



Barr-Reeve Middle/High School 2016-2017

STUDENT HANDBOOK

"Home of the Vikings"

Barr-Reeve Middle/High School

627 N. 3rd Street

Montgomery, Indiana 47558

(812) 486-3265

School Web Address: www.barr.k12.in.us

Jeff Doyle

Principal

Aaron Ash

Asst. Principal /Athletic Director

Chastity Sward
Guidance Director

Carmen Yoder
Treasurer

Katrina Murphy
Secretary

Mr. Ron Boyd
Board Member

Mr. Galen Graber
Board Member

Dr. Lana Helms
Board Member

Mr. Travis Madison
Superintendent

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MISSION STATEMENT

The mission of the Barr-Reeve Middle/High School, with the combined support of parents and/or guardians and the community, is to provide a safe and secure environment where students will achieve their highest level of excellence.

BARR-REEVE SCHOOL SONG

(WASHINGTON LEE SWING)

*Now here's to you
Our dear old BRS
We're here to see you
Do your very best
And for the dear old
School we love so well
And for the dear old school
We'll yell and yell and yell
We're gonna fight, fight, fight
With all our might
We won't give up till this old game is won
And for the old time pep called
Sis boom ba rah rah BRS BRS Hey!*

SCHOOL DAY

Building Open for Students	7:50 a.m.
Teacher Day Begins	7:50 a.m.
Warning Bell	7:55 am.
Classes Begin	8:00 a.m.
Classes End	3:15 p.m.

****No students are allowed in the building after 3:30 PM unless they are supervised by a teacher, coach or authorized adult.**



WELCOME

On behalf of the faculty and staff, I would like to welcome you to Barr-Reeve Middle/High School for the 2016-2017 school year. We are looking forward to assisting you in fulfilling your educational goals. Barr-Reeve has a rich tradition of academic excellence and extracurricular success. We expect you to meet the goals that have been set for you academically. We challenge you to do your utmost to carry on the fine tradition that has been set here. We hope that we can serve as a motivational force and a guide as you strive to set new standards of excellence that will make Barr-Reeve even better.

The goal of Barr-Reeve Middle/High School is for each student to achieve his/her greatest potential. To reach this goal, there must be a cooperative effort on the part of the students, teachers, administrators, parents, and the community. We urge your cooperation in this very important venture and assure you that the results will be worth your effort.

You can benefit from everything Barr-Reeve Middle/High School has to offer by being actively involved in your classes and the programs offered. If you encounter any difficulties, we urge you to seek out any of us, and we will do the best we possibly can to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your school career and beyond.

The purpose of this handbook is to help you and your parents become aware of your privileges, opportunities, and responsibilities as a student of Barr-Reeve. Each student should read this handbook thoroughly and be knowledgeable of its contents. It is your responsibility to have this planner with your student handbook intact with you each and every day and in each and every class you attend.

I encourage you to share this handbook with your parents. If you or your parents have questions or concerns about the procedures outlined, please feel free to contact the administration for an explanation.

This handbook contains some rules and regulations that all students are responsible for knowing. Our rules exist so that we can proceed with the very serious business of learning with as few problems and interruptions as possible. Know and do what is expected of you at Barr-Reeve so that you do not deprive other students of their freedoms and rights.

In 2016-2017, I challenge you to take an active role in your future by contributing in whatever way you can to make our school and this school year one of the best! If I can be of help to you, please feel free to come by my office at anytime. I hope you have a wonderful year!

STUDENT ACADEMIC/ASSESSMENT POLICY

GRADING SCALE

The grading scale used for student assessment is:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Points Earned</u>
100 % - 98 %	A+	4.3
97 % - 93 %	A	4.0
92 %- 90 %	A-	3.7
89 % - 88 %	B+	3.3
87 % - 83 %	B	3.0
82 % - 80 %	B-	2.7
79 % - 78 %	C+	2.3
77 % - 73 %	C	2.0
72 %- 70 %	C-	1.7
69% - 68 %	D+	1.3
67 % -63 %	D	1.0
62 % -60 %	D-	0.7
< 60 %	F	0.0

** A+ = 4.3 is only in effect for Class of 2018 and beyond.

REPORT CARDS

Report Cards are an assessment provided to you and your parents concerning your achievement in your particular classes. One copy of the report card will be sent home with the student each grading period or mailed home at the end of second semester. Report cards are issued after the end of each nine weeks grading period. Issuing Dates for Report Cards:

October 19 March 15
January 5 May 30

PROGRESS REPORTS

Progress reports will be issued at the mid-term of each 9 weeks grading period. **Parents will be emailed progress reports.** If you do not have email we will send the progress report home with the student. Tentative issuing dates for Progress Reports:

September 9 February 3
November 16 April 19

HONOR ROLL

The honor roll will be published each grading period. Eligibility will be based on the letter grade earned in all subjects. The following grades will determine honor status:

All letter grades A's = High Honors
All letter grades A's & B's = Honors

WEIGHTED CLASSES

Barr-Reeve will have weighted classes in chosen areas of study. Classes will be college preparatory and academically challenging in nature. Grade points and semester grades will be figured in the following manner. The point value given to a specific letter grade will be 1 point higher for weighted classes. (For example, an A is worth 5.0 instead of 4.0) Each 9 weeks grade will count 40% toward the semester grade and the semester final exam will count 20% of the semester grade.

****Classes that will be weighted: English 11 Honors, English 12 Honors, Algebra II Honors, Geometry Honors, Pre-Calculus, AP Calculus, Physics, Chemistry II, Anatomy & Physiology, Psychology/Sociology, Spanish IV, CEO, and any other classes approved by the Principal and Guidance Director.**

SEMESTER GRADES/GPA/FINAL EXAMS

Semester Grades will be calculated at the end of each semester and will be the grades that go on the students' permanent record (Transcript). GPA and class rank will be determined by the semester grades. GPA is figured by adding up grade points earned and dividing that total by total number of credits attempted.

Final exams will be given at the end of each semester. Final Exams will take place in all weighted classes and non-weighted core classes. Final exams in non-weighted and non-core classes will be determined by the teacher. These exams have a great bearing on the final semester grade that is recorded on the permanent record card of each student. Semester Grades are calculated as follows:

Non-weighted and non-core

50% = 1st 9 weeks
50% = 2nd 9 weeks

Non-weighted core classes

45% = 1st 9 weeks
45% = 2nd 9 weeks
10% = Final Exam

Weighted Classes

40% = 1st 9 weeks
40% = 2nd 9 weeks
20% = Final Exam

INCOMPLETE GRADES

If an "I" appears on your report card, you have failed to finish all the work necessary for the class. You must meet with your teacher and make arrangements to finish the required work. Unless there are some unusual circumstances pertaining to your situation, you will be given a maximum of seven (7) calendar days to complete all necessary work. If the work is not made up in the allotted seven (7) days, the "I" will become an "F".

GRADUATION REQUIREMENTS

The Barr-Reeve High School of the Barr-Reeve Community School Corporation offers three diploma tracts. They are the "Core 40" Diploma, the "Core 40" with Technical Honors Diploma and the "Core 40" with Academic Honors Diploma. Those requirements are included in our Course Description Handbook and can be viewed on our school website: www.barr.k12.in.us. Students can still receive a general diploma. To receive a general diploma, an appointment needs to be set up with the Guidance Office to begin the process.

