUBS/EXTRACURRICULAR ACTIVITIES

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

ATHLETICS

Baseball	Soccer
Basketball	Softball
Cheerleading	Tennis
Cross Country	Track
Football	Volleyball
Golf	Wrestling

ATHLETIC DEPARTMENT

The Eagle Way

In Brown County Athletics, we do everything with a positive attitude and great effort. We understand that doing things this way will produce successful student-athletes, but more importantly, successful leaders of the world. We are selfless, united, and always put the will of the team above our own. We always push ourselves and our teammates to be better today than we were yesterday. We hold ourselves and each other accountable on a daily basis. We compete every day with class, perseverance, and dignity. Every time we put on an Eagle uniform, we wear it with pride and will honor it with our attitude and effort. We desire to be an athletic program that all of its participants, students, parents, coaches, administrators, and community members can be proud of every day, and that enhances all aspects of Brown County Schools culture.

SCHOLASTIC ELIGIBILITY

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

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

Student eligibility is checked every nine weeks.

STUDENT ATHLETE ACTIVITY FEE

Each athlete will be required to pay a yearly activity fee of \$50.00. 100% of the athletic fee is returned to the athletes in the form of uniforms, awards, first aid supplies, etc. Athletes who fail to pay by the established deadline will not be able to compete until they have paid the fee. An all sports pass will be issued to each athlete when the activity fee is collected.

CONSENT/RELEASE FORM

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

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

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

GENERAL ELIGIBILITY RULES

All IHSAA eligibility bylaws apply and will be enforced when determining student-athlete eligibility.

ATHLETIC RULES & POLICY

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

CONDUCT/BEHAVIOR

Any athlete who is ejected from a contest by a contest official shall be suspended for the next contest. Any athlete who demonstrates a pattern of inappropriate behavior may be suspended for the remainder of a season, year, or career.

Fundamentals of Sportsmanship

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

CLASSROOM/SCHOOL CONDUCT

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

CONDUCT ON ROAD TRIPS

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

PRACTICE

Coaches will establish practice dates and practice times:

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

LOCKERS/LOCKS

- Athletes are responsible for keeping their locker areas clean. Practice clothes should be taken home and washed regularly. Glass containers are not allowed in the locker area.

SCHOOL ATTENDANCE

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

athletic director.

PHYSICAL EDUCATION

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

INJURIES/ILLNESSES

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

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

SUPERVISION

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

EQUIPMENT/UNIFORMS

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

LAUNDERING

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

SHOES

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

TRANSPORTATION

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

Athletes may return home with parents or other adults only with the prior written, phoned, or verbal consent of

the parents and the approval of the coach. However, athletes are encouraged to travel with the team to and from all contests, and should respect the coach's decision should he or she not approve the athlete's request to ride home with his or her parents.

INSURANCE

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

SWITCHING SPORTS

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

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

TWO SPORTS - SAME SEASON

An athlete who desires to participate in more than one sport in a season may do so provided that both coaches of the sports involved and the Athletic Director agree to the dual participation. A meeting with the student-athletes, both coaches, and the athletic director will take place in order to determine a schedule for the student-athlete in both sports.

AWARDS

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

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

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

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

AWARD SYSTEM

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

Freshman Award: Certificate and 1 participation point.

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

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

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

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

LETTER JACKET

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

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

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

CHEERLEADERS

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

SPECIAL AWARDS

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

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

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

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

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

Recommendations for this award are based on the following:

1. The student must possess a GPA. of no less than 2.75.
2. The student must have earned a varsity letter in more than one sport.

3. The student must have exhibited sportsmanship.
4. The student must have exhibited leadership in and outside of school.

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

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

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

PARENT CODE OF CONDUCT

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

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

COLLEGE BOUND ATHLETES

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

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

ACCOUNTABILITY

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

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

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

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

1. **First offense** - suspension for 10% of the regularly scheduled contests. This applies to the first offense only.
2. Each subsequent offense - suspension for 30% of the regularly scheduled contests.

CONTROLLED SUBSTANCES - violation involves the use, possession or transmission of any narcotic or hallucinogenic drug, amphetamine, barbiturate, steroid, mood-altering chemical or intoxicant of any kind including alcohol. Indiana Law requires school officials. (I.C. 35-48-4) to report in writing to a law enforcement officer any conduct involving drugs, narcotics or alcoholic beverages that occurs on or within 1000 feet of school grounds. See the Brown County High School

Handbook Day Planner for more information.

FIRST OFFENSE:

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

SECOND OFFENSE:

Suspension for one calendar year from athletic participation.

THIRD OFFENSE:

Suspension from athletic participation for remainder of high school career.

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

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

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

APPEAL PROCESS:

An athlete who has been suspended due to a violation of the handbook or a violation of team rules may, within five days of the notification of the suspension, request a conference with the Principal. In attendance should be the athlete, his/her parents or guardians, the athletic director. After the conference, the Principal will decide to either support the suspension or to pass the matter on to the principal, whose decision will be final.