

# BROWNSTOWN ELEMENTARY SCHOOL

## STUDENT HANDBOOK

2022-2023

Dear Students and Parents:

Welcome to Brownstown Elementary School. We anticipate you will have a happy and successful school experience while attending Brownstown Elementary School. We are proud of our school, faculty, students, and staff. Parents can help contribute to this success by supporting your school, teachers, programs, and policies.

Our mission statement is Building Every Student's Talents or BEST. We believe every student can learn, desires to succeed, and should be allowed to develop their talents and reach their full potential. We believe learning is a necessary lifelong experience and that students should learn basic skills, fundamental values, critical thinking, and decision-making skills to help them throughout life. We believe learning occurs in a safe, orderly, supportive, cooperative, positive, and stimulating environment. We believe the responsibility of educating students is shared by all – students, home, school, and community.

### SCHOOL CALENDAR

JULY 2022						
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**AUGUST 2022**  
 4 - Teacher Day  
 5 - First Student Day  
 26 - Early Dismissal Day

**SEPTEMBER 2022**  
 5 - Labor Day  
 23 - Early Dismissal Day

**OCTOBER 2022**  
 7 - End of 1<sup>st</sup> 9 Weeks (BES)  
 10--14 - Fall Break

**NOVEMBER 2022**  
 4 - End of 1<sup>st</sup> Trimester (BCMS, BCHS)  
 11 - Early Dismissal Day  
 23--25 - Thanksgiving Break

**DECEMBER 2022**  
 20 - End of 2<sup>nd</sup> 9 Weeks (BES)  
 21--30 - Christmas Break

**JANUARY 2023**  
 1 - New Year's Day  
 2-3 Christmas Break (cont.)  
 4 - Teacher Day  
 16 - Martin Luther King / Make-Up Day

**FEBRUARY 2023**  
 17 - End of 2<sup>nd</sup> Trimester (BCMS, BCHS)  
 20 - Teacher Day/President's Day  
 27 - Make-Up Day

**MARCH 2023**  
 3 - Early Dismissal Day  
 10 - End of 3<sup>rd</sup> 9 Weeks (BES)  
 20--24 - Spring Break

**APRIL 2023**  
 7 - Good Friday / Make-Up Day  
 14 - Prom / Make-Up Day  
 21 - Early Dismissal Day

**MAY 2023**  
 5 - Make-Up Day  
 12 - Early Dismissal Day  
 26 - End of 3<sup>rd</sup> Trimester (BCMS, BCHS)  
 27 - Graduation

JANUARY 2023						
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## FACULTY

<b>Principal</b>	Mr. Young	<b>1A</b>	Mrs. Fee	<b>3B</b>	Mrs. Hoevener	<b>5A</b>	Mrs. Cobb
<b>Assistant Principal</b>	Mrs. Hukill	<b>1B</b>	Mrs. Isaacs	<b>3C</b>	Mrs. Turner	<b>5B</b>	Mrs. Temple
<b>Nurse</b>	Mrs. Sterling	<b>1C</b>	Mrs. Spencer	<b>3D</b>	Mrs. Peak	<b>5C</b>	Mr. Disque
<b>Behavior Consultant</b>	Mrs. Hickman	<b>1D</b>	Mrs. Young	<b>3E</b>	Mrs. Shelton	<b>5D</b>	Mrs. Voss
<b>Preschool</b>	Ms. Voss	<b>1E</b>	Mrs. Derringer	<b>4A</b>	Mrs. Alstatt	<b>Speech</b>	Ms. Hennion
<b>Kindergarten 1</b>	Mrs. Harvey	<b>2A</b>	Mrs. Hehman	<b>4B</b>	Ms. Roberts	<b>Speech</b>	TBD
<b>Kindergarten 2</b>	Mrs. Johnson	<b>2B</b>	Mrs. Romilus	<b>4C</b>	Mrs. Wheeler	<b>Multi-Cat.</b>	Ms. Robinson
<b>Kindergarten 3</b>	Mrs. Elliott	<b>2C</b>	Mrs. Hochstedler	<b>4D</b>	Ms. Tanksley	<b>L.D.</b>	Mrs. Reynolds
<b>Kindergarten 4</b>	Mrs. Disque	<b>2D</b>	Mrs. McClure	<b>Art</b>	Mrs. Stahl	<b>L.D.</b>	Mrs. Kowalik
<b>Kindergarten 5</b>	Mrs. Anderson	<b>Title 1</b>	Mrs. Meyer	<b>Music</b>	Ms. Tharp	<b>Transition</b>	Mrs. Wilkenson
<b>Counselor</b>	Mrs. Stevens K, 2, 4	<b>Title 1</b>	Mrs. Steinkamp	<b>P.E.</b>	Mrs. Schneider	<b>O.T.</b>	Michelle Rubin
<b>Counselor</b>	Mrs. Davis 1,3,5					<b>P.T.</b>	Chelsea Tabelaing