PERMANENT RECORD

A permanent record is kept for every student. It is filed permanently at the high school. Subject marks, units of credit, attendance, standardized test scores, and health information are placed on the permanent record card.

The permanent record will be referred to for transcripts to colleges, for information to prospective employers, and for other instances when official information about a person must be secured. The importance of a good record cannot be overemphasized.

COMMENCEMENT CEREMONY

The school corporation encourages all students who have met all state and local requirements for receiving a diploma to participate in graduation ceremonies. Students who have met all requirements to earn a diploma but have not passed State Mandated Tests or qualified for a waiver from the IDOE will be given a certificate of completion and will be allowed to participate in graduation ceremonies. **(Students falling short on credit(s) (up to two) may take part in commencement exercises if they have made arrangements to earn that credit over the summer.)**

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from school must do the following:

1. Present a written authorization from the parent to the Guidance Office. A withdrawal form must be signed by teachers, librarian, food service cashier, and treasurer to clear all accounts at Barr-Reeve Middle/High School.
2. Students who are withdrawing from school and not transferring to another school are required to have an **EXIT INTERVIEW** with the principal. Appropriate forms must be signed. **A parent or guardian must be present at this interview.**

BARR-REEVE ATTENDANCE POLICY

ATTENDANCE INFORMATION

Regular school attendance is vital when seeking a quality education. A day lost in the classroom can never be completely retrieved. Although written work can be made up, nothing can substitute for a student being present to witness and experience his/her lessons from professional teachers. Special techniques, illustrations, and activities used by teachers make daily school attendance critical to the educational process. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the Barr-Reeve School Board and the compulsory attendance laws of the state.

PARENT RESPONSIBILITY FOR STUDENT ABSENCE

1. Each student's absence **must be reported on the day of absences to the school by the student's parent, guardian, or custodian by 9:30 a.m.**
The school's phone number to report absences is 486-3265.
2. Notes from parents will be permitted to excuse students only in cases where parents do not have a telephone. These notes must be submitted within one (1) day or the absence will be unexcused.
3. Parents will be contacted via our school calling system on the day of the absence, if the school has not received any notification of the child's absence.

STUDENT RESPONSIBILITY UPON RETURNING TO SCHOOL

If a parent fails to call the school, cannot be contacted, or fails to send a note, the student will receive an **UNEXCUSED ABSENCE**. Parents must contact the school within one (1) day or that absence will be declared **UNEXCUSED PERMANENTLY** and that student will be issued a Saturday Detention.

ABSENTEE PROCEDURE

The procedures below shall be followed in the order they are listed for each student. They apply separately, for each semester.

1. The students, teachers, and teacher advisor will monitor attendance daily. Parents will be contacted at home or work on the day of an absence if the school has not been notified. Medical and dental or other clinical appointments should be made, when possible, outside the school day. If scheduled during school time, it is recommended to make those appointments during the students' study hall/lunch time. **In order for the absence to be excused, the school needs written verification from the doctor's office. Students are to return to school within two hours after their appointment time.**

FIVE (5) ABSENCES (in a particular class period) – A letter will be sent to parent to notify them of the five absences.

EIGHT (8) ABSENCES (in a particular class period) – A letter will be sent to parent to notify them of the eight absences. Students will be placed on "Doctors Excuse Only" Policy. Students have to turn in a doctor's slip for any additional absences. The following action can be taken if a student incurs additional absences:

1. Student could lose credit in that particular class.
2. Detention/Saturday School
3. Expulsion.

The Principal will recommend the course of action.

The following absences will **NOT** count toward the 8-day absentee limit:

- Serving as a page in the general assembly.
- Serving as a verified election worker.
- Required court appearance.
- An extended illness (when under a physician's care) **The school needs written verification from the doctor.**
- School related field trips, approved college visit days, musical performances, etc.
- Attending a funeral. Up to three days will be allowed a student for absence due to the death of members of the household and/or immediate family. One-day absence will be allowed due to the death of any blood relatives such as aunt, uncle, first cousin, niece, nephew, brother-in-law, and sister-in-law.
- Religious holiday.
- Out-of -school suspensions.

UNEXCUSED ABSENCES

Unexcused absences indicate the student is absent from school for an unknown reason or for a reason that is not acceptable to the school even if they have parental consent. At Barr-Reeve, we expect students to give their utmost effort. Unexcused absences are a disciplinary problem, adversely affect a student's academic performance and demonstrate a student's lack of overall effort. Appropriate and "reasonable" action for unexcused absences will be taken. **For each unexcused absence, three percent (3%) may be deducted from the student's average in the classes missed (as determined by the teacher of that class).** The following disciplinary action will also take place for unexcused absences:

- 1st: Saturday School.
2nd: Saturday School.

Examples of unexcused absences are: absences due to car trouble (does not include roadside emergency where student is just late to school), oversleeping, late ride, missing bus, unnecessary appointments, baby-sitting, work, failure of a parent to call the school within one day of an absence for any absence.

WORK AND ATTENDANCE

Students who miss school because of illness will refrain from working at their job and attending social or school activities on the day of the absence. Any violation of this policy will result in an unexcused absence for the time in question.

COLLEGE VISITATIONS

Seniors are allowed two (2) days of college visitations and juniors are allowed one (1) day. They are not counted as an absence if prior arrangements are made with the guidance counselor and the college and a note is brought from the parent or guardian one day prior to the visit. Any additional visits will be excused absences if a note is brought one day prior to the visit and approved by the Counselor. Failure to follow these procedures will result in unexcused absences.

TRUANCY

Any student who is absent from school, or assigned class, without the approval or knowledge of parents will be considered truant

- 1st: Saturday School.
- 2nd: Two (2) days out-of-school suspension.
- 3rd: Five (5) days out-of-school suspension.
- 4th: Request for expulsion and process as a habitual truant.

HABITUAL TRUANT

- A. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.**
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.
- D. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

Legal Reference: I.C. 20-33-2-11

Date Adopted: July 1, 2013

** I.C. 20-33-2-11(b)(1) requires the definition of habitual truant to be a student who has more than 10 days of unexcused absences in a school year, which is in conflict

with the definition in I.C. 20-20-8-8. This policy reflects the definition in I.C. 20-20-8-8.

MAKE-UP WORK

Excused Absence --- It is the responsibility of the student to check with the teacher(s) for make-up assignments. The allotted time for make-up is the number of day(s) absence plus one. Teachers may extend the time if unusual circumstances exist. Alternative assignments may be given to a student for class activities missed which cannot be made up.

When a student is aware of the date an assignment is due, and this due date is during the absent period or on the day that the student returns to school, the assignment is due on the first day that the student returns to school.

Unexcused Absence --- Students are entitled to make up any work missed. However, the student will receive a grade of "0" for work missed because of an unexcused absence.

LEAVING SCHOOL DURING SCHOOL DAY

In order to leave school during the day, the student must have permission from Mr. Doyle, Principal, Mr.

