

BROWN COUNTY HIGH SCHOOL  
www.eagleseye.net

This student handbook belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Locker # \_\_\_\_\_

MISSION STATEMENT

Brown County High School is committed to educating all students with the academic and practical skills necessary for success in an ever-changing world.

SCHOOL COLORS

The Brown County High School colors are Blue and Gold.

SCHOOL NICKNAME

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

SCHOOL SPIRIT SONG

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

SCHOOL DAY

Doors open at 7:30 a.m. for students. Students are stay in the cafeteria, commons, or main lobby until 8:05 a.m. Once students arrive at school either by bus, car, or walking, they are not permitted to leave, unless otherwise noted in handbook with previous permission.

SCHOOL CLOSING

In the event of severe weather or unexpected problems, school may be closed or delayed. School closing, delayed starting times or early dismissal will be announced over the following radio and television stations:

- |               |              |               |         |                       |
|---------------|--------------|---------------|---------|-----------------------|
| WRTV TV 6     | Indianapolis | WBWB          | FM 96.7 | Bloomington           |
| WFIU FM 103.7 | Bloomington  | WCBK          | FM 102  | Martinsville          |
| WIBC AM 1070  | Indianapolis | WKKG AM 1010  |         | Columbus              |
| WISH TV 8     | Indianapolis | WKKG FM 101.5 |         | Columbus              |
| WTHR TV 13    | Indianapolis | WVNI FM 95.1  |         | Nashville/Bloomington |
| WAVE TV 3     | Louisville   | WTTS FM 92    |         | Bloomington           |
| Fox 59        | Indianapolis |               |         |                       |

- Superintendent.....David Shaffer**
- Principal.....Matthew Stark**
- Assistant Principal.....Christine Wrightsman**
- Athletic Director.....Brian Garman**
- Counselors.....Brooke Brooks (Last name A-K)**
- Donna Alwine (L - Z)**
- Adam Fritz (At-Risk Counselor)**

**Non Discrimination**

It is the policy of Brown County Schools not to discriminate on the basis of race, color, religion, sex,



Block 3	11:15	-	11:45	1st lunch
	11:51	-	12:50	Class-1 <sup>st</sup> lunch
Block 3	11:21	-	12:20	Class-2 <sup>nd</sup> lunch
	12:20	-	12:50	2nd lunch
Block 2	12:56	-	1:55	
Block 4	2:01	-	3:00	

\*Specific lunch times will be provided for each individual class will be assigned on the first day of school.

## BROWN COUNTY HIGH SCHOOL 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.

### 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.

### MID-TERM GRADUATION

During the scheduling process for senior year, juniors interested in graduating after seven semesters will work with their counselor to develop an appropriate plan. Students completing all requirements at mid-term will not be issued a diploma until the end of the regular school year. Official documentation regarding the completion of high school may be requested from the guidance office.

### 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.

### Brown County High School Diplomas

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

<p><b>Other credit requirements</b></p>	<p><b>5 Directed Elective Credits</b> World Languages, Fine Arts, or Career/Technical</p> <p><b>6 Career Academic Sequence credits**</b></p>	<p><b>Students must also:</b></p> <ul style="list-style-type: none"> <li>• Complete a career-technical program resulting in 8-10 credits</li> <li>• Earn a state-recognized certification or certificate of technical achievement in the career-technical program</li> </ul> <p><b>Must complete two of the following (one must be A or B):</b></p> <p><b>A: Score certain proficiency levels on Work Keys assessments</b></p> <p><b>B. Complete dual high school/college credit courses in a technical area (6 college credits)</b></p> <p><b>C. Complete a Professional Career Internship course of Cooperative Education course (2 credits)</b></p> <p><b>D. Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours)</b></p> <p><b>E. Earn a state-approved, industry-recognized certification</b></p>	<p><b>6-8 Core 40 World Language credits</b></p> <p><b>2 Core 40 Fine Arts credits</b></p> <p><b>Must complete one of the following:</b></p> <ul style="list-style-type: none"> <li>• Two AP courses and corresponding AP exams</li> <li>• Academic, transferable dual high school/college courses resulting in 6 college credits</li> <li>• One AP course and corresponding AP exam and academic transferable dual high school/college course resulting in 3 college credits</li> <li>• 1200 or higher combined SAT math and verbal</li> <li>• 26 composite ACT</li> <li>• An International Baccalaureate Diploma</li> </ul>
<b>TOTAL:</b>	<b>48 credits</b>	<b>48 credits</b>	<b>48 credits</b>

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

\*\*CAREER ACADMIEC SEQUENCE-Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunity.

### COURSE SELECTION

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.

## SCHEDULE CHANGE POLICY

Students are expected to review their course selections before they meet with their counselor for the individual scheduling appointment. **Schedules made during these appointments with the counselor are binding for the entire school year.** No changes will be made unless they meet the following criteria:

1. A student is not scheduled into a class required for graduation
2. A student is not scheduled into a class necessary for CORE 40 or AHD
3. A student is scheduled into a class that is determined by the counselor or teacher to be too easy or too difficult for that student
4. Any other changes initiated by the counselor

For fall semester, schedules are binding after Wednesday, July 22, 2009.

For spring semester, schedules are binding after November 6, 2009.