### FRONT OFFICE STAFF

When entering the front office, you may be greeted by Stephanie Austin, our secretary, or Kim Baxter, who serves students in the cafeteria. You will also find the school nurse, Lindsay Sterling, in the nurse's office if you have questions about your child's medical needs.

### ADMISSION POLICIES

Brownstown Central Community Schools require each child entering school to have a preschool physical, vision, and dental examination. To attend school, your child must also bring documented evidence of being completely immunized. A birth certificate must also be presented. To enter school, kindergarten students must be five years old on or before August 1<sup>st</sup>.

### ABSENCE REPORTING

A parent or guardian must contact the school to report a student's absence. A phone call to the office is needed each day the student is absent. Office staff would like to have this information in the morning so that teachers can be notified of the student's absence. If the parent cannot call the office, the student may bring a signed note by the parent or guardian explaining the reason for the absence. The school phone number is 812.358.3680, and someone will be available from 7:30 to 4:00 to answer your calls. If a student's absence has not been verified with a phone call or note within two days of returning to school, the absence will be unexcused. All absences must be reported to the office.

## AFTER SCHOOL PROGRAMS

There are several activities that students may choose to participate in, such as robotics, music club, archery, or sports. The high school has a variety of camps that students can participate in, such as football, basketball, cheer, volleyball, and drill team. Students who are in 5th grade might have the opportunity to be part of the volleyball, basketball, or football teams.

## ARRIVAL AND PICK-UP TIMES

Students may be dropped off at school starting at 7:30 a.m. Students will be dismissed at 2:55. Parents should not arrive any earlier than 2:30 to pick up students. Students who are car riders will need to have a numbered pick-up tag that must stay on the child's backpack at all times. This number helps the Brownstown Elementary staff to match students to the correct parent or guardian. Any student that rides a different bus will need a bus pass. A bus pass can be obtained by the parent writing a note to the teacher or office staff member indicating a change in transportation and the address for the drop-off. A bus pass will then be issued to the student. Bus drivers **will not** grant a student permission to ride a bus they have not been on before if there is no bus pass.

## ATTENDANCE

Regular school attendance is essential for success in school. Being dependable and prompt are two important characteristics of a successful life. Parents are legally responsible for seeing that their child attends school regularly. In addition, students who are not in regular attendance miss out on instruction and learning opportunities.

Annually, the Board of Trustees adopts and publishes a school-year calendar, including student attendance days, days students are not in session, and vacation periods. Parents should see that students are in school during school attendance days and plan vacations when students are not in school. We recognize that student absences may be necessary, although unexcused, which may be necessary. If parents feel a planned student absence is necessary, they **must** request a conference with the principal five days in advance of the absence.

Students who have chronic absences are put in jeopardy of getting behind in academics. Any student who has chronic excused or unexcused absences (7 or more per semester for excused and unexcused) may be assigned to the after-school Homework Improvement Program (HIP) by the administration or at the teacher's request. This assignment will be based on classroom assignments that are missing or incomplete due to the student being absent from school.