Ash, Assistant Principal, Mrs. Murphy, Mrs. Yoder or Guidance Office and follow these procedures:

- Bring a note from a parent to the Office or have the parent call the Office with the dismissal time and reason for the dismissal before the start of school or ASAP.
- The student should report to the office and sign out.
- When returning to school the student is to sign back into school in the Office. Students should **always bring a note from a doctor or medical appointment and present it to the Office.**

TARDY TO CLASS

Students are expected to be in their assigned area/classroom and seated when the last passing period bell rings. Tardies to class or homeroom will be submitted by the classroom teacher.

4th Tardy: After school detention.

5th Tardy: Saturday School.

6th tardy and beyond: Two Saturday Schools.

TARDY TO SCHOOL

The school day begins at 8:00 a.m. Students who are "tardy to school" must report to the office, sign in, and have a tardy pass written to enter class. **A student who is tardy or missing 1st period without "excusable" reason will make up time missed immediately after school the same day.**

PASSES

Each student is scheduled for a specific place for each period he/she is attending our school. There is no such thing as a student having "free time" to wander the halls at his/her will. All students not in their scheduled locations must have a pass from the supervising teacher. The passes are found in the back of this handbook.

SCHOOL CLOSINGS

In case of severe weather, the official announcement of school closings/delays will be administered by our electronic calling system. Students/parents are allowed three (3) numbers you would like called. Please insure that those numbers are current and on file with the principal's office. Notices may also be heard over the local radio and television stations.

SCHOOL CODE OF CONDUCT AND DISCIPLINE POLICY

RESPONSIBILITY FOR ACTIONS

Each student is responsible for his/her own actions. Excuses such as "someone else told me to do it" or "others are doing the same thing" are never acceptable. Students who make poor decisions or choices in relation to behavior and conduct will be held accountable for those choices.

SCHOOL RULES AND EXPECTATIONS

Barr-Reeve Middle/High School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from any disciplinary action or punitive measures.

- Be in their seat at the appropriate time for the start of class, ready to begin.
- Have their textbooks, writing utensils, paper, and assignments with them in class or study hall.
- Students are not to leave their seat without permission from the teacher.
- Students are to keep hands, body parts, and negative comments to themselves.
- Do not speak without permission from the teacher.
- Do not sit on desks, heating systems, backs of chairs, etc.
- Speak to other students and teachers with respect, the proper volume, and proper choice of vocabulary words.
- Always do as the teacher asks even in cases where the student may disagree with the teacher's request.
- Students are expected to complete homework and assignments, to study for tests and exams, and to complete reading assignments.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. Reports can also be made by going to the Barr-Reeve website and clicking on the Report Bullying Here tab. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

HALLWAY CONDUCT

It is the goal of Barr-Reeve Middle/High School to provide a safe and orderly environment for students to pass from one classroom to another. Students are expected to follow these hallway guidelines:

- Walk at all times.
- Talk to friends in a normal tone of voice.
- Keep body parts to one self; No Horseplay!
- Use positive and friendly language.
- Avoid blocking the halls and doorways by standing in large groups.
- Use the hallways. Do not cut through the gym.
- All trash is to be placed in the trash containers that are located in each hall. Be responsible for taking care of your trash materials. Keep our school clean.

GENERAL CONDUCT

The responsibility for a student's behavior rests with the parent or guardian and the individual student. Teachers will provide the students with a list of rules and consequences, both positive and negative, which will be used in their classrooms. When a student chooses to break the rules, consequences will be consistently applied. When the teachers have exhausted all their disciplinary tools, it may become necessary for students to be referred to the principal. The principal has the authority to administer any discipline action approved by the school board that is necessary to ensure the safety and well-being of all students. The administration will take whatever steps are needed to enforce these policies including the involvement of law enforcement or juvenile authorities.

CELL PHONES/ELECTRONIC DEVICES

Cell phones are allowed during lunch and before/after school. Students are expected to store their cell phone in locker during school day. Students may check their phone during passing period (at their locker). In certain circumstances, cell phone usage in a classroom may be extended to students if it's for educational purposes; however, that is a classroom decision made by the teacher. BRCS is not responsible for lost or broken cell phones.

DISPLAY OF AFFECTION

Normal affectionate boy/girl relationships are understood at Barr-Reeve. However, an overt show of affection is out of place and in most instances offensive to others. School is neither the time nor the place for this type of display or conduct. Students, therefore, are to refrain from displaying affection at school or school events. Students are to keep their body parts to themselves. Failure to do so will result in parents being contacted, and appropriate discipline will be administered.

DRESS CODE

Students at school during the day and at all events sponsored by the school (both home and away games, dances, & other extracurricular activities) should be appropriately dressed for the activities of school and the weather. Their clothing should be neat, clean, and of acceptable style. No student attire, including clothes, shoes, headgear or hairstyles, should be distracting or create undue attention. If the student's attire is determined not to be in the best interest of the student's safety, or is distracting to others, the school may provide suitable clothing, parents may be called to bring suitable clothing or the student may be sent home to change into suitable clothing. Below are some guidelines concerning appropriate clothing or inappropriate clothing when attending school or school events:

- No clothing with holes is allowed at school. Clothing with printing and/or pictures may be allowed only if they are deemed appropriate by administration.
- Hats are not to be worn in the building between the hours of 7:50 a.m. and 3:15 p.m. Headbands and handkerchiefs will be considered under the hat policy.
- Students are not to wear jackets or coats to class or in the hallways. In cases where a particular classroom may be cool, a teacher may authorize students to wear a jacket or coat. Additionally, backpacks, duffel bags etc., are not to be worn or carried to class (PE could be an exception).
- Shoes must be worn at all times.
- Sunglasses are not to be worn in the building.
- Pierced jewelry in parts of the body other than the ears will not be allowed.
- ONLY Shorts that "reach the knees" will be allowed. Dresses and skirts for young ladies should be at least fingertip length with arms extended to the side. PE clothes are to be worn only in PE class.
- Leggings and the like may be worn, but top should be at least fingertip length with arms extended to the side.
- No cutoff t-shirts, halters, and tube tops are allowed. No tank tops are to be worn to school.
- Pants are to be worn at the waistline or above, not pulled down on the hips.
- Chain wallets will not be permitted.

SCHOOL BUS RULES

To maintain safe and comfortable transportation, students must act responsibly when riding the school bus. All school rules and regulations apply to conduct on the school buses. Failure to follow reasonable directions of a driver or violation of school rules may result in suspension from school or denial of bus riding privileges. If this occurs, the bus driver must notify the parents and the principal within 24 hours of the incident. The following guidelines apply:

- Students will not behave in a manner, which interferes with the bus driver.
- Board the bus in an orderly manner.
- The possession of alcohol, drugs, or tobacco is not permitted.
- Profanity, name-calling, and horseplay are not allowed.
- Vandalism and littering are prohibited.

SUBSTANCE ABUSE POLICY

"REASONABLE SUSPICION" SEARCH AND SEIZURE PROCEDURES

Administration only needs what is commonly termed, "reasonable suspicion for a search" in order to either search a student or his/her property here at school or request for them to submit to a urinalysis drug screen. "Reasonable Suspicion" includes circumstances, which would cause a reasonable person to believe that a search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standards contained in this handbook.

