

# Student Handbook

## **Before School Safety Procedure:**

Students are not to arrive at school before the time designated by the school's bus arrival time.

## **After School Safety Procedure:**

Written parental/guardian permission must be given if - for any reason - the student is to go home a different way or stay after school.

## **Elementary School Attendance Procedure:**

A good attendance record is important not only to the student, but to the school as well. Students with poor attendance records often lose interest in school, tend to feel left out, and are potential drop-outs. Evidence indicates that grades and attendance are directly related. Also, attendance reports and class records of prospective employees are of concern to business and industry. The Brown County School Corporation Attendance policy for the elementary level includes these specific practices:

## **I. TYPES OF ABSENCE**

### **Recognized Excused Absences**

1. Personal illness
2. Death in the immediate family
3. Approved school sponsored activities
4. Legal obligations, court notices, etc.
5. Religious holidays
6. Service as a page in the state legislature
7. Other reason deemed justifiable by school officials

### **Unexcused Absences in which School Work May be Made up**

#### **1. Family Vacations**

Family vacations should be taken on non-school times if at all possible. Only in those instances where it is impossible to do otherwise should a student be taken out of school for a family vacation. In the event a family vacation must be taken on school time, the absences are considered unexcused but the students are allowed to make up school work. It is the responsibility of the student to contact the teacher to make up all work missed prior to such an absence. Also, the parent must notify the administration one (1) week prior to the child's absence. In the event prior notification to the administration is not made, students will be allowed to make up school work at the discretion of the principal and the classroom teacher.

**2. Out of School Suspensions, Truancies, or Unauthorized Absence.** Absence such as out of school suspensions, truancies or unauthorized absenteeism will be considered unexcused and school work may be made up at the discretion of the principal and the classroom teacher.

3. Extenuating circumstances of each individual student may merit review by the administration.

## **II. RULES AND REGULATIONS**

It is the desire of the school that each student receive the optimum of educational benefits. Therefore, a good attendance record is essential. It is believed that ten (10) days of absence during the school year, except in the case of extended illness or unusual circumstances, is excessive. A student who is absent from school more than ten (10) days during the school year risks the opportunity for the optimum educational experience. Likewise, excessive tardies have a detrimental effect on academic progress.

1. A doctor's statement will be required by the administration after ten (10) absences in order to receive an excused absence.

2. A student absent from school is also unable to work, participate in athletics, or participate in social events the same day, except on special excused absence.

3. Parents should call to inform the school office of a student absence on the day of the absence. In addition, a note written and signed by the parent/guardian stating the reason for the absence should be brought to school when the student returns.

4. In the event of excessive absence, parents will be contacted by mail.

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

6. Students cannot expect to receive an excused absence for attending to personal business, working, babysitting, missing the bus, or taking a relative to the doctor (unless in cases of dire emergency). Other arrangements should be made, if at all possible in order to handle these situations.

7. No student may leave school property after arriving at school without permission from the principal or the designee. The student must be signed out from the school office.

8. If due to inclement road conditions, a school bus cannot make its regular stop to pick up a student, that student will be counted present at school and the student will be responsible for making up missed work.

9. If due to inclement weather a school bus runs and does make its regular stop, but a students' parents deem it necessary to keep the student home, the absence will be counted unexcused. The student will be permitted to make up the missed work.

10. A student compiling 5 tardies in a grading period may be reported to outside agencies.

## **PARENT NOTIFICATION OF ABSENCE**

The following action will be initiated concerning absences:

5th and 10th absence - School will send a letter notifying the parents of student absences.

15th absence - School will send a letter notifying the parents that a physicians' statement will be needed if additional absences are to be considered excused. The school will also attempt to notify parents by phone and may notify an outside agency.

20th absence - School will send a letter to parents; conference will be held with the parent, teacher, counselor and the school attendance officer; an outside agency will be notified.

## **ADMINISTRATION OF MEDICATION**

Self-medication, both prescription and non-prescription, are not permitted, except asthma inhalers, All medication, except asthma inhalers, shall be kept locked in the nurse's medication cabinet. All medication shall be provided in the original container, labeled with the student's full name. Non-prescription medication may be given at school with written parental permission. Prescription medication requires, in addition, a doctor or dentist's written order to administer at school.

## **FIRST AID ROOM**

The First Aid room is available to students who are extremely ill and whose parents cannot be located to pick them up.

## **VISITORS**

Parents are always welcomed but are encouraged to make an appointment to see a teacher, principal or to visit classes. All visitors must report to the office when entering the building.

## **STUDENT BEHAVIOR**

It is impossible for learning to take place in a school unless order is maintained. Students are reminded that they must adhere to a code of behavior which must be applied to all who chose to be a part of the school. Students should conduct themselves in a manner which is not disruptive, destructive nor threatening to themselves or others.

Student to student sales must be limited to school sanctioned projects.