**Excused Absences:** Brownstown Elementary strives to maintain a 96% attendance rate. Students are encouraged to miss 7 or fewer days each semester. The 8th absence will become unexcused unless accompanied by a doctor's note. Parents and guardians will have until 3:00 the following day to report an absence. If the absence is not reported, it will become unexcused, and students will not be able to make up work for the unexcused absence. An absence will be classified as excused if the student's custodial parent/guardian has determined that the student will not be in school attendance. The reason falls under one of the criteria listed below:

1. **Illness or Injury:** Personal illness or injury of the student
2. **Professional, medical, and legal appointments:** For excused absences, doctor and dental notes are acceptable documentation. Signed letters or notes from an attorney or judge are also acceptable verification forms for an excused absence.
3. **Funeral:** Death in the immediate family or to attend the funeral of a friend or distant relative.
4. **Emergency Situation:** Parents or guardians should contact the administration to explain the situation.
5. **Observance of a Recognized Religious Holiday:** Absences can be excused for special religious services when the office is notified by phone call or note.
6. **Prearranged absences:** The administration must approve these in advance of the absence.

**Unexcused Absences:** All other absences that are not listed in the excused section will be unexcused. As stated above, students are encouraged to miss 7 or fewer days each semester. The 8th absence will become unexcused unless accompanied by a doctor's note. Parents and guardians will have until 3:00 the following day to report an absence. If the absence is not reported, it will become unexcused, and students will not be able to make up work for the day of the unexcused absence.

Students at Brownstown Elementary do not receive personal days; therefore, a call from a parent requesting a personal day for a student will be considered unexcused.

**Truancy:** Absences from class or school without prior knowledge, consent, and permission from a student's parent/guardian are classified as truant. Parents will be contacted by the school, and interventions such as after-school detention will be assigned.

Unexcused Absences	Interventions
After each unexcused absence,	Parent contact through email or text message.
After the 4th unexcused absence	Letter will be sent to the parent/guardian.
After the 7th unexcused absence,	Meeting with the parent/guardian and school administration. A letter will be sent to the parent from the Jackson County Prosecutor's Office.
After the 9th unexcused absence,	A CITATION and a NOTICE OF VIOLATION OF COMPULSORY ATTENDANCE LAW, I.C. 20-33-2-27(b)) will be issued to the parent.
After the 10th unexcused absence,	The parent/guardian of the student will be referred to the Jackson County Prosecutor for Compulsory School Attendance Violation (Indiana Code: 20-33-2).

**Prearranged Absences:** When a student wants to accompany parents on a business trip, vacation, or other personal business, the parents are asked to notify the office **five school days prior** to the absence to make arrangements for the student involved to be given make-up assignments for the time to be missed. Pre-arranged absences should not be used for babysitting family members or working at a family business. The excuse for prearranged absences will be at the discretion of the administration.

### **BREAKFAST AND LUNCH PROGRAM**

Brownstown Elementary School offers students a breakfast and lunch program. Breakfast is served from 7:55 AM to 8:20 AM, and lunch is served between the times of 10:35 AM and 12:40 PM. To encourage healthy eating, we discourage sodas or fast food from being brought to school for school lunch. Additional milk may be purchased with lunch. All charges must be paid on a weekly basis. Applications for free or reduced-priced meals are available for families who meet the income requirements. Applications for these meals are handled confidentially. Parents are encouraged to keep track of their child's account balances by using our Harmony parent access system. Students are allowed no more than 3 charged meals at any one time. After the third charged meal, the student will be asked to bring their lunch. If the student does not bring their lunch, they will be given a lunch consisting of a peanut butter sandwich and milk.