TOBACCO

The following applies to all students driving to school, attending school or school-sponsored events. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities may be notified. Students are prohibited from using, consuming, or having in their possession any tobacco products on school property or while attending school functions. The possession of an electronic cigarette (e-cigarette) is

prohibited which also includes any item that look like or is represented to be an electronic cigarette.

ALCOHOL

The following applies to all students driving to school, attending school or school-sponsored events. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities may be notified. Students are prohibited from using, consuming, or having in their possession any alcoholic beverages on school property or while attending school functions. A confirmed violation of this policy will result in a suspension and/or expulsion from school.

ILLEGAL DRUGS

The following applies to all students driving to school, attending school or school-sponsored events. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities may be notified.

Students shall not use or consume, or have in their possession, any controlled substance or illegal drugs on school property; in transit to or from school and school functions whether on or off school property.

A confirmed violation of this policy will result in a suspension and/or expulsion.

DEALING is defined as selling or sharing of alcohol or other unauthorized drugs, narcotics, or illicit intoxicating chemicals. A confirmed violation of this policy will result in a 10 day suspension and/or expulsion from school.

STUDENT DISCIPLINE TOOLS

The most effective manner in maintaining proper conduct is through parental guidance. Whenever breakdowns occur in student conduct, and before the referral of a student to the principal is made, a teacher should make every effort to communicate with the parents to resolve disciplinary problems. **PARENT SUPPORT IS A MUST!** When infractions of the rules occur, the administration and staff members may, in accordance with state law take the following actions:

REMOVAL FROM CLASS--

A middle/high school teacher will have the right to remove a student from his/her class/activity for one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

DETENTION-

The detention room will be in operation on Tuesday and Thursday. Students will report at 3:15 p.m. to serve their detention. Dismissal time from detention is 4:00 p.m. Students will be required to have only school materials and **Student Planner** with them. They will be expected to study. No food is permitted. No talking will be permitted. Students will be given at least 24 hours notice so they will have ample time to make appropriate arrangements to stay after school. Detention must be served **OUTSIDE THE REGULAR SCHOOL HOURS. STUDENTS WHO RIDE BUSES ARE NOT EXEMPT FROM SERVING DETENTION AND ARE EXPECTED TO MAKE ARRANGEMENTS FOR TRANSPORTATION.** Students who hold jobs **ARE NOT EXCUSED** from detention.

SATURDAY SCHOOL-

Students may be assigned to or given the option of attending Saturday School instead of being suspended from school for truancy, excessive absences, and other offenses. The purpose of Saturday School is to enable students who would otherwise be suspended to remain at school and at the same time provide them with an opportunity to improve their academic standing. It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at Saturday School. The principal or a designee will be available to assist students in case additional help is needed with subject matter during this time.

Anyone assigned to Saturday School will be given at least twenty-four (24) hours notice for parents to make arrangements to provide transportation to and from school. In cases where a parent has indicated that due to illness, death in the family, or other conflict, his/her child is unable to attend on a given Saturday, one (1) opportunity will be provided for Saturday School assignment to be completed on the following assigned Saturday. Missing an assigned Saturday School without prior approval of the principal will result in being assigned a two (2) day out of school suspension.

- Students who arrive tardy to Saturday School thirty (30) minutes or less will be admitted but will be assigned an additional Saturday School.
- Students will not be allowed to go to their lockers or use the telephone (emergency excepted) during the Saturday School time.
- Students will not be allowed to put their head down to sleep.

- No radios, cards, magazines, or other recreational articles will be allowed in the room.
- No food or beverages may be consumed during Saturday School.

STATE LAW AFFECTING DRIVING LICENSES

State law prohibits the Bureau of Motor Vehicles from issuing a driver's license or learner's permit to a student less than 18 who is

- Under at least a second suspension from school for the school year;
- Under an expulsion from school;
- Declared by the school to be a habitual truant.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for these above reasons will be eligible for license or permit or have the license or permit revalidated upon the earliest one of the following events

- The student turns 18;
- The end of the semester in which the student is reinstated in school, or
- The suspension or expulsion is reversed under state law.

SUSPENSION FROM SCHOOL

A school principal (or designee) may deny the right to attend school or take part in any school function for a period up to ten (10) school days. Students will get no credit for any assignments, quizzes or tests given those days). It is strongly suggested that students still keep up on coursework during their absence.

EXPULSION FROM SCHOOL

In accordance with the due process procedures defined in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester with the exception of a violation of rule 15 which is found in the Due Process section of this handbook.

OTHER DISCIPLINARY ACTIONS:

Any administrative staff, teacher, or other school staff member who has students under the person's charge may take disciplinary action to ensure a safe, orderly, and effective educational environment. Such disciplinary action may include, but is not limited to, the following:

- Verbal warning;
- Student - Teacher conference;
- Parent - Teacher conference;
- Change in seating assignment;
- Learning Packet writing assignment;
- Assigning additional work;
- Lunch detention;
- Referral to counselor;
- Rearranging class schedules;
- Letter of apology;
- Corporal Punishment
- Restricting or eliminating extra-curricular activities;
- Removal of a student from school-sponsored transportation;
- Under Indiana law, a principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving an alternative program or evening school.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below 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 (including summer school);
- 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.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting 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 prohibited by this rule:
 - 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 school 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or 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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a

weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. **Exception to Rule 11:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or 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.
13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.

26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

GANGS

Gang related activity will not be permitted in school. The following items are examples that may result in a student receiving a suspension or being expelled:

- o A student is seen giving gang hand signals.
- o A student is seen drawing or has in his/her possession gang symbols.
- o A student is seen wearing clothing that indicates gang membership.
- o A student threatens or intimidates another student when the threat or intimidation is connected to a gang or gang activity.

B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: 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 of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

C. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*) (*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

STUDENT 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 written or oral statement of the charges;
 - If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - 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 by the principal.

SUSPENSION ASSIGNMENT PROGRAM (S.A.P.)

This program is an alternative to Out of School Suspension. At present, when a student is suspended from school they are sent home for the duration of the suspension. With this program, when a student is suspended they are referred to the Community Corrections Department, where they report for a community service work assignment. While assigned to this program, the student will work manual labor at one of the approved, not-for-profit, work sites for the duration of the suspension.

Key Points of Program

- Parental consent from the suspended student parents/guardian must be secured. If consent is not granted, normal, Out of School Suspension guidelines apply.
- The administration will refer the students to Community Corrections Department for site/work assignment.

- By participating in this program, the student and their parents/guardian will benefit in the following ways:
 - o the suspension will not be entered into their permanent file
 - o when the student comes back to school, they will be allowed to make up any schoolwork missed during suspension.
 - o The parents/guardian of participating student will know where they are at and what they are doing while out of school.

STUDENT 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:
 - legal counsel;
 - 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 a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or appeal it to the board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of 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 the 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 ten (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 any student expulsion appeals. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or student's parent. The board will then take any action deemed appropriate.



BARR-REEVE STUDENT SERVICES AND GENERAL INFORMATION

HEALTH OFFICE

If a student becomes ill at school, has an accident, or other emergency, he/she should report it to his teacher. The teacher will use his/her judgment in determining whether or not a student should be referred to the health office. To report to the health office, a student will have a pass and report to the main office. If it is necessary for the student to lie down in the health office, he/she must first get permission from the nurse or office staff. Students who are ill cannot remain in the restroom. The school nurse, not the student, makes all determinations of student health status. If the nurse determines that a student is too ill to remain in school, the nurse will contact a parent by phone to have someone come pick up the child or to give permission for him/her to drive himself/herself home. A student who leaves must sign out in the office.

