STUDENT HANDBOOK

2025 2026

BES BROWNSTOWN ELEMENTARY SCHOOL Home of the Braves

Dear Students and Guardians:

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/Guardians 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.



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SCHOOL CALENDAR

Brownstown Central Community School Corporation 2025-2026 Proposed Calendar Approved 12/12/2023

Teacher Days | Snow Make Up Days | Early Dismissal | No School | eLearning | Graduation

July 2025

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025
4 - Teacher Day
5 - First Student Day
22 - Early Dismissal Day

September 2025
1 - Labor Day
26 - Early Dismissal Day

October 2025
3 - End of 1st 9 Weeks (BES)
13 --17 - Fall Break
31 - End of 1st Trimester (BCMS, BCHS)

November 2025
14 - Early Dismissal Day
26 - 28 - Thanksgiving Break

December 2025
19 - End of 2ND 9 Weeks (BES)
22 - 31 - Christmas Break

January 2026
1 - New Year's Day
2 - Teacher Day
5 – Students Return
19 - Martin Luther King / Make-Up Day

February 2026
13 - End of 2nd Trimester (BCMS, BCHS
16 - President's Day / Teacher Day

March 2026
6 - Early Dismissal Day
6 - End of 3rd 9 Weeks (BES)
16 - 20 - Spring Break

April 2026
3 - Good Friday / Make-Up Day
10 - Prom / eLearning Day
17 - Early Dismissal Day
24 - Snow Make-Up Day

May 2026
1 - Make-Up Day
8 - Early Dismissal Day
22 - Last Day of School
23 - Graduation

January 2026

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FACULTY

Office Staff		Kindergarten Staff		3rd Grade Staff	
Principal	Mr. Marty Young	**K1**	Mrs. Darcy Harvey	**3B**	Mrs. Kourtney Hoevener
Assist. Principal/AD	Mrs. Blakli Hukill	**K2**	Ms. Rachel Johnson	**3C**	Mrs. Jessica Turner
SRO	Officer Levi Caudill	**K3**	Mrs. Michelle Elliott	**3D**	Mrs. Amanda Terrell
Counselor (K, 1, 2)	Mrs. Denise Stevens	**K4**	Mrs. Bridget Disque	**3E**	Mrs. Beth Shelton
Counselor (3, 4, 5)	Mrs. Jennifer Peak	**1st Grade Staff**		**4th Grade Staff**	
Literacy Coach	Mrs. Maria Anderson	**1A**	Mrs. Tonya Fee	**4A**	Miss Lauren Voss
Nurse	Mrs. Lindsay Sterling	**1B**	Mrs. Lesley Derringer	**4B**	Miss Bret Roberts
Health Aide	Mrs. Hillary Bryant	**1C**	Mrs. Anna Spencer	**4C**	Mr. Adam Disque
Special Education Staff		**1D**	Mrs. Abbigail Young	**4D**	Mrs. Hanna Furlow
Preschool	Mrs. Makinsie Hickman	**2nd Grade Staff**		**4E**	Miss Jazzlynn Yeadon
Multi-Categorical	Mrs. Rilee Garland	**2A**	Mrs. Amy Hehman	**5th Grade Staff**	
Behavior Specialist	Mrs. Laysha McKinney	**2B**	Mrs. Stefini Romilus	**5A**	Mrs. Mary Cobb
Inclusion (K-2)	Mrs. Amy Sparks	**2C**	Mrs. Anna Hochstedler	**5B**	Mrs. Jamie Temple
Inclusion (3-5)	Mrs. Debbie Kowalik	**2D**	Mrs. Tina McClure	**5C**	Mrs. Nichole Haub
Inclusion (3-5)	Mrs. Sheila Reynolds	**Speech / School Psych.**		**5D**	Mrs. Julie Voss
Technology / Library Staff		**Speech**	Ms. Christina Hennion	**Specials Staff**	
IT	Mr. Matt Rotert	**Speech**	A. Peacock / K. Anderson	**Art**	Mrs. Mendy Stahl
Library	Becky Baker / Diana Ault	**Psych.**	Mrs. Mallory Maze	**Music**	Mrs. Aramatta Schaeffer
Title I Staff		**OT/PT Staff**		**P.E.**	Mrs. Jennifer Schneider
Title I	Mrs. Teresa Meyer	**O.T.**	Ms. Alice Chadwell	**STEM**	Mrs. Jennifer Price
Title I	Mrs. Mary Jane Steinkamp	**P.T.**	Mrs. Julie Delph		

FRONT OFFICE STAFF

When entering the front office, you may be greeted by Amanda Hoene or Leigh Wessel, our school secretaries. Additionally, Our School Resource Officer, Levi Caudill is located in the front office and you will also find the school nurse, Lindsay Sterling, in the nurse's office behind Leigh Wessle's desk.