### **BULLYING**

It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. Bullying is the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, electronic, or written interactions. School personnel will not tolerate any individual or group of individuals' harassment, hazing, or bullying of another student or a group of students. Therefore, it violates school guidelines to physically or verbally threaten, harass, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. School personnel will not permit these types of behaviors and will aggressively and appropriately deal with these types of misconduct. This Act HEA 1423 amends, among other related statutes, the definition of bullying under I.C. 20-33-9-0.2 and the student discipline bullying rule under I.C. 20-33-9-13.5. The Act expands the definition of bullying and expands the reach

of the bullying student conduct rule. The effective date of this Act is July 1, 2013. The school's main office has a more extensive description of the act. \*See the additional information sheet enclosed in your student handbook folder. #5275-Criminal Gang activities in schools policy will be sent home with each child as an attachment in their handbook.

### **BUS RULES**

1. The bus driver may assign seats
  2. Be courteous
  3. No profanity
  4. Do not eat or drink on the bus. Help keep the bus clean.
  5. Violence of any kind is prohibited.
  6. Remain seated.
  7. No smoking or tobacco
  8. Keep your hands and head inside the bus.
  9. Do not destroy property.
  9. For your safety, do not distract the driver through misbehavior.
- The bus driver is in complete charge of the bus and its occupants at all times. Students must comply with the requests of the driver. Riding the school bus is a privilege, which can be suspended for inappropriate behavior.

A student must ride the bus to which they are assigned. The parent must request to ride another bus in writing and submit it to the teacher. For the safety and comfort of children riding buses to and from school, certain bus riding rules must be established and followed.

### **CELL PHONE VIOLATION**

- 1st Offense- Parent will pick device up in the office
- 2nd Offense-Parent will pick device up in the office & one after school detention
- 3rd Offense- Parent will pick device up in the office & two after school detention
- 4th Offense- Parent will pick device up in the office & one day of ISS

### **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY**

In accordance with Title IX and Section 504, Brownstown Central Community School Corporation is committed to equal opportunity. It does not discriminate based on age, race, color, sex, handicapping conditions, or national origin, including English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any education program or student activity.

### **DAILY SCHEDULE**

Breakfast – 7:55– 8:20  
Students Enter – 7:55  
Tardy Bell – 8:20  
Lunch – 10:40 – 12:40  
Car Rider Dismissal – 2:55  
Bus Dismissal –3:03

### **DETENTION**

Detention is for those students who have been given a consequence for not following Brownstown Elementary expectations. After-school detention will be from 3-4 on Tuesdays and Thursdays. The administration or the teacher will let you know if your child is assigned detention.

### **DISCIPLINE**

To guarantee a good social and educational climate, students must understand that courtesy, good manners, and self-discipline will be expected at all times. Disciplinary action will be taken when an individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time. We need to keep all children safe and secure at school.

## **e~FUNDS FOR SCHOOLS**

The Brownstown Central Community School Corporation is pleased to introduce the implementation of an online payment service using e~Funds for Schools. This optional, user-friendly service offers various options for parents/guardians who make online payments for textbook rental and lunch/breakfast purchases via a secure website. For more information or to get started using e~Funds for Schools: go to the Brownstown Central Community School Corporation website at <http://www.btownccs.k12.in.us/> and click on the e~Funds for Schools link.

## **FEVER**

If a student has a temperature of 100 or higher as recorded by the school nurse, a parent/guardian will be called to pick up the student. Students must be fever free with no vomiting or diarrhea for 24 hours before returning to school.

## **HARMONY**

Harmony is the student information system in which parents can view grades, discipline, attendance, and breakfast/lunch account information. Money can be added to a student's breakfast/lunch account by using eFunds (a small charge will apply). Parents are given a login to access Harmony via a letter from the office following enrollment. If you already have access to a Harmony account for your child, access will remain the same.

## **HOME CONNECT**

Renaissance Home Connect can be accessed for real-time information on your child's progress. Parents can sign up to receive emails about their child's AR quizzes. Teachers will send out information on how to access this great resource.