MEDICATION

All medications to be given during school hours must be kept in the nurse's office. Written parent consent/signature with the following information should accompany *all* medications: instructions on giving the medication (time, quantity, and frequency), and date. Written parent consent as well as a written physician order should accompany all *prescription* medications. An adult should bring the medication to the office prior to the start of the school day. No medication will be given to students without parent/guardian permission. Over-the-counter medications will be in the original container with the student's name on it. Prescription medications must be in the original prescription container. Many pharmacies will fill the prescription with one bottle for home and the other with the amount needed for school. Please bring only the amount needed for school hours.

A doctor's order must be on file at school for students to carry emergency medications (asthma inhalers, epi pens, etc.) with them to and from school and during class. This note must be done annually and can be faxed to school (486-3224). The note should include: student's name, the medication, dose, frequency, and validation that the student is capable of self-administering the medication. *Note:* Please check the expiration date on the bottles. Expired medication will not be given. Medication may be picked up from school by the student's parent *or* an individual that is at least 18 years old, is not a student, and has written permission from the student's parent.

Some over-the-counter medications will be kept in the nurse's office for junior high/senior high students. If parent permission is on file for the current school year, medication can be administered as the student needs it and according to the nurse's judgment and the manufacturer's dosing instructions.

ILLNESS

If your child is ill, please do not send him/her to school. A student running a fever should be kept home until the temperature has been below 100 degrees for 24 hours without the use of fever controlling medication. Any student who has a temperature of 100 degrees F or above or is vomiting will be sent home.

IMMUNIZATIONS/CHIRP:

I give permission to Barr-Reeve Community School Corporation to release information to the State Department of Health Children and Hoosiers Immunization Registry (CHIRP). I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to recommended immunization schedules. I understand that my child's information will be available to the immunization data registry of another state, healthcare provider, an elementary or secondary school that is attended by the individual, a child care center, and the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3.

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I understand the information given above will be shared with appropriate school staff to provide for the health and safety of my child. If either I or an authorized emergency contact person cannot be reached at the time of a medical emergency, I authorize and direct school staff to send my child to the most easily accessible hospital, physician or dentist. I understand I will assume full responsibility for payment of any transport or emergency medical services rendered.

INSURANCE

Accident insurance is available to all Barr-Reeve students. Insurance forms are available upon request. While all students are not required to have this insurance, those participating in athletics, physical education, cheerleading, intramural, laboratory classes and work experience should consider purchasing this insurance or an alternative policy from another company.

TEXTBOOK ASSISTANCE

State law provides for Textbook Assistance to school-children whose parents or guardians are unable to pay book rental. Children from families whose income is at or below the levels on the eligibility scale are eligible to apply for textbook assistance. Also, if family income is greater than that shown on the eligibility scale but the family has unusually high medical bills, shelter costs, special education expenses, or disaster or casualty losses, those children may be eligible for assistance.

To apply for textbook assistance an individual may pick up an application from the principal. This is the same procedure as the lunch assistance application. The completed application is processed by the high school principal. If it is determined the applicant is eligible, the amount will only cover books and workbooks.

BOOK RENTAL

All school textbooks are on a rental basis. This means the school owns the books and the students pay a yearly rental fee to use them; therefore, students are responsible for taking care of each book they rent. If a book is lost, damaged, or stolen, the student must pay the repair or replacement cost. General fees for book repair are:

Damaged binding - \$8.00

Writing - minor damage - \$5.00

If the student receives a book he/she feels is badly marked or damaged, they should report this condition to the teacher at the time it is distributed to them. Only the exact books assigned to a student will be accepted as returned.

CAFETERIA

Barr-Reeve Middle/High School has various choices for their daily lunch program. Type "A" lunches may be selected during the lunch period. An ala-carte meal may also be purchased during the lunchtime. CHARGES are not allowed, students need to make sure they have a positive balance in their account each day. Students are permitted to bring a sack lunch from home but are not to have food catered in for lunch. All food is to be consumed in the cafeteria. No food or drink will be consumed in the hallways. Students are not allowed to cut in front of other students in line. Students should conduct themselves in a proper manner while in the cafeteria. Loud talking, throwing food or other items, rocking back in chairs, placing feet in chairs, or any other form of misbehavior will not be tolerated. Students should clean off the table and push in their chairs where they have eaten before leaving the cafeteria.

SCHOOL LUNCH PROGRAM

Free or reduced lunches are available for families that meet the financial requirements. To apply for free or reduced priced meals, students are to fill out an application form as soon as possible, sign and return it to the school. Those applications will be available in the office at any time. Answer all questions on the form. An application that does not contain complete information on household members and income cannot be used by the school. If information is missing, the application will be returned for completion. The school should be called if help is needed with the form.

STUDY HALL

The purpose of Study Hall is to have a quiet place for independent study or extra help. In order to provide some consistency in study hall, the following regulations shall be observed:

1. Students will be in their assigned seats when the bell rings.
2. All talking will stop when the bell rings.
3. Students will bring Student Planner, assignments and/or a library book to class to work on.
4. Students will keep their feet off all furniture.
5. Televisions and radios in the study hall rooms are to remain off unless specific permission given by the front office.
6. Students are to remain in study hall for entire period unless they have advance written permission from the office or faculty member.

Students should understand that the teacher is in charge of the study hall. Failure to comply with the teacher's instructions will be considered intentional disrespect or defiance and will be dealt with accordingly.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in hallways and physical education locker rooms, are the property of the school corporation. Lockers are made available for student use in storing supplies and personal items necessary for use at school. Lockers are not to be used to store items which could interfere with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership and control of the locker and the student has no expectation of privacy in the lockers used by the student. The school corporation retains the right to inspect the locker at any time.

Lockers are assigned to the student by the office. Students who experience difficulty with a locker and need repairs should report the information to the office. PE lockers are assigned by the PE teachers. Students are responsible for keeping their personal belongings locked at all times. Students need to keep their lockers organized and clean. Students should not write on or in lockers nor apply decals or stickers to them. Students are not permitted to share lockers unless assigned by the office or give their combination to another student.

STUDENT DRIVING

Driving to school is a privilege, not a right! This privilege can be taken away if you fail to park correctly in the designated student parking area or drive recklessly endangering others. The designated parking area is the south parking lot. A student should arrive at school only when ready to park his/her vehicle and immediately enter the building. Do not "cruise" the parking lot of a morning or evening. When leaving of an evening, the buses are to be given the right-of-way when they begin to pull away from the school. Vehicles are to be locked at all times. They may be subject to search if there are reasonable grounds. Cars are not to be entered during the school day without administrative or staff permission. Students are expected to obey all traffic laws while traveling to and from school. A driving permit form must be signed by a parent and placed on file in the H.S. office. **Students driving to school should have a Parking Permit in their front window and should always park in their assigned parking spot. If their spot has been taken, they should report it to the office.**

INTERMEDIATE SCHOOL

Students cannot go to the intermediate school area for any reason unless given permission by both the intermediate and high school principal.