## FOUR WAYS TO MEE THE GQE REQUIREMENTS

The GQE requirement can be met in four ways:

1. Pass the GQE
2. Fulfill the requirements of the GQE Core 40 Waiver:
  - Complete a Core 40 Diploma
  - Have a grade of "C" or higher in all required and directed elective courses.
  - Have the recommendation of the principal
3. Fulfill the requirements of the GQE Evidence-based waiver:
  - Take the GQE at least one time during your sophomore, junior, and senior years.
  - Complete any extra help sessions offered each year by your school to prepare for the GQE retests.
  - Maintain a school attendance rate of 95 percent or better (with excused absences) over the course of your high school career.
  - Have a "C" average in the courses required for graduation over the course of your high school career.
  - Satisfy any other state and local graduation requirements.
  - Get a written recommendation from the teacher(s) in the subject area (s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

## AUDITS

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. Both grades will appear on the transcript and count toward the cumulative GPA and class rank. Anyone wishing to audit a class must receive administrative approval. There are four purposes for auditing classes. 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 classes to be audited due to late enrollment or excessive absences; fourth, it allows a class to be audited due to administrative request.

<u>Percentages</u>	<u>Non-Weighted Scale</u>	<u>Weighted Scale</u>
A+ = 98 - 100	A+ and A = 4.0	A+ and A = 5.0
A = 93 - 97	A- = 3.7	A- = 4.7
A- = 90 - 92	B+ = 3.3	B+ = 4.3
B+ = 87 - 89	B = 3.0	B = 4.0
B = 83 - 86	B- = 2.7	B- = 3.7
B- = 80 - 82	C+ = 2.3	C+ = 3.3
C+ = 77 - 79	C = 2.0	C = 3.0
C = 73 - 76	C- = 1.7	D+ = 2.3
C- = 70 - 72	D+ = 1.3	D = 2.0
D+ = 67 - 69	D = 1.0	D- = 1.7

D	=	63 - 66	D-	=	.7	E	=	1.0
D-	=	60 - 62	F	=	0	F	=	0
F	=	U - 59						

Withdrawal incomplete (WI)= "0" points and 0 credits. A "WI" 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. An audit is a non-credit class.

## DUAL CREDIT ENROLLMENT

\*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.

1. Any dual credit class will be weighted only if the same class is already weighted at the high school.
2. Any dual credit class will receive the same letter grade at the high school as the letter grade received for the class at the CRC.
3. A student who has already received high school credit for a course may take the same course for college credit at the CRC. However, a student can only receive high school credit one time per course.

## 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 including ISTEP, PSAT, practice college admission tests, ASVAB, resource center for SAT and ACT tests and information.
5. Post high school education and training
  - Information on college, technical schools
  - 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).

## SECTION 504

### POLICY

IT IS THE PUBLIC POLICY OF THE STATE OF INDIANA:

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

## NATIONAL HONOR SOCIETY

National Honor Society (NHS) is a nation wide organization designed to recognize outstanding high school students. Chapters in

more than 12,500 high schools across the nation strive to give practical meaning to the Society's goals of grades, leadership, service, and character. Eligibility for membership includes demonstration of the above mentioned goals and a cumulative, grade point average of 3.5 or higher. Any student not meeting criteria may appeal to the principal.

## ACADEMIC AWARDS

*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 be a C or above. Seniors with 7 semesters of 3.0 or higher, all grades C and above will be awarded a plaque at Senior Awards night.

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

## 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, they have fees paid in full, and they have **attended graduation practice**.
2. All graduates must dress appropriately for practice and the commencement ceremony. Ceremony dress includes a shirt and long pants, dark in color for males. Females may wear skirts or dress slacks. Shoes are required to be worn by all graduates.
3. Cap and gown decorations and any disruption during commencement will result in the student's immediate removal from the graduation ceremony.
4. Students who end the school year suspended out of school or have discipline problems shall be denied the opportunity to participate in commencement.

## GENERAL STUDENT RULES 2009-2010

\*Metal detectors may be randomly used.

### Unauthorized Use of the Building

Any student using the building without the authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action.

### BEFORE SCHOOL:

1. Students who drive to school are to enter the building upon arrival.
2. Once students are on school property, they shall enter the building and not leave campus without permission from the office until the end of the school day.

### DURING SCHOOL HOURS:

1. No student is to be in the parking lots during the school day without obtaining a pass from the office.
2. During lunch students are allowed to be in the commons, cafeteria, and on the front steps with teacher supervision.
3. Students are not to be in the academic areas during lunch without a pass.
4. Seniors with a current student ID and open lunch permission must leave and enter the building through the west doors only.
5. Students who are in the hall during class time must have a pass.
6. Coats, jackets, blankets, backpacks, purses, or other similar articles are not permitted in classrooms. These articles are to be left in the students' lockers.
7. Students must leave pagers, cell phones, and all other portable electronics off during the school day **and in locker**.
8. Students may have food or drinks in the commons area prior to first (1) period class only.
9. Students are expected to keep hands off other person's bodies, their property, and demonstrate sufficient maturity to recognize that school is not the place for kissing or passionate embraces.
10. The following items are prohibited at school: water and toy guns, pocketknives, laser pointers, and other items deemed unacceptable. Parent/guardian must sign for and pick up confiscated items in the office.
11. Students are not to use the telephone in any school office except in cases of emergency or for a school-related purpose.
12. Students are not allowed out of classes without written permission or a hall pass in the day planner.
13. Phone messages for students will only be accepted from those listed on the emergency card and must be made prior to 2:45 p.m.

**AFTER SCHOOL:**

1. Students who drive shall wait until the buses depart before leaving the parking lot in front of the school.
2. Dances and Prom: students attending must be present at school for two (2) blocks, not serving an alternative suspension for the day, and have a current student ID. Students, wishing to bring guests, must have pre-approved the guest, must be currently enrolled in school or graduated from high school. (i.e. GED) and under 21 years of age with a photo ID. Outside food and beverages are not allowed.