## **GRIEVANCE PROCEDURE**

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging discrimination should be directed to your immediate supervisor, building principal, or one of the following:

### **Title IX Coordinator**

Tim Taylor  
Superintendent of Schools  
608 West Commerce Street  
Brownstown, IN 47220

### **Section 504 Coordinator**

Mrs. Lindsey Goshorn  
Special Education Director  
608 West Commerce Street  
Brownstown, IN 47220  
Brownstown Elementary Contact: Denise Stevens

## **ITEMS FROM HOME**

Students are asked not to bring items from home which include but not limited to electronics, recording devices, Smartwatches, toys, balls, and cards. If items from home are brought to school, the item must be kept in the student's backpack and turned off if applicable, which includes cell phones. In the case of a game day, the student will be responsible for the electronic device. Teachers may provide some items such as kickballs or other equipment for students to use at recess. Footballs will not be allowed at school.

## **LEAVING SCHOOL EARLY**

Parents coming to school to pick up students early for the doctor, dentist, or emergencies, must sign students out at the school office. In order for the absence to be an excused absence, the student must bring a doctor's statement. All early dismissals count against perfect attendance.

## **MEDICATIONS**

BCCSC adheres to a very strict medication policy. Please refer to the complete policy for complete information. The complete policy and a medication permission slip are provided at the beginning of each school year.

1. No medication, prescription or over-the-counter, shall be dispensed without the written permission of the physician and the parent/guardian.

The pharmacy label may serve as the physician's written order for prescription medication.

2. Medications must be kept in the original container bearing the original pharmacy label and the student's name. Medications not in the

original properly labeled containers will not be accepted and will not be administered.

In case of illness or injury, a student will be cared for temporarily by the school nurse, and the parents will be notified. **An emergency telephone number must be listed on the enrollment form.**

### **PARENT PICK UP AND DROP-OFF**

\*See the additional information sheet that is enclosed in your student handbook folder. There are procedures for the morning pick-up and after-school pick-up. Please do not arrive before 2:30 to pick up your child. If possible, please allow your child to get out of the vehicle from the left side of the vehicle.

The front parking lot is used for activities and recess. Cones are placed at both ends of the parking lot. After 8:20, parents will need to park in either of the two parking lots and walk to the front door. This is to ensure the safety of our students.

### **PERFECT ATTENDANCE**

Students will not be eligible for Perfect Attendance if they are absent from school for any reason, including doctor/dental appointments, funerals, or court appearances. Perfect attendance means no absences, late arrivals, or early dismissals. For the 2021-2022 school year, there will be no Perfect Attendance awards.

### **POSSESSION OF TOBACCO, VAPE, ALCOHOL, DRUGS**

#### Possession/Use of Tobacco/Vape

1st Offense- Out of School Suspension- 2 to 4 Days

2nd Offense- Out of School Suspension - 4 to 6 Days

3rd Offense- Out of School Suspension- 6 to 10 Days

#### Possession/Use of Alcohol/Drugs

1st Offense- Out of School Suspension - 4 to 6 Days

2nd Offense- Out of School Suspension- 6 to 10 Days

3rd Offense- Expulsion from School

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

FERPA requires the Brownstown Central Community School Corporation, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Brownstown Central Community School Corporation may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Brownstown Central Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Brownstown Central Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. Brownstown Central Community School Corporation has designated the following information as directory information listed below:

- Student's name, address, telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifiers used to communicate in electronic systems that cannot be used to access education without a PIN password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose)

### **REPORT CARDS**

Report cards are available at the end of each 9 weeks. Progress reports are available halfway through each grading period and can be viewed on Harmony. At any time, you may check the progress of your child's work's progress using Harmony.

### **RESPONSIBLE BEHAVIOR**

The student is responsible for his/hers own behavior, academic success, and failures. He/she owns their actions. The student cannot blame his/her environment, parents, or peers for his/her own behavior. He/She has the ability to choose. Students who choose not to be responsible will suffer realistic and natural consequences that make it more comfortable for the student to choose the most responsible behavior. The goal is to help a student see himself/herself as responsible for and in control of what happens to him/her.