LOST AND FOUND

Articles left in classrooms, dressing rooms, etc. are to be turned in to the High School Office. Students looking for lost items should check in the office.

DANCES

All school rules apply to school-sponsored dances. Those who violate the rules will be treated the same as during school. Any current junior high or high school student who is in good standing may attend. Any student and/or guest leaving the dance early will leave school grounds and not return during the hours of the dance.

School Dances are open only to Barr-Reeve Students and approved guests. Guests will need to be approved by the Principal prior to the dance.

WORK PERMITS

Work permits are issued by the Guidance Office. The student requesting the work permit should bring his/her birth certificate and an "Intention to Employ" card from his/her prospective employer. Work permits can be lost because of student behavior or student school effort. When the student presents the proper documents, the school may issue an employment certificate. The issuing officer may deny a certificate to a student:

1. Who misses more than 3 unexcused days in a nine-week grading period. (An unexcused absence is one that would not be considered valid under current attendance policy. This policy includes any part of a school day).
2. Who does not make passing grades in at least five (5) subjects.

Failure to comply with guidelines (1) and (2) above may result in revocation of the work permit by the issuing officer. The student's employer will be notified. The issuing officer will review the standing of students each 9 weeks grading period.

HOMEWORK

Homework is an out of class assignment that contributes to the educational process of the student. It is an extension of class work and is related to the objectives of the subject being studied. It may include, but is not limited to, additional practice exercises, reading of specific subject material, an in-depth extension of classroom activities, or an independent project related to the subject. Homework will be educationally valuable to the curriculum. It will not encompass irrelevant or unrelated activities.

The purposes for homework are to provide essential practice in needed skills, establish good work habits, opportunities for increased self-direction, enrich and extend the school experience, help student's budget time, bring pupils into contact with out of school learning resources, promote growth in responsibility, and develop organization skills.

Homework will be assigned on a regular basis on each subject. The assignments will vary with the subject area and the course level.

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing an interest in and exhibiting a helpful attitude toward homework. To be sure your child is being successful; a parent can provide a quiet, well-lighted place for study, establish a regular "homework time", encourage and support your child's efforts.

Before going to the principal, superintendent, or school board, communicate with the teachers concerning difficulties and problems with homework, encourage the student to seek help and ask questions of the teacher, help students organize time.

Each student has the responsibility to develop good work and study habits. To do this, each student should clarify any questions pertaining to instruction before leaving class, **take home any materials and information needed to complete an assignment**, learn to budget time, take advantage of available study aids, make good use of study halls and study time allowed during school hours, complete missed assignments after an absence, and **return all work completed to the teacher by the date requested**.

BARR-REEVE SCHOOL SAFETY INFORMATION & COMPLIANCE

SCHOOL ENTRANCES

All doors to the school will be locked from 8:00 until 3:15 daily. Anyone needing to get into the building during the school day needs to use the front door and use the buzzer system to gain entry. Visitors will then report to the front office upon entering. **Please note that visitors may have to show identification to gain entrance to the building.**

VISITORS

All visitors are to report to the Principal's Office so that the school will know of their presence. Visitors will sign-in and get a visitors badge. Upon leaving the building visitors will sign-out and return their visitors badge.

PUBLICATION OF STUDENT INFORMATION

The Barr-Reeve Community School Corporation designates the following items as Directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, *student work displayed at the discretion of the teacher with no grade displayed*. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the 20th day of school.

FIRE DRILLS

An unannounced fire drill will be held monthly. Follow the Fire Drill instructions that are posted in each room. It is the responsibility of each student to be familiar with the fire drill route for each of his/her respective classrooms. **WALK QUIETLY**. In case an exit is blocked, follow the directions of the teacher. In all cases, move quickly and quietly out of the building. Students are to remain outside and, at least, 50 feet away from the building until a signal is given to return.

TORNADO DRILLS

A tornado drill procedure has been established for school. Students should make certain they understand what to do in case of a tornado. Any delay could mean the difference between injury and safety.

When a tornado alarm is sounded, all students and teachers should report to their assigned area of safety. There should be no talking during the course of a drill. Students should move quickly and quietly to their assigned area of safety so they can hear instructions given by the principal or teachers. Your health and safety are dependent upon your following the rules of tornado safety. Tornado drills will be held twice a semester.

LOCK-DOWN DRILLS

A Lock-Down procedure has been established for school. Students should make certain they understand what to do in case of a school Lock-Down. Any delay could mean the difference between injury and safety.

When a Lock-Down has been alerted, all students and teachers should report to their assigned area of safety. There should be no talking during the course of a drill. Students should move quickly and quietly to their assigned area of safety so they can hear instructions given by the principal or teachers. Your health and safety are dependent upon your following the rules. Lock-Down drills will be held at least twice a year.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K-12 grades) to identify asbestos containing building materials. After the inspection, an Asbestos Management Plan was developed to safely manage the identified asbestos in each school facility.

To ensure that the identified asbestos containing materials are maintained in a safe condition AHERA also requires that the asbestos materials be checked every six (6) months by trained school personnel and that these materials be re-inspected by an IDEM accredited inspector every three (3) years for as long as the materials remain in the building.

The six-month periodic surveillance inspections are routinely being conducted and the triennial asbestos re-inspections of all school facilities are being completed on schedule. The surveillance and the re-inspection reports can be found in the Record Keeping Section of the Asbestos Management Plan.

Anyone wishing to view a copy of the Management Plan for an individual school will find it available in the Principal's office of each school. The Management Plan for all of the schools in the school corporation is available for your viewing in the Administration Office. The Management Plan may be copied at a nominal fee of 15 cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program, please contact your building principal.

PEST CONTROL

The Barr-Reeve Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively, while minimizing potential pesticide exposure to children.

The first Sunday of each month all buildings will be sprayed for pests. Periodically, throughout the school year the building will be closed for a day during a break and sprayed heavily. The doors will be locked and it will be posted on the building doors when this occurs. Parents and staff members may register for prior notice of pesticide applications. Registration will be in the principal's office.

SEXUAL HARASSMENT

It is the policy of the Barr-Reeve Community Schools, Inc. to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Barr-Reeve Community Schools, Inc. to harass another employee or student, or for any student to harass an employee or another student, through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by an employee to a student, when made by a student to any employee, or when made by any student to another student. Conduct of a sexual nature is defined as including verbal or physical sexual advances, and/or comments regarding physical or personality characteristics of a sexual nature.

The following types of conduct may be construed as sexual harassment: brushing up against another individual in a sexual way, cornering or blocking another individual in a sexual way, flashing or mooning another student or employee, forcibly kissing a student or employee, forcing another individual to do something sexual other than kissing, making sexual comments or gestures, pulling another individual's clothing down or off, rape or attempted rape, showing or sending sexual text messages, pictures or drawings, spreading sexual rumors about another individual, or using physical or verbal pressure for sexual activity.

Any person who alleges sexual harassment by an employee or student may file a formal complaint with the building principal. The reporting of alleged harassment will not reflect upon the individual's status, grades, or academic standing.