**DISCIPLINE CODE AND PENALTIES**

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

ATS/ISS - Alternative to Suspension is a suspension that is served all day in school. Students sent out of ISS, due to discipline issues, will be suspended out of school. Students may not attend extra-curricular activities.

ISD - In School Detention is a one block detention served in school. Students sent out of ISD, due to discipline issues, will be suspended from school.

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.

ASD - After School Detention (3:00 – 3:30 pm)

Lunch Detention- 30 minute detention in a supervised area during a student's lunch time.

Monday School- 1 hour detention from 3:00-4:00 that will be served with an administrator. Students may not attend after school activities.

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

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

<b>VIOLATION</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>
Abusive Language to Staff	3 OSS	5 OSS	Expulsion
Alcohol Possession/Use	Expulsion		
Bus Misconduct	(See School Bus Behavior)		
Battery	5 OSS/Expulsion		
Cafeteria Misconduct	1 ASD	1 ISS	3 ISS
Cheating	"F" on assignment	"F" in class	Suspension/Expulsion
Cutting Class	1 ISD	1 ISS	3 ISS
Disrespect to Staff	1 OSS	3 OSS	5 OSS
Disruption in ISS	OSS		
Disruptive Behavior	ISD		
Dress/Appearance	Warning	1 ISS	3 ISS
	See Dress Code		
Drug Paraphernalia	3 OSS	5 OSS	Expulsion
Drug Possession/Use	Expulsion		
Excessive Display of Affection	Warning	Parent Conference	OSS
Extortion	3 OSS	Expulsion	
Failure to serve Monday School	1OSS		
False Alarm	5 OSS	Expulsion	
Fighting	5 OSS	Expulsion	
Fighting (promoting a fight)	1 OSS	3 OSS	Expulsion
Gang Activity	Warning/OSS	5 OSS	Expulsion
Inappropriate Use of Computers	Loss of privileges	Page 39	
Insubordination/Defiance	1 OSS	3 OSS	5 OSS
Intimidation/Hazing/Threats/ Harassment	1 OSS	3 OSS	Expulsion

Physical Attack on Staff	Expulsion		
Possession of a Weapon	5 OSS/Expulsion	Expulsion	
Sexual Harassment	Page 38		
Theft	3 OSS / Expulsion		
Tobacco Possession/Use	1 ISS	3 ISS	Expulsion
<u>Students in violation of this rule will see the nurse and have to consider a smoking cessation program and law enforcement may be contacted.</u>			
Truancy	1 ISS	3 ISS	5 ISS Loss of License & Referral made to probation
Unacceptable Language	1 ISS	3 ISS	1 OSS
Use/Threat with Firearm	Expulsion		
Vandalism-Intentional	Expulsion & Restitution		
Vandalism-Negligent	Restitution & 3OSS	Restitution & 5OSS	Restitution/Expulsion

## LOCKER SEARCHES

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

Sec. 32.

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

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

## SCHOOL BUS BEHAVIOR GUIDLINES

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

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

### **Loading and Unloading:**

- Observe all safety precautions at the loading and unloading point. Never pickup a dropped paper or object that may have fallen under or near the bus, instead notify the school bus driver.
- Be at your assigned bus stop 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.

*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:**

- (1) If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial

threat to the health or safety of the school community.

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

## GROUNDS FOR SUSPENSION OR EXPULSION

### IC-20-33-8

#### Sec. 14

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

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

### IC 20-33-8

Sec. 15 In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or to protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. **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 SEMESTER AND/OR FOLLOWING SEMESTER, OR IS GIVEN OTHER DISCIPLINARY ACTION WHICH AUTOMATICALLY PREVENTS HIS OR HER COMPLETING WITHIN THE NORMAL TIME AN OVERALL COURSE OF STUDY.**

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

- (1) Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - (b) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room
  - (c) setting fire to or substantially damaging any school building or property;
  - (d) Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
  - (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and
  - (f) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other under the constitution of Indiana of the United States.
- (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of

substantial value, or repeated damage or theft involving school property of small value.

- (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.
- (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**

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

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

- (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is

- (1) identified as bringing a deadly weapon to school or on school property; or
- (2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.  
As added by P.L. 1-2005, SEC.17.

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

Sec. 15

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

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.  
As added by P.L.1-2005, SEC. 17.

### **PROCEDURE FOR SUSPENSION—**

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

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

### **PROCEDURE FOR DUE PROCESS**

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

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

#### **Expulsion procedure; appeals**

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

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

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

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

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion; and
- (3) contain the procedure for requesting an expulsion meeting.
- (c) The individual conducting an expulsion meeting:
  - (1) shall make a written summary of the evidence heard at the expulsion meeting;
  - (2) may take action that the individual finds appropriate; and
  - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under

subsection (c) makes a written appeal to the governing body, the governing body:

(1) shall hold a meeting to consider:

- (A) the written summary of evidence prepared under subsection (c)(1); and
- (B) the arguments of the principal and the student or the student's parent;

unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

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

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

a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

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

BROWN COUNTY SCHOOL CORPORATION INTERNET POLICIES AND GUIDELINES (see insert).

## SECOND SUSPENSION OR EXPULSION

*Public Law 121-1989* also prohibits the Bureau of Motor Vehicles from issuing a drivers 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 he student is enrolled, withdraws from school before graduating. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

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

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

## LOSS OF DRIVER'S LICENSE/EXPULSION

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

## SUSPENSION OF DRIVING PRIVILEGES

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

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

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

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

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

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

(3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.