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 1st.

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.

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.

DAILY SCHEDULE

Early Drop Off *(K/1 Doors)*	7:30–7:55
Main Office Opens	7:45
Breakfast	7:35–8:20
Students Enter Class	7:55
Tardy Bell	8:20
Lunches	10:55–12:50
Car Rider Dismissal	2:55
Bus Dismissal	3:05

ARRIVAL AND PICK-UP TIMES

Students may be dropped off at school starting at 7:30 a.m. If dropping off in the morning, please allow your child to get out of the vehicle from the right side of the vehicle at the K/1 Wing, Door 8 of the building. Students will be dismissed at 2:55 p.m. **Parents/Guardians 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.

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

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 main office. In order for the absence to be an excused absence, the student must bring a doctor's statement/note.

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 2:30, which will allow for sufficient time for the office to relay the information to the classroom teacher.**

AFTER SCHOOL PROGRAMS

There are several activities that students may choose to participate in, such as robotics, 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. BCCSC is also partnered with Boys & Girls Club and they offer before school and after school care to our Brownstown Elementary, Middle and High students.

HOMEWORK IMPROVEMENT PROGRAM (HIP)

The Homework Improvement Program (HIP) provides extra support for students who are struggling to understand a concept or need additional academic help. HIP sessions are held **after school on Tuesdays and Thursdays only**, from **dismissal until 4:00 PM**. Students may be assigned to HIP by school administrators if they are falling behind or having difficulty with coursework. Teachers may also recommend students for the program. Each HIP session is staffed by one or two teachers and runs consistently throughout the academic year.

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.

ABSENCE REPORTING

A parent or guardian **must** report a student's absence to the school office **EACH** and **EVERY** day the student is absent. You may call: **812-358-3680** or email: Amanda Hoene - ahoene@btownccs.k12.in.us, or Leigh Wessel - lwessel@btownccs.k12.in.us. Please notify the office in the morning of that absence so teachers can be informed. If we do not receive a call or email by 9:30 AM, on the day of the student's absence, an automated unexcused absence email will be sent. If an absence has not been verified by a parent or guardian by 3:00 PM on the following school day, **it is considered unexcused.** A message may be left on our attendance line 24 hours a day.

ATTENDANCE

Attendance: Punctuality

Brownstown Central Community School Corporation Attendance Expectations - Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parents/Guardians must assume primary responsibility for student attendance. Parents/Guardians must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Business and industry both require regular attendance and punctuality from employees, so it shall be the expectations of Brownstown Central Community Schools to train students to those same high standards.

Regular and punctual attendance is essential for academic success and personal growth. Students are expected to attend school and be on time for class each day to fully benefit from instructional programs and to develop self-discipline, responsibility, and strong work habits. Dependability and promptness are key traits of success in school and in life. Parents are legally responsible for ensuring their child's regular attendance. Missing school means missing valuable instruction and learning opportunities, which can impact overall achievement.

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.

Under the Indiana State Law: Senate Enrolled Act (SEA) 482 "Chronic Absenteeism" is now clearly defined as missing 10% (18 days) or more of the instructional days in a school year for any reason, ***regardless of whether it is excused***.

Absences now fall into three official categories:

Excused Absences (students are excused and reported as absent): Brownstown Central Community Schools strive to maintain a 96% attendance rate. Thus, it should be the student's goal to miss as few school days as possible (no more than 8) during the academic year. 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 verified by note, e-mail, or phone call from parent/guardian.
2. Illness or appointment verified by note from physician.
3. Family Funeral/Bereavement.
4. School Nurse visit or nurse requests that parent pick up student.
5. Weather related.
6. Prearranged absences approved by the administration.
7. Religious observance.
8. Absence due to suspension from school
9. Other reasons not specifically listed in statute under the exempt category.

Unexcused Absences (students are reported as absent): An unexcused absence is any absence without parent/guardian authorization. These include skipping school, family vacations not approved in advance, or failing to provide documentation for otherwise excusable reasons. These absences count toward truancy thresholds and will trigger interventions. Parents and guardians have until 3:00 PM the following school day to report an absence. If the absence is not reported, it will remain unexcused.

Exempt Absences (students are counted as present): Exempt absences are those required or protected by state or federal law and do not count against a student's attendance record. In each of the following circumstances, the student is *not* recorded as absent:

- Serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
- HEA 1660 adds a new exception for a student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)
    - *Students are responsible for obtaining all assignments in advance for exempt absences; assignments will be due the following day when the student returns to school.*

ABSENTEEISM INTERVENTIONS

5th Absence: A letter will be mailed to the parent/guardian outlining the consequences for future absences.