### **RESPONSIBLE USE POLICY (RUP)**

The vision of the Brownstown Central Community School Corporation is for students to possess the skills to connect and compete in ways that allow them to lead successful lives in an ever-changing digitally-enriched world. Our goal is to provide a safe, technologically advanced learning environment where highly qualified educators empower and inspire students of all abilities to realize their utmost potential as productive, lifelong learners in an ever-changing world.

### **CIPA**

Brownstown Central Community School Corporation is in compliance with the Children's Internet Protection Act (CIPA). It has installed technology protection measures for all computers in the school corporation that blocks or filters Internet access. This filter protects against access by adults and minors to content that may be harmful to minors. The content filter does monitor the online activities of minors and may be reviewed. While CIPA specifically pertains to internet usage by minors, Brownstown Central Community School Corporation expects that faculty and staff will follow these same guidelines for responsible use. Additionally, there is no expectation of privacy for users who access our network or use technology (school-owned or personal) on school property.

The Responsible Use Policy (RUP) applies to:

- School-owned technology on the BCCSC Internet/network, on non-school networks, and offline
- Privately owned technology that is connected to the BCCSC internet/network and on privately owned networks while on school property

Users must abide by all school rules as outlined in the Student Handbook and this Responsible Use Policy. Users must understand their responsibilities and conduct themselves as responsible learners. Responsible learners are engaged in activities that support teaching and learning while respecting themselves and others. The following statements represent the students' agreement about the responsible use of technology.

As a student, I will:

- Take care of my device (return my device in the same condition as it was issued to me)
- Come prepared to class every day (device is charged and working; homework is completed)
- Use digital devices, networks, and software in school for educational purposes, activities, and extensions
- Keep my personal information (including home/mobile phone number, mailing address, and username/password) and that of others private
- Show respect for myself and others when using technology including social media
- Give acknowledgment to others for their ideas and work
- Report devices that are not working properly (including those that are damaged or broken) to technology staff immediately
- Report inappropriate use of technology immediately

The Brownstown Central Community School Board recognizes the importance of technology education and computer access in preparing students for success. While the district intends to make Internet access available to further educational goals and objectives, not all information that can be accessed from external networks is appropriate to the education of our students; consequently, the administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school

corporation computer with Internet access available to students will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The provisions of this policy and the content of the accompanying exhibit are subordinate to local, state, and federal statutes.

Brownstown Central Community School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

### **INTERNET/TECHNOLOGY – TERMS AND CONDITIONS**

- 1) Acceptable Use – The use of your account must be in support of education and research and consistent with the educational objectives of the BCCSC.
- 2) Privileges – The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student/staff member who receives an account will be part of a discussion with a BCCSC faculty member pertaining to the proper use of the network.) The system administrators will determine inappropriate use, and their final decision is final. Also, the system administrators may close an account whenever required. The administration, faculty, and staff of BCCSC may request the system administrator to deny, revoke, or suspend and specific user accounts.
- 3) Disclaimer – BCCSC makes no warranties of any kind, whether expressed or implied, for its service. BCCSC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. BCCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. BCCSC reserves the right to amend this policy as needs arise.
- 4) Security – If you feel you can identify a security problem on the system, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted of user privileges.
- 5) Prohibitions – Users of the Brownstown Central Community School Corporation's Internet resources and computer accounts may not:
  - a) Access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
  - b) Transmit obscene, abusive, or sexually explicit language.
  - c) Violate any local, state, or federal statute.
  - d) Vandalize, damage, or disable the property of another person or organization. This would include uploading or downloading e-mail attachments and executable files infected with a virus.
  - e) Access another person's materials, information, or files without the person's implied or direct permission.
  - f) Violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation.
  - g) Threaten, attack, insult, or harass others (bullying).
  - h) Intentionally peel off serial numbers, barcodes, or other labels.
  - i) Attempt to bypass district security and/or filtering systems.
- 6) Privacy - Brownstown Central Community School Corporation balances the educational value of online resources with any privacy concerns they may present. On occasion, BCCSC may leverage necessary online educational resources, such as GSuite for Education, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

### **BROKEN, LOST, OR STOLEN DEVICES:**

If a student damages or loses (intentionally or unintentionally) their school-issued device, Brownstown Central Community School Corporation reserves the right to bill the student's parents or guardians for the cost of the repair of the device (not to exceed the cost of full replacement of the device, \$245).