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

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

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

(2) employment certificate.

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

## TOBACCO

Brown County Schools is a tobacco free campus. Indiana Law prohibits the possession and/or selling of tobacco to anyone who is less than 18 years of age. Tobacco, lighters, matches, or any smoking paraphernalia will be confiscated. Students in violation of this rule will see the nurse and be educated on the harmful effects of tobacco. Law enforcement may be contacted.

## DRUGS, NARCOTICS AND ALCOHOLIC BEVERAGES

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

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

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

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

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

## CHEATING

Cheating, which includes plagiarism (copying an authors 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.

## STUDENT DRESS CODE

Students are expected to dress in an appropriate manner. Only clothing which is safe and clean and not to be considered disruptive in nature will be acceptable. Staff members who observe student dress which does not meet these guidelines will send the student to the health clinic to change. Students will not be permitted to attend classes until appropriate dress is obtained.

1. All tops shall have sleeves and not expose the midriff. Off the shoulder shirts are not appropriate.
2. Hats, head coverings, or bandannas may NOT be worn in the building and must be kept in locker.
3. No clothing or accessory promoting or advertising alcoholic beverages, cigarettes or other tobacco products, drugs, controlled substances (this includes pictures and drawings of marijuana leaves,) or that contains profanity is permitted.
4. All pants and shorts must be worn above the hips. Shorts and skirts must be at least mid-thigh in length.
5. Large, inappropriate, or unsafe necklaces and jewelry, including "dog collars", are to be left at home. Students are not to wear chains hanging from their pants or attached to wallets.

6. Jackets, coats, gloves, or other forms of outerwear are to be placed in the student's locker at the beginning of the school day and remain there until the end of the day.
7. Sunglasses (unless authorized by a doctor) are not to be worn in school.
8. In the interest of safety and good health, shoes or sandals must be worn at all times.

If you are in doubt about something, please feel free to ask. Wearing inappropriate apparel will result in:

1st offense - warning, 2nd offense – 1 days ISS, 3rd offense – 3 days ISS.

## PHYSICAL EDUCATION DRESS POLICY

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

1st non-dress – the student will be given an in school detention for that class period only; all participation points for that class period will be lost.

2nd non-dress – the student will be given an after school detention; all participation points for that class period will be lost.

3rd non-dress – the student will be given a full day in school suspension; all participation points for that class period will be lost.

4th non-dress – the student will be given a full day in school suspension; all participation points for that class period will be lost.

5th non-dress – the student will be given one out of school suspension and is put on a behavior contract; all participation points for that class period will be lost.

## CELL PHONES & ELECTRONIC DEVICES

- Cell phones and electronic devices must be turned off and stored in a locker during school hours. Cell phones & electronic devices may only be used in the commons prior to 8:15 am and after 3:00 pm.

1<sup>st</sup> offense-Cell phone or electronic device will be confiscated until the end of the school day.

2<sup>nd</sup> offense-Cell phone will be confiscated and the parent must pick it up.

3<sup>rd</sup> offense-Cell phone will be confiscated, parent must pick it up, one day of In-school suspension

4<sup>th</sup> offense-Cell phone will be confiscated, parent must pick it up, one day of Out of school suspension

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

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device will be subject to disciplinary action and notification of law enforcement.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a

juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

## ATTENDANCE

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

#### **Chapter 2. Compulsory School Attendance**

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

#### **Legislative intent**

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

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

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

#### **Application**

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

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

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

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

#### **Compulsory attendance**

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

- (1) a public school that the student is entitled to attend under IC 20-26-11; 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 of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation;
- whichever occurs first.

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

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

### **COMPULSORY ATTENDANCE; PARENT'S RESPONSIBILITY**

SEC. 27. (A) IT IS UNLAWFUL FOR A PARENT TO FAIL TO ENSURE THAT THE PARENT'S CHILD ATTENDS SCHOOL AS REQUIRED UNDER THIS CHAPTER.

(B) BEFORE PROCEEDINGS ARE INSTITUTED AGAINST A PARENT FOR A VIOLATION OF THIS SECTION, PERSONAL NOTICE OF THE VIOLATION SHALL BE SERVED ON THE PARENT BY THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE:

- (1) HAVING JURISDICTION OVER THE PUBLIC SCHOOL WHERE THE CHILD HAS LEGAL SETTLEMENT; OR
  - (2) OF THE TRANSFEREE CORPORATION, IF THE CHILD HAS BEEN TRANSFERRED.
- (C) PERSONAL NOTICE MUST CONSIST OF AND TAKE PLACE AT THE TIME OF THE OCCURRENCE OF ONE OF THE FOLLOWING EVENTS:
- (1) THE DATE OF PERSONAL DELIVERY OF NOTICE.
  - (2) THE DATE OF RECEIPT OF THE NOTICE SENT BY CERTIFIED MAIL.
  - (3) THE DATE OF LEAVING NOTICE AT THE LAST AND USUAL PLACE OF THE RESIDENCE OF THE PARENT.

IF THE VIOLATION IS NOT TERMINATED NOT MORE THAN ONE (1) SCHOOL DAY AFTER THIS NOTICE IS GIVEN, OR IF ANOTHER VIOLATION IS COMMITTED DURING THE NOTICE PERIOD, NO FURTHER NOTICE IS NECESSARY. EACH DAY OF VIOLATION CONSTITUTES A SEPARATE OFFENSE.