The right to confidentiality, both of the complainant and of the accused, will be respected. However, confidentiality will also be consistent with the school corporation's obligation to investigate all such allegations of misconduct and to take whatever corrective action when it is determined the conduct occurred. Any actions taken with students will be consistent with applicable statutory obligations and may include suspension or expulsion from school.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever regular teachers are unable to be in the classroom. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be polite, helpful, and considerate as they would be to their regular teacher.

EXTRA CURRICULUR CODE OF CONDUCT

EXTRA-CURRICULAR DISCIPLINE POLICY

The occurrences listed below are cumulative over the entire years of the student's tenure at Barr-Reeve Middle/High School. These consequences are not solely within one school year they accumulate over the entire tenure as a student of Barr-Reeve Middle/High School. **This policy is in effect year round (365 Days).**

Students who are caught by law enforcement possessing or using tobacco, drugs or alcohol (**only with valid police citation, report, or arrest**) will be suspended from participation in extracurricular activities according to the following procedure:

FIRST VIOLATION

TOBACCO

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 15% of season contests/matches.

ALCOHOL

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 20% of season contests/matches.

ILLEGAL DRUGS

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 50% of season contests/matches.

SECOND VIOLATION

TOBACCO

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 30% of season contests/matches.

ALCOHOL

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 50% of season contests/matches.

ILLEGAL DRUGS

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 365 days (1 calendar year)

THIRD VIOLATION

TOBACCO

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 365 days (1 calendar year)

ALCOHOL

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for 365 days (1 calendar year)

ILLEGAL DRUGS

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate for the rest of high school career.

FOURTH VIOLATION

TOBACCO/ALCOHOL

The parents and/or guardian along with the participants' coach/sponsor will be notified.

The student will not be allowed to participate/park for the rest of high school career.

IMPORTANT NOTES AND SITUATIONS EXPLAINED

- **NOTIFICATION CLAUSE**- Students **MUST** notify a violation to either their Head Coach, Athletic Director, or Principal within 24 hours after being cited, ticketed, or arrested. Failure to do so will result in an **increase** of **5** contests/matches to the student's original suspension.
- A student under suspension shall be ineligible for participation in matches/games/contests associated with the extracurricular activities of the organization(s). The participant will be allowed to practice.
- Tourneys or double headers held on the same day will count as the number of games/matches played that day.
- Jamborees or scrimmages will NOT be considered a contest for suspension purposes. An athlete will not be allowed to participate in a jamboree or scrimmage while under suspension.
- For any participant no longer "in season," any suspensions shall carry over to the next normally played sport and the percentage recalculated based on the number of games/matches scheduled.
- Attempts to circumvent this consequence by going out for a sport in which the student does not normally participate will not be tolerated. This rule will be enforced in the sport in which the student does normally participate.

EXTRA-CURRICULAR ELIGIBILITY

Participating in extra-curricular activities at Barr-Reeve is a privilege. Students are expected to conduct themselves in a manner that reflects being a positive role model to others. Students are expected to exemplify good conduct during the school day and at school activities. Sportsmanship must be practiced at all times. Students must always represent Barr-Reeve in a positive manner. For a high school student participating extra-curricular activities other than athletics, the same minimum level of academic eligibility is required as it is for athletic participation. You must be passing at least **five** subjects to participate. If a student fails to pass five solid subjects at the end of a grading period, he or she will be on **Academic Suspension** until the next grading period. During Academic Suspension, the student will not be allowed to participate in any contests, but will attend practices and meetings as directed by the coach. The administration, coaches, or extra-curricular sponsors may revoke participation privileges from students who present behavior problems in or out of the school or who perform poorly in the classroom at any time during the season. Privileges may be revoked permanently, or for a number of games, quarters, matches, meets, practices, or meetings.

SUBSTANCE ABUSE TESTING POLICY

MISSION STATEMENT

The mission of the Barr-Reeve Middle/High School community is to create a learning environment that provides varied activities which are challenging, requires high levels of performance, meets individual student needs, and enables students to succeed in real life. The community is committed to providing the safest learning environment possible so that students may achieve their full potential.

INTRODUCTION

Barr-Reeve has a strong commitment to the health, safety, and welfare of its students.

The Board of School Trustees of the Barr-Reeve Community School Corporation recognizes that the misuse of drugs/alcohol/tobacco is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abuse users with education, rather than punitive means.

This policy will not affect the policies, practices, or rights of the School Corporation in dealing with tobacco/drug/alcohol handling, possession or use where reasonable suspicion is obtained by means other than random sampling provided herein. Barr-Reeve Community School Corporation also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug/alcohol usage to permit testing, or deny testing to a student and follow current practices as outlined in the Due Process Procedures in the Student Handbook. This policy and program is intended for extracurricular activities, students who plan on parking on school parking lots, and volunteers.

Barr-Reeve Community School Corporation (BRCS) prohibits the use, possession, concealment, handling, or distribution of any drug or drug paraphernalia at anytime on school property or at any school related event.

PURPOSE

The extracurricular participants and students who park on school property of Barr-Reeve Middle/High School are an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the programs of the school, but the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. Students involved in activities need to be exemplary in the eyes of the community and other students.

The testing program serves several purposes.

- Intended as an integral component of the overall physical and mental educational program of Barr-Reeve Middle/High School
- Intended as a medical diagnostic aid in disclosing possible drug related problems and providing opportunities for early intervention.

This policy applies to all students of Barr-Reeve Middle/High School who wish to participate in extracurricular activities, students who park on school property, and/or volunteers.

CONSENT FORM

A consent form, which is located on the last page of the handbook, must be checked off, dated and signed by the student and by a custodial parent or guardian. This signed consent form must be on file before such student shall be eligible to practice or participate in an extracurricular activity or park on school property. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco. The custodial parent(s) or guardian(s) also gives consent for their child to provide the urine sample by signing the form.

In addition to those students who choose to participate in extracurricular activities, park on school property, the school will also test any student who VOLUNTEERS to participate in the drug testing program as well as students under the age 18 whose parents wish to have them included in the drug testing program. Such parents must provide the school with their consent to participating by checking off, dating and signing the consent form located on the last page of the student handbook.

FINANCIAL RESPONSIBILITY

The Barr-Reeve Community School Corporation will pay for all initial random drug tests. A request on APPEAL for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

SUBSTANCE ABUSE TESTING PROCEDURES

Each student will be assigned a number, and the principal and/or assistant will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done RAN-DOMLY on Monday through Friday throughout the school year. The drug testing company will do the selection of students. They will call with the number selected and the principal, administrative assistant, or guidance counselor will cross reference the numbers selected to the master list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given (1) glass of water. If by the end of two hours, the student cannot still produce a specimen the student will be treated as if the test was given and the results were 'positive' for alcohol/drugs.

If it is suspected that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities and ineligible to park on school property for the remainder of the school year.

When students' samples are complete, the Medical Review Officer (MRO) at the lab will split the sample. One sample will be tested and the other will be held in case an appeal is filed. The MRO will report to the principal the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone else other than the student, the student's parent(s) or guardian(s), the principal and/or assistant principal. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated above. The coach, sponsor, and athletic director will be notified of any suspension resulting from a 'positive' test.