7th Absence: A phone call will be made to the parent/guardian regarding the child's absences.

9th Absence: A letter will be mailed to the parent/guardian outlining the consequences for future absences.

11th Absence: A phone call will be made to the parent/guardian regarding the child's absences.

13th Absence: A letter will be mailed to the parent/guardian as a final warning. This letter will state that a Notice of Violation of the Compulsory Attendance Law (Indiana Code 20-33-2-27(b)) will be issued by the Jackson County Prosecutor's Office **if the student accumulates FOUR (4) additional absences** or **reaches a total of TEN (10) unexcused absences**.

15th Absence: A Meeting will be held by administration, school counselors, teacher/s, and parents/guardians, detailing an attendance plan moving forward.

17th Absence: A Notice of Violation of Compulsory Attendance Law, I.C. 20-33-2-27 (b) will be sent by the Jackson County Prosecutor's Office to the student's guardian via certified mail, AND The Department of Child Services (DCS) will be notified of the student's absences.

18th Absence (Chronic Absentee Student): An affidavit will be sent to the Jackson County Prosecutor to file misdemeanor charges. Guardians will receive notice via certified mail, and the Department of Child Services (DCS) will be contacted again.

Please note the following stipulations regarding Unexcused Absences:

- The Indiana Department of Child Services will be contacted in the event a BCCSC student accumulates 10 unexcused absences at any point during the academic year.
- Additionally, upon 10 unexcused absences, A Notice of Violation of Compulsory Attendance Law, I.C. 20-33-2-27 (b) will be sent by the Jackson County Prosecutor's Office to the student's guardian via certified mail.
- At 11+ unexcused absences, An affidavit will be sent to the Jackson County Prosecutor to file misdemeanor charges. Guardians will receive notice via certified mail, and the Department of Child Services (DCS) will be contacted again.

A reminder e-mail and text message will be sent to parents via Harmony every day for students that are marked unexcused because a parent or guardian did not contact the school. It is the parent's responsibility to contact the school or send a note when his/her child is not at school to ensure that one's child does not receive an unexcused absence.

Accumulated Absences Intervention: Students with six or more absences (excused, unexcused, or combined) are at risk of falling behind academically. To help them stay on track, these students may be assigned to the after-school Homework Improvement Program (HIP) by administration or at a teacher's request. Students will attend HIP to complete missing or incomplete assignments resulting from their absences.

Truancy: A student's absence from class or school without prior knowledge, consent, and permission of the parent/guardian is classified as truancy. Parents will be contacted by the school, and interventions such as after-school detention (HIP) will be assigned accordingly.

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 **two 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.

TARDY

A **tardy** is defined as either a **late arrival** or an **early dismissal**.

- **School starts:** 8:20 AM
  - Arrivals between **8:25 AM and 10:00 AM** will be marked **Tardy**.
- **School ends:** 2:55 PM
  - Early sign-outs between **1:15 PM and 2:50 PM** will be marked **Tardy**.

After **three unexcused tardies**, the school will notify a guardian by mail. Additional interventions are as follows:

3rd Tardy	Letter to Guardian
4th Tardy	Office Warning-Guardian Phone Call
5th Tardy	Working Lunch
6th Tardy	Working Lunch
7th Tardy	Working Lunch
8th Tardy	After School Detentions will be assigned during HIP on Tuesdays/Thursdays

PERFECT ATTENDANCE

To qualify for perfect attendance, a student must be enrolled for the full semester/year and not record any absences, tardies, or suspensions during the semester/year.

BREAKFAST AND LUNCH PROGRAM

Brownstown Elementary School offers students a breakfast and lunch program. Breakfast is served from 7:35 AM to 8:20 AM, and lunch is served between the times of 10:55 AM and 12:50 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.

LUNCH SCHEDULE

Lunch	Grades
On-My-Way-Pre-K	10:30-10:55
A Lunch	KG: 10:55-11:20 2nd: 11:05-11:30
(5 Minute Break)	
B Lunch	1st: 11:35-12:00 3rd: 11:45-12:05
C Lunch	4th: 12:05-12:30 5th: 12:25-12:50

School lunches will be staggered with the grades above to optimize instructional time and to serve our students with a longer lunch which will allow them to take their time to eat and socialize with their peers. If guardians are wanting to come in and eat with their student(s) on their birthday(s), they are welcome to do so, but guardians must eat the school lunch or bring in a packed lunch from home. Fast food is not permitted.

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 with seat belt buckled
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.