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

### **Parent to produce certificate of child's incapacity on demand**

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

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

- 
- (1) an Indiana Physician;
  - (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
  - (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.
- As added by P.L.1-2005, SEC.17.*

### **Perfect attendance is awarded to students with no absences to any class period.**

The Brown County School Corporation believes in the necessity of good attendance and promptness to ensure the success of our students. It is imperative that all students attend school regularly to maximize their educational experience. Students will be allowed a **total of (four) 4 absences per class, excused or unexcused**, each semester. A letter will be sent to parents/guardians when students have reached their 4<sup>th</sup> absence, and a letter will be mailed stating that a parent/guardian needs to contact the school to set up an attendance hearing when students have accumulated their 5<sup>th</sup> absence. Failure to contact the school and set up an attendance hearing will result in credit loss.

The **parent/guardian may appeal the loss of credit through an Attendance Hearing. (See Attendance Hearings)** Parents/guardians are expected to contact the school by 9 am if their child is absent. If the parent/guardian does not make contact the school will attempt to locate the parent/guardian. A note must be submitted within **48 hours**. Absences that are not verified within 48 hours will become trancies. Students arriving 15 minutes or more late will receive an absence to that class.

Missed Work

**It is the students responsibility to request work. The student has one class block for every class block missed to make up and turn in work. (i.e. If one misses Gold 2 and 3 on Monday the student must request work on Wednesday and turn in completed work by Friday.)** Students need to make an effort to contact all of their teachers their first day back. Work not

completed could result in a grade of "F".

### **Types of Absences**

A. Types of absences recognized as **EXCUSED** with proper documentation.

1. Illness
2. Death in the family
3. Religious holiday

\*Other reasons deemed justifiable by school officials

B. Absences counted as **PRESENT** in school with proper documentation. (will not count towards four (4)-class limit):

1. Military service
2. Service as page in the state legislature
3. Work at election polls
4. Approved school-sponsored activities
5. College Visits (Request forms must be picked up in guidance and approved by an administrator)
6. Legal Obligations
7. School bus does not make the route

C. Types of Absences recognized as **UNEXCUSED** ( will count towards four (4) class limit)

- I. Truancies
2. Family vacations – should be taken during school breaks, however, if during school must be prearranged at least one (1) week in advance with building administrator and attendance contract will need to be signed

## **ATTENDANCE HEARINGS**

The purpose of the Attendance Hearing is to review the student attendance record. This is a mandatory review with a parent/guardian and student. Failure to respond and set up a hearing within six (6) days of the letter will result in loss of credit with an F issued for the class. A hearing, at the request of a parent/guardian, will be held when a student has five (5) excused or unexcused absences or tardies per class. The parent/guardian may appeal the decision of the hearing to the principal; further appeals can be made to the Corporation Hearing Officer. When absences become so excessive that an Attendance Hearing is convened, reasonable consideration will be given to notes placed in the student's attendance file and any other pertinent information. Any student under 18 years of age placed on an attendance contract whose grades are not in good standing, according to the school, will have his/her work permit revoked.

## **TRUANCY**

### **I.C. 20-33-2-11 Habitual Truants**

BCHS administrators may report a student who habitually absents himself/herself from school in violation of this chapter to an intake officer of the juvenile court.

Habitual truancy may be defined as:

1. Defiance of parental authority in the failure to attend school.
2. A large number of aggregate absences over the period of a school year. Define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
3. More than three (3) findings of truancy.

Furthermore, truancy is defined as anytime school is missed without a phone call, or notification from parent or guardian. A student identified as a habitual truant will be granted a review of the student's attendance record to determine if the student's attendance has improved so that the student may become eligible for a permit or driver's license. This review will occur at least once a year, but not before a minimum of 90 days.

When a student obtains an unexcused or unexplained absence from single classes during the school day, a Discrepancy Notice is generated by the office and confirms the absence with the teacher where the student was assigned. If the teacher confirms the absence, the absence will be considered a class cut. The student will be considered truant. If the student can confirm his or her presence with a staff member during the time of the recorded absence, the absence will be eliminated with no penalty.

Such excuses as - "I was sick," "I had to take care of personal business (on or off grounds)," "I was in the restroom," "I went to my car to get a book," or "I just didn't go," will not be accepted. **IF YOU ARE SICK, REPORT TO THE NURSE! IF YOU HAVE PERSONAL PROBLEMS, REPORT TO THE GUIDANCE OFFICE.**

## **WITHDRAWING FROM SCHOOL**

**IC 20-33-2-9** State law requires attendance in school until the student becomes 18 years of age. If you are considering the

possibility of leaving school, see your guidance counselor as soon as possible.

## EARLY DISMISSALS

1. The reason for a student leaving school early must be provided by the parent/guardian and may be done through one of the following methods:
  - A. providing written statement from parent, guardian, licensed physician, dentist, and etc. stating valid reason for student early dismissal. The school will verify such written requests with parent/guardian via telephone and contact must be made.
  - B. parent/guardian coming to school to request early dismissal.
2. Parent/guardian/parent designee/student must sign the sign-out sheet before the student may leave school. If the student returns to school before the end of the day, he or she must sign in at the office.
3. Any student failing to follow these procedures will be considered truant.