If the results of the test are 'positive', that is, if they show drug or alcohol residue, the principal will so advise the student and the student's parent(s) or guardian(s) in person. At this meeting, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. If a parent wishes to appeal and ask for another test from a third party or personal physician, the lab will be contacted and the split sample will then be utilized. This test will be done at the parents' expense, but the (split) specimen taken the day of the initial test must be used. If no appeal is requested and no satisfactory explanations for the positive test are given, the parent/guardian will be given names of agencies that can be of help to the child. The principal will also notify the student of any disciplinary action, based on the policies/procedures as outlined in this program.

Once a student who was found to have a positive urine test through provisions of the policy, a "follow-up" test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred. If a second 'positive' result is obtained from the 'follow-up' test or any later test of that student, the said student will be subject to the terms of this policy at the "second offense" level.

The certified laboratory and its Medical Review Officer will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody.

CHAIN OF CUSTODY

- The principal, assistant principal, or guidance counselor will be responsible for escorting the students to the test site. The student should bring all possessions from the classroom with him/her to the test site or principal's office, and should not be allowed to go to his/her locker before going to the testing area. Students may be tested after school, perhaps during practice time.
- Once at the testing area, the students will agree to complete the testing paperwork that is required by the testing laboratory.
- A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that specimen has been sealed. The seal will only be broken at the testing laboratory.
- If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible to make a retest.
- Students will be instructed to remove all coats and wash their hands in the presence of the administrator prior to entering the testing restroom. The door will be closed so that the student is by himself herself in the restroom to provide the urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The toilet will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

- The specimen will then be sealed in the presence of the student and mailed to the testing laboratory. The laboratory will report the results back to the principal.
- In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal with no name attached; only the student's random identification number will appear on the results sheet.

COMPUTER CARE/INTERNET ACCEPTABLE USE POLICY

Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Barr-Reeve Community Schools, Inc. considers its own stated education mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Barr-Reeve Community Schools, Inc. expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by Barr-Reeve Community Schools, Inc.'s professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Barr-Reeve Community School, Inc. **Access is a privilege, not a right.** Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and Faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- to transmit obscene, abusive, or sexually explicit language.
- to transmit any information of a sexist, racist, discriminatory, slanderous, or libelous nature.
- to violate any local, state, or federal statute.
- to vandalize, damage, or disable the property of another individual or organization.
- to access another individual's materials, information, or files without permission.
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Barr-Reeve school corporation policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Barr-Reeve Community Schools, Inc. makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information gathered

through school-provided Internet access. The school corporation will not be responsible for personal property used to access school corporation computers or networks or for school corporation-provided Internet access. The school corporation will not be responsible for unauthorized financial obligations resulting from school corporation-provided access to the Internet.

Barr-Reeve Community Schools, Inc. is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communications age by allowing student and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the school corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even if the school corporation should institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the school corporation's acceptable use policy. That notwithstanding the school corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Barr-Reeve Community Schools, Inc. makes the school corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provided parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: *This policy and all its provisions are subordinate to local, state, and federal statutes.*

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of the Barr-Reeve Community Schools Computer System, either at school or away from school, I understand and agree to the following:

1. I will not:
 - o access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
 - o transmit obscene, abusive, or sexually explicit language.
 - o transmit any information of a sexist, racist, discriminatory, slanderous, or libelous nature.
 - o violate any local, state, or federal statute.
 - o vandalize, damage, or disable the property of another individual or organization.
 - o access another individual's materials, information, or files without permission.
2. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems which arise from the misuse of my home directory are my responsibility.
3. I will use only software owned or approved by Barr-Reeve Community Schools, Inc. on all school workstations and networks.
4. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
5. I will not change, copy, rename, or delete files or software that I did not create.
6. I will not use school computer equipment for anything other than school related work.

****Parents and students must check off, sign and date that they agree to abide by this policy. Parents will check off that they give their permission for students to access the internet here at school. This agreement is located on the final page of this handbook.**

FIELD TRIP POLICY

PARENT/GUARDIAN CONSENT AGREEMENT

I hereby give my permission for my child, to go on school sponsored and Board-approved field trips for the 2016-17 school-year. I understand that I will be notified via letter from the sponsor of the trip with all pertinent details of each specified trip. It will be my responsibility to contact the school if I do not want my child to be allowed to take part in the specified field trip.

- (a) In granting this permission, I hereby expressly waive any claim for liability against the Board of Education, including its employees and representatives, and release them from all liability in connection with this trip. As legal guardian of the fore mentioned minor, I will assume total responsibility and hereby waive any claim for liability against the Barr-Reeve School Corporation and its administrators.
- (b) Further, I assume full responsibility for any damage to persons or property caused by my child or ward. I further expressly agree that in the event the health of my child or ward, or disciplinary action may make it necessary, at the discretion of the sponsors, my child or ward may be forthwith returned home at my expense. I understand that an attempt will be made to personally notify me if it becomes necessary for my child or ward to be returned home and/or require health treatment.
- (c) I further consent and will be responsible for any medical or dental treatment that may be advisable at the discretion of any physician or dentist.
- (d) If a field trip is scheduled to return after regular school hours, it is the parent or guardian's responsibility to provide transportation for the above mentioned student.

*****Check off and signature of consent and agreement with this form is located on the final page of this handbook.**

NOTICE OF RESTRICTION TO RELEASE STUDENT DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by state and federal law. (IC 20-33-10-4; 20 U.S.C. 7908; 10 U.S.C. 503) For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release.

DIRECTORY INFORMATION

(Note: Disclosure of Directory Information is optional. If the option is exercised, a school corporation is required to list the items it has designated as Directory Information. The school corporation is not required by law to list all of the items listed as directory information in this sample policy. Any of the items listed may be included in the local definition of Directory Information.)

The Barr-Reeve School Corporation designates the following items as Directory Information: *student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a password or PIN or similar code. (A student's SSN cannot be used for this purpose as prohibited by federal and state law.)* The corporation may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 4, 2016.

BARR-REEVE MIDDLE/HIGH SCHOOL (2016-17) PERMISSION TO DRIVE/VEHICLE REGISTRATION FORM

Student Name: _____ Grade: _____

Homeroom: _____ Home Phone: _____

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When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an odd-numbered page.
 - Ensure the page number below is an **ODD** number.
- The next page is blank or contains only a logo or picture.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

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9. Driving to school is a privilege. This can be denied if any of the above policies are not followed.

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I have read the above regulations and request that my son/daughter be permitted to drive to school.

Parent/Guardian Signature

Date

I have read the above regulations and will abide by them or face having my privileges to drive revoked:

Student Signature

Date



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BARR-REEVE MIDDLE/HIGH SCHOOL (2016-17) CONSENT FORMS/POLICY SIGN OFF PAGE

STUDENT NAME: _____ GRADE: _____

AFTER YOU HAVE READ THE RULES AND STUDENT POLICIES, PLEASE **SIGN** (STUDENT AND PARENT/GUARDIAN), **TEAR OUT** AND **RETURN** THIS FORM TO THE BARR-REEVE MIDDLE SCHOOL/HIGH SCHOOL OFFICE.

YES () NO () I have received, reviewed and agree to follow the Barr-Reeve Junior/Senior High School Handbook rules and regulations.

YES ()

YES ()

YES ()

DO ()

YES ()

YES ()

DO ()

STUDE

PAREN



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