RESPONSIBLE BEHAVIOR

The student is responsible for his/her 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.

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.

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.

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.

CELL PHONE VIOLATION

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

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

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.

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 or when requested. At any time, you may check the progress of your child's work using Harmony.

GRADING SCALE

Percentage Range	Letter Grade
98 - 100	**A+**
92 - 97	**A**
90 - 91	**A-**
88 - 89	**B+**
82 - 87	**B**
80 - 81	**B-**
78 - 79	**C+**
72 - 77	**C**
70 - 71	**C-**
68 - 69	**D+**
62 - 67	**D**
60 - 61	**D-**
0 - 59	**F**
3rd Grade through 5th Grade use this Grading Scale	

Kindergarten through 2nd Grade use a Standards Based "Mastery" Grading Scale

FIELD TRIPS

Field trips are scheduled throughout the school year for all grade levels. These may include educational outings as well as reward-based trips that recognize students' academic achievements and positive behavior. Final decisions regarding student participation in field trips will be made by the school administration.

ITEMS FROM HOME

Students are asked not to bring items from home, which include but are 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.

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.

MEDICATIONS–HEALTH OFFICE

Medications: Please refer to Board Policy #5330 regarding the health office's use of over-the-counter, prescription, and emergency medications. Over-the-counter medications(acetaminophen, ibuprofen, tums) will only be given to students with signed consent from a parent, guardian or emergency contact. Prescription medications, in their original bottle and with a signed consent, will only be accepted if deemed absolutely necessary to be given during the school day. Morning and evening medications are to be given at home.

Fever/Illness: BCCSC expects students to be kept at home if they have a fever greater than 100.4 and/or vomiting. They may return to school when they are a full 24 hours fever/vomiting free.

Please contact your student's health office with questions or for access to permission forms, self-carry medication forms (epi pen, inhaler), and/or updated health history forms.

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
- Sports activity sheets, such as for wrestling, show the 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.

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 outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

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.

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 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 the need arises.
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 by 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 email 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 7:55 a.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 3:15 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**.**

STUDENT DRESS CODE

The board recognizes that responsibility for the dress and appearance of students rests with the individual students and their parent(s)/guardian(s). School personnel depend upon the support of parents/guardians to ensure that students come to school in attire that is modest, does not pose health or safety hazards, and is not disruptive or distracting to the school environment.

Students are to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school to provide a safe, healthy, and non-discriminating environment for educating students for optimal social development, the following dress requirements will be enforced:

--Students are not permitted to wear clothing or articles of clothing with inappropriate pictures, language, slogans, or symbols or clothing that promotes or advertises alcohol, beer, drugs, tobacco brands, or organizations that promote inappropriate, anti-social, or discriminatory activities or attitudes. Clothing with suggestive double meanings is prohibited.

--Apparel should not be worn that draws the undue attention of other students or faculty members as a result of lewdness or indiscretion. If there is any doubt in the appropriateness of a garment, IT SHOULD NOT BE WORN!

Guidelines for apparel are as follows:

1. Shirts should be long enough to tuck in and cover the entire shoulder area. Shirts designed to show the belly, shoulders, or cleavage are not permitted. Halter tops, bare midriffs, sleeveless shirts, tank tops, low-cut fronts, low-cut backs, and clothing too sheer, and too short, are inappropriate.
2. Students may not wear clothing in such a fashion that undergarments are displayed.
3. All pants must be worn above the hips. There shall be no holes in the pocket area of the pants.
4. Shorts and skirts should be at least mid-thigh in length (fingertip length). Note: The highest point of shorts, skirts, and dresses must extend below the fingertips with arms resting at one's side.
5. Headgear, such as hats, caps, sweatshirt hoods, beanies, bandanas, and all other head covers, are not to be worn inside the school building.
6. Shoes with soles are to be worn at all times. House slippers are not permitted.
7. Jewelry and body piercings that are sharp, bullet-like, etc. are not allowed for safety reasons.
8. Sunglasses are not to be worn inside the school building.
9. Clothing that is destructive to school property (cleats, pants with metal inserts, etc.) is not permitted.
10. Pajamas and blankets are inappropriate for school and are not to be worn. Unless your teacher allows blankets due to temperature in the room.

Note: School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities.

Disciplinary policy for dress code violations:
1st offense – Warning
2nd offense – Warning and parent contact, and change of inappropriate attire.
3rd offense – 1-noon detention, parent contact, and change of inappropriate attire.
4th offense – 1 day after school detention, parent/student conference with the Principal, and change of inappropriate attire.

The school will not provide clothing to students who are wearing inappropriate attire.
Additionally, repeated offenses may result in out-of-school suspension.

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 prevent 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.

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