## TARDINESS

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

- 3 - Warning
- 4 - 2 Lunch Detentions
- 6 - 1 day of Alternative to Suspension
- 8 - 2 days of Monday school with no after school activities (Monday school will be held from 3:00-4:00 with an administrator)
- 10 -1 day - OSS and work permit revoked
- 12 -Loss of credit to ALL classes and drivers license revoked

**A HEARING AT THE REQUEST OF A PARENT/GUARDIAN, WILL BE HELD WHEN A STUDENT HAS FIVE (5) EXCUSED OR UNEXCUSED TARDIES PER CLASS.THE PARENT/GUARDIAN MAY APPEAL THE DECISION OF THE HEARING TO THE PRINCIPAL; FURTHER APPEALS CAN BE MADE TO THE CORPORATION HEARING OFFICER. THE PURPOSE OF THE TARDY HEARING IS TO REVIEW THE STUDENT'S TARDIES. THIS IS A MANDATORY REVIEW BY A PARENT/GUARDIAN AND STUDENT. FAILURE TO RESPOND AND SET UP A HEARING WITHIN SIX (6) DAYS OF THE CERTIFIED LETTER WILL RESULT IN LOSS OF CREDIT WITH AN F ISSUED FOR THE CLASS.**

## WORK POLICY

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

### CRITERIA FOR ISSUANCE OF WORK PERMIT

Attendance:

(Students must obtain attendance record from main office and bring it to guidance office before work permit will be issued)

- 1) A student's attendance must be in good standing. Therefore, absences must not exceed the 4 absences per class allowed in the school attendance policy and less than eight (8) tardies total per semester.
- 2) If the student exceeds the absences allowed in the attendance policy, the student's employer and parents will be sent a warning letter. The student will be placed on probation for the next grading period.
- 3) If unexcused absences persist during the probation period, the student's work permit will be discussed as a part of the Attendance Hearing. At this time the school may revoke the student's work permit, and the employer and parents will be notified.
- 4) The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

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

## WORK PERMITS ISSUANCE

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

## INDIANA LABOR LAW

### Hours of Labor (Under 18)

#### Ages 14 and 15 – Restricted to:

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

#### Age 16 – Restricted to:

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

\* Requires written permission of parents on file with employer

#### Age 17 – Restricted to:

- 8 hours per school day
- 30 hours per school week
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- No more than 6 working days per week
- 9 hours per non-school day\*
- 40 hours per school week\*
- 48 hours per non-school week\*
- Until 11:30 p.m. on school nights\*
- Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*

\* Requires written permission of parents on file with employer

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

## STUDENT DRIVING

Parking is provided as a privilege for students. The fee reflects 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 are not allowed to park in spaces at Nashville Elementary, school bus lot, staff lot, and junior high lot, and visitor parking.
5. Once students have driven their vehicles onto school grounds, it is to be parked and students are not permitted to be in their vehicles or move them before leaving school for the day unless permission is granted by 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. Parking passes are non-transferable. Students who graduate mid-term or have their privilege revoked must return the parking sticker to the office.

## CAFETERIA AND LUNCHES

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

lunch room regulations:

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

## OPEN LUNCH POLICY

Open lunch is available to seniors who are **enrolled for at least seven (7) semesters and having 48 credits by graduation date.** A form with parent/guardian permission must be on file to participate in open lunch. Seniors with open lunch may leave school grounds but **may not drive or ride in a vehicle.** Seniors must be in possession of their student ID to leave school grounds. Any senior tardy to class after his/her lunch period will have his/her open lunch privilege revoked. Students with a record of prior truancies or discipline matters will be denied open lunch privileges.

## 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. 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.

## ADMINISTRATION OF MEDICATION

### IC 20-33-8-13

#### POSSESSION AND SELF-ADMINISTRATION OF MEDICATION PERMITTED

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

(1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).

(2) A physician states in writing that:

(A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

(B) the student has been instructed in how to self-administer the medication; and

(C) the nature of the disease or medical condition requires emergency administration of the medication.

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

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

### IC 20-34-3-18

#### RELEASE OF MEDICATION

SEC. 18. (A) THIS SECTION DOES NOT APPLY TO MEDICATION POSSESSED BY A STUDENT FOR SELF-ADMINISTRATION UNDER IC 20-33-8-13.

(B) MEDICATION THAT IS POSSESSED BY A SCHOOL FOR ADMINISTRATION DURING SCHOOL HOURS OR AT SCHOOL FUNCTIONS FOR A STUDENT MAY BE RELEASED TO:

(1) THE STUDENT'S PARENT; OR

(2) AN INDIVIDUAL WHO IS:

(A) AT LEAST EIGHTEEN (18) YEARS OF AGE; AND

(B) DESIGNATED IN WRITING BY THE STUDENT'S PARENT TO RECEIVE THE MEDICATION.

(C) A SCHOOL CORPORATION MAY SEND HOME MEDICATION THAT IS POSSESSED BY A SCHOOL FOR ADMINISTRATION DURING SCHOOL HOURS OR AT SCHOOL FUNCTIONS WITH A STUDENT IF THE STUDENT'S PARENT PROVIDES WRITTEN PERMISSION FOR THE STUDENT TO RECEIVE THE MEDICATION.

AS ADDED BY P.L.1-2005, SEC.18. AMENDED BY P.L.76-2005, SEC.4.

### IC 34-30-14-6

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

Sec. 6 a school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition as provided under IC 20-33-8-13 except for an act or omission amounting to gross negligence or willful and wanton misconduct.

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

## LOST AND FOUND

All found items should be brought to the main office. If a student has lost an item, he/she should check with the main office to see if the article has been found. All unclaimed articles will be donated.

## MEDIA CENTER/COMPUTER LAB

1. Students wishing to use the Media Center or Computer Lab during study hall or class time must first obtain permission from the Media Center or Computer Lab instructor.
2. Students are not permitted in the Media Center or Computer Lab without a pass from the media center or computer lab supervisor.
3. Students are not permitted to talk loudly or disrupt the Media Center or the Computer lab.
4. Reference books, magazines, and newspapers are not to be taken from the Media Center without the permission from the Media Center Specialist.