### **SAFETY MEASURES**

For the protection and safety of staff and students, a security system has been installed at Brownstown Elementary School. All doors in the building will remain locked at all times except from 8:00 .m. until 8:20 a.m. when all students arrive at school. Students and parents may enter the building after 8:20 a.m. by pushing a button at the front door to alert the desk that they want to enter. Any adult entering the building other than school personnel must sign in at the office and get a visitor's pass. We hope you will be understanding of our locked doors and the inconvenience of signing in and getting your visitor's pass so that all students and staff may be safe and secure. To ensure the safety of our students and staff, we ask that you drop items or messages at the office, and we will get them to the child's room. We want you to communicate with your child's teacher, so we welcome you to leave a message on their voicemail at 358-3680 or arrange a time to come in after our students leave at 3:00 p.m.

### **STUDENT APPEARANCE**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle that is contrary to good hygiene is a distraction in appearance and/or is detrimental to the purpose of the conduct of the school will not be permitted.

### **SUICIDE**

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes and that suicide is a leading cause of death among young people. The corporation is responsible for taking a proactive approach to preventing deaths by suicide and acknowledges the school's role in providing an environment that is sensitive to the factors that place youth at greater risk for suicide and helps foster positive youth development.

This policy covers school actions, school property, school-sponsored functions and activities, school buses or vehicles, bus stops, and school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

A complete copy of the BCCSC Suicide Awareness and Prevention policy, detailing: prevention, assessment and referral, crisis team, parental notification and involvement, postvention, in-school suicide attempts, and re-entry procedures, can be requested at the principal's office.

### **TARDY**

A tardy is considered a late arrival or early dismissal. Tardy sign-ins or sign-outs that are medically excused will be marked as medical. After the 3rd unexcused tardy, a parent will be contacted. Six tardies will be considered as one full day of unexcused absence.

### **TECHNOLOGY USAGE**

The Superintendent, District technology staff, or a designee may monitor the use of electronic technologies without notice to Users and examine all system activities in which the User participates. Monitoring shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. Users' history of use, and all data stored on or sent to/from electronic technologies, shall be subject to inspection by the Superintendent, District staff, or a designee without notice to the User before or after the inspection. In addition, the use of electronic technologies may be subject to production pursuant to the Indiana Access to Public Records Act.

District employees, students, and visitors must remember that when using electronic technologies, including accessing District wireless internet, all communications can be reviewed at any time.

### **TEXTBOOKS AND BOOK RENTAL**

Many of the textbooks issued to students are the property of Brownstown Elementary School. They should be used with care and returned in good condition. Students and/or parents are responsible for lost, stolen, or damaged books. The book rental fee will vary according to grade level. Textbook assistance is available for those who qualify. Please contact the school office for additional information.

### **TRANSPORTATION CHANGES**

The staff at Brownstown Elementary requests that students know the method they will be getting home **before** coming to school. Students who know how they get home before school do not get confused. **If transportation changes, please call the office before 2:00, which will allow for sufficient time for the office to relay the information to the classroom teacher.**

### **TREATS FOR SNACKS AND CELEBRATIONS**

Brownstown Elementary School will require all snacks brought into school to be "store-bought" and in the original containers. Healthy snacks are required for all non-birthday celebrations and for most academic activities designed by the classroom teacher. Non-food items such as pencils and small erasers are great alternatives to food. A detailed snack policy can be found on our website.