Failure to comply with the regulations listed below will result in appropriate disciplinary action:

1. The failure of a student to follow a reasonable direction of any faculty or staff member may be subject to suspension.
2. Food and drinks are restricted to the cafeteria except during class parties.
3. Students should not loiter in areas of heavy student traffic or in the restroom.
4. Students should display appropriate behavior at all times.

5. Students should properly dispose of all waste materials, especially gum.
6. All school equipment and materials shall be treated properly.
7. Students are expected to keep their hands to themselves and their own property.

### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items include but are not limited to, any weapons, knives, firearms, toy guns, water pistols, radios, tape recorders, CD players, videogames, and firecrackers. They will be taken from the student. Appropriate disciplinary action will be taken. See section below.

### **DISCIPLINARY ACTION**

All disciplinary action taken by Brown County Elementary Schools shall be governed by Public Law 131-1995 as amended, PL 156-1996, PL 157-1996, the Brown County Elementary School Handbook, and School Board Policy IV-2. Every student will receive a summary of all pertinent Indiana Public Laws at the time of enrollment.

### **CAFETERIA AND LUNCH PERIOD**

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

1. Come to the cafeteria orderly and remain orderly.
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 main halls during lunch period.
5. No carbonated drinks in the cafeteria.
6. Do not bring food or drink in glass containers.

### **SEXUAL HARASSMENT**

It is the policy of The County School Corporation of Brown County to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of The County School Corporation of Brown County to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school employees. Copies of the policy are on file at each school.

### **DETENTION**

Detention period is a time when a student is assigned to report before school, during school, after

school or on Saturday morning. Based upon the nature of misconduct, the type and length of detention may vary. Students will be given at least one day's notice to make transportation arrangements. Students are asked to bring the appropriate study materials while in detention.

### **TELEPHONES**

Personal calls are restricted and need to be approved by the school office staff.

### **EARLY DISMISSALS**

These early dismissal procedures are followed:

1. Parent/guardian must inform the school of the reason which necessitates the early dismissal by:
  - a. providing written statement from parent, guardian, licensed physician, dentist, etc. stating valid reason for student early dismissal. The school will verify such written requests with parent/guardian via the phone.
  - b. coming (i.e. parent/guardian) to school to request (through the principal or designee) early dismissal.
2. Parent/guardian/parent designee must sign the student sign-out sheet before the student may leave school. If the student returns to school before the end of the day, the parent must again sign the student in at the office.
3. Parents are encouraged, whenever possible, to set up appointments so that children do not miss any part of the school day. Work must be made up.

### **STUDENT DRESS CODE**

Students are expected to dress in an appropriate manner. Clothing which is safe, clean, and not of a disruptive nature is acceptable. Faculty and staff members who observe student dress which does not meet these guidelines will report this to the office. Students will not be permitted to attend classes until appropriate dress is obtained. The wearing of hats in the building is considered inappropriate.

### **LIBRARY**

Students are permitted in the library with a pass from an instructor. Since the library is a reference/resource and reading area, students are expected to use quiet voices and appropriate behavior. Reference books, magazines and newspapers are for library use unless special permission is granted by the librarian.

### **LOST AND FOUND**

Please return all "Lost and Found" items to the main office. Students should check with the main

office to see if lost items have been returned. At the end of each semester, unclaimed lost and found items will be donated to appropriate social service agencies.

## **INSURANCE**

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

## **PARENTS & SCHOOLS: A COOPERATIVE RELATIONSHIP**

Parents, teachers and students work cooperatively for the betterment of all of the Brown County Community Schools.

**Board Approved May 1998**

## **UPDATED STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provision of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

### **1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

- a. A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.
- b. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting.

**2. SUSPENSION FROM SCHOOL -PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. At the discretion of principal and teacher, some work while on suspension may be made up by the student.

**3. EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer that the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

## **GROUND FORS SUSPENSION OR EXPULSION:**

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. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibits by this subdivision:

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, corridor, or room;

c. Setting fire to or damaging any school building or property;

d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property;

e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowing possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physical 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 the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

a. engaging in sexual behavior on school property;

b. disobedience of administrative authority;

c. willful absence or tardiness of students;

d. possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

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

### 13. POSSESSION OF A FIREARM

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

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

any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any weapon described above; any firearm muffler or firearm silencer; any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile, having an explosive

or incendiary charge or more than one-quarter ounce, mine, or any similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; an antique firearm; a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes;

c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning or the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

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

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

b. Off school grounds at a school activity, function, or event; or

c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order 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 PROCEDURES**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

(a) a written or oral statement of the charges;

(b) if the student denies the charges, a summary of the evidence against the student will be presented; and,

(c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as

reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student 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.

## **EXPULSION PROCEDURES**

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

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

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the student and/or the student's parent. The board will then take any action deemed appropriate.

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

**I.C. 20-8.1.5.1-18**  
**SEA 203 (P.L. 156-1996)**  
**SEA 73 (P.L. 157-1996)**  
**Board Approved, June 1996**