## *SRT GUIDELINES*

1. In order to protect the individual's right to study without disruption of the educational process, we must insist on quiet. Students must come to SRT prepared with materials, including pencil and paper. Sleeping, eating, and drinking will not be allowed. Students will be permitted to use the library, provided they have a pass from the media specialist or lab supervisor. If a student abuses the privilege of using the center, they will not be allowed to return. Failure to comply with the regulations will constitute a violation of the discipline policy.
2. A student who wishes to leave his/her SRT homeroom for an approved reason must have obtained, prior to going to the homeroom, a pass from the staff member to whom he/she will report. SRT homeroom teachers will not give passes to students to leave the room.
3. If a student needs to report to more than one destination or teacher classroom, two passes must be signed prior to that student leaving. Once work is completed in one classroom, the teacher may then dismiss the student to leave and attend to other work.
4. A student may not obtain an SRT pass from a substitute teacher. No exceptions.
5. A student who does not report to the assigned destination will be charged with a truancy and will suffer the outlined consequences of that particular offense. Multiple truancy charges will result in further and more severe consequences.

## FIELD TRIPS

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

## 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 visitors tag when entering the building. Only individuals on school business will be issued a visitor's tag. No outside visitors are allowed during lunches.

## DISTRIBUTION OF MATERIALS

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

1. A copy of the material to be distributed on school grounds must be delivered to the Principal's office before distribution to students begins.
2. No materials shall be distributed on school grounds whose content encourages action, which endanger the health and safety of students or advocated activities, which may cause substantial interference to the educational process, and activities of the school.
3. The Principal may stop distribution of a publication to students on school property after it begins if there is clear reason to believe that the publication encourages actions, which endanger the health and safety of students, or advocates actions, which may cause substantial interference to the educational process and activities of the school.

4. Materials published by students outside of school and distributed on school property may be distributed only during the student's lunch time from a table in the cafeteria set up for that purpose.
5. Failure to follow this procedure on the distribution of materials on school property of materials published by students outside of school may result in disciplinary action including warning, in-school suspension, out of school suspension, recommendation for expulsion, and expulsion.
6. All appeal processes discussed in this handbook, which are available to students for administrative decisions and disciplinary actions are in effect for this policy.

## Notification of Rights under FERPA

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

## 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.

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.

## POLICY ON HARASSMENT AND BULLYING

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

### THE POLICY

- A. It is the policy of the Brown County Schools to maintain a 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-

### I. DEFINITIONS OF HARASSMENT & BULLYING

#### A. Sexual Harassment

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

#### B. Bullying

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

#### II. Examples of Sexual Harassment

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

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

### III. PROCEDURES FOR REPORTING HARASSMENT & BULLYING

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

#### B. Reporting Harassment & Bullying

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

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

#### C. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

## INTERNET POLICIES AND GUIDELINES

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

Before a student may use the Internet, students and parent/guardian must read and sign the Internet User's Terms and Conditions Contract. This will indicate that parents are aware that their student could access inappropriate materials. Although the school

corporation may use technical means to limit student Internet access, these means do not provide a foolproof method for enforcing the provisions of local acceptable use policies. Adult supervision will be maintained. Parents will accept responsibility if the student accesses the school's Internet connection from home.

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

Our school corporation is pleased to bring the Internet to Brown County students and staff to promote educational excellence by facilitating resource sharing, innovation, and communication with the world.

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

**B. Unsolicited Contact**

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

### **CLUBS/ SPORTS/ EXTRACURRICULAR**

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

ACADEMIC TEAMS	BRAIN GAME	FRENCH CLUB	FRENCH HONOR SOCIETY	KEY CLUB
LEADERSHIP	NATIONAL HONOR SOCIETY		OSHNO PEERS	SPANISH CLUB
SPANISH HONOR SOCIETY	SPELLBOWL		STUDENT ADVISORY	
STUDENT COUNCIL	THESPIAN SOCIETY			

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

## **ATHLETIC HANDBOOK TO THE ATHLETE:**

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

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

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

*Brian Garman  
Director of Athletics*

## ATHLETIC COUNCIL

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

### ELIGIBILITY SCHOLASTIC

**IHSAA policy - To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.**

<b>Maximum Classes</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Must Pass</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>

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

### STUDENT ATHLETE ACTIVITY FEE

Each athlete will be required to pay a yearly activity fee of \$30.00 and a \$20 corporation transportation fee.

100% of the athletic fee is returned to the athletes in the form of uniforms, awards, first aid supplies, etc. Athletes who fail to pay by the established deadline will not be able to compete until they have paid the fee. An all sports pass will be issued to each athlete when the activity fee is collected. **Passes are not valid at Brown County Junior High School.**

### 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 May 1 shall be valid for the next school year.**

### GENERAL ELIGIBILITY RULES

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

You are **ineligible** if:

- 1. AGE**
  - A student who is or shall be 20 years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport. See the athletic director for tournament dates.
- 2. AMATEURISM**
  - You play under an assumed name.
  - You accept money or merchandise directly or indirectly from athletic participation.
  - You sign a professional contract in that sport.
- 3. AWARDS/GIFTS**
  - You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
  - You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.
  - You accept awards, medals, recognition, gifts, and honors from colleges/universities or their alumni.
- 4. CONDUCT/CHARACTER**
  - You conduct yourself in or out of school in a way, which reflects discredit on your school or the IHSAA.
  - You create a disruptive influence on the discipline, good order, moral and educational environment in your school.
- 5. ENROLLMENT**
  - You did not enroll in school during the first 15 days of a semester.
  - You have been enrolled more than four consecutive years or the equivalent (e.g. 8 semesters or 12 trimesters, etc.) beginning with grade 9.
  - You have represented a high school in a sport more than 4 years.
- 6) ILLNESS/INJURY**
  - You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.
- 7) PARTICIPATION**

- a) **During contest season:**
  - You participate in try-outs or demonstrations of athletic ability in that sport as a prospective college student-athlete.
  - You participate in a practice with or against players not belonging to your school.
  - You participate as an individual on any team other than your school team in that sport.
  - You participate as an individual without following the criteria for the outstanding student athlete.
  - You attend a non-school camp.
  - You attend and participate in a student-clinic.
- b) **During School Year - Out-of-Season**
  - You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport who have participated the previous year in a contest as a member of their high school team in that sport.
    - Basketball – 3      Baseball - 5      Football - 6
    - Volleyball - 3      Softball - 5      Soccer - 6
  - You receive instruction in team sports from individuals who are members of your high school coaching staff. (Exception: open facility)
- c) **During summer**
  - You attend a non-school camp and/or clinic for fall sports after Monday of Week 4 (see your coach or the Athletic Director for specific dates, or if you plan on attending an out-of-state camp).
  - You attend any other non-school camp or clinic after Monday of Week 5 (see your coach or the Athletic Director for specific dates).

## 8. PRACTICE

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

## 9. SCHOLARSHIP

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

## 10. ATHLETIC PHYSICAL

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

## 11. TRANSFER

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

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

- a) You are entering the 9th grade for the first time.
- b) You are transferring from a school district or territory with a bona fide move by your parents.
- c) You are a ward of the court.
- d) You are an orphan.
- e) You transfer to reside with a parent.
- f) Your former school closed.
- g) Your former school is not accredited by the state-accrediting agency in the state where the school is located.
- h) Your transfer was pursuant to school board mandate for redistricting
- i) You enrolled and/or attended, in error, at wrong school.
- j) You transferred from a correctional school.
- k) You are emancipated.
- l) You did not participate in any contests as a representative of another school during the preceding 365 days.
- m) You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- n) You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
- o) You are a foreign exchange student attending under an approved CSIET program.

## 12. UNDER INFLUENCE

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

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

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

## RULES AND POLICIES

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

### CONDUCT/BEHAVIOR

Within the school and community setting, athletes are highly visible and therefore intensely scrutinized. It is essential then that an athlete's conduct and language, regardless of time or place, always demonstrate respect for his or her peers, superiors, opponents and officials. Behavior and/or language that are deemed inappropriate will only discredit or embarrass the athlete, and his or her teammates, coaches, school and community. **It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude any contestant from representing their school, if their conduct is undesirable. 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 in performance of your teammates and opponents.

### CLASSROOM/SCHOOL CONDUCT

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

### CONDUCT ON ROAD TRIPS

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

### PRACTICE

Coaches will establish practice dates and practice times:

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

### LOCKERS/LOCKS

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

### SCHOOL ATTENDANCE

An athlete who is not in attendance for at least two blocks during 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 interschool athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:

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

### INTERPRETATION:

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

### SUPERVISION

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

### EQUIPMENT/UNIFORMS

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

### LAUNDERING

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

### SHOES

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

### TRANSPORTATION

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

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

### INSURANCE

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

E. A Catastrophic Insurance Policy is purchased yearly by the IHSAA.

### SWITCHING SPORTS

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

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

### TWO SPORTS - SAME SEASON

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

### AWARDS

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

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

Baseball - Participation in 25% of available innings.

Basketball - Participation in 25% of available quarters.

Cross Country - Run in and finish 85% of the scheduled meets and/or run in the sectional.

Football - Participation in 33% of available quarters.

Golf - Average in the top seven players in 70% of dual matches and/or (1) be a member of the conference team, (2) be a member of the sectional team, (3) be a fourth year senior who has yet to earn a varsity letter.

Tennis - Compete in 3 varsity matches.

Track - Average 1 point per meet.

Volleyball - Participation in 50% of matches.

Soccer - Play in 50% of the scheduled games.

Softball - Participation in 25% of innings.

Wrestling - Based on a 60pt. system. (See Coach Bruner)

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

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

### AWARD SYSTEM

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

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

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

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

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

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

### LETTER JACKET

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

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

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

### CHEERLEADERS

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

## SPECIAL AWARDS

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

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

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

**GOLDEN EAGLE AWARD:** The most prestigious award presented by the Athletic Department is the Golden Eagle Award. This award is presented annually to a senior male and female student athlete. The recipients are determined by a vote of the voting members of the Athletic Council. 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 qualities such as sportsmanship, leadership, and a competitive spirit.

**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 extra-curricular 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.

## TRAINING RULES

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

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

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

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

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

First Offense:

1. The athlete will be suspended for 20% of the regularly scheduled contests. This includes IHSAA Tournament Contests)
2. The suspension shall be reduced to 10% if the athlete and his/her parent/ guardian provide proof that the athlete has secured counseling with an individual possessing the appropriate CADAC (Certified Alcohol Drug Abuse Counselor) credentials.
3. An athlete who fails to complete the program prescribed by the counselor will be suspended for 20% of the scheduled contests.
4. 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.

The school will NOT be responsible for the costs incurred in the counseling programs and/or prescribed treatment plan.

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

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

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

**APPEAL PROCESS:**

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

**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: \_\_\_\_\_