

BARR-REEVE PRIMARY & ELEMENTARY SCHOOLS

Parent & Student Handbook 2016 – 2017

Barr-Reeve Primary School (K-1)
298 North Third Street, Montgomery, IN 47558
(Ph) 812.486.3235 (Fax) 812.486.3216

Barr-Reeve Elementary School (2-5)
627 North Third Street, Montgomery, IN 47558
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Mr. Travis Madison
Superintendent

Mrs. Dena Lengacher
Principal
Title One Administrator

Mrs. Mandy Hannah
Title One Counselor
High Ability Coordinator

WELCOME BARR-REEVE PARENTS AND STUDENTS

Welcome to Barr-Reeve Primary and Elementary! The staff and I are excited that you are part of the Barr-Reeve community. We look forward to your involvement and cooperation as we work together to make this a successful year. This handbook has been prepared to help answer questions concerning the activities, procedures, and guidelines for the successful daily operation of Barr-Reeve Primary and Elementary Schools. We believe that following these guidelines will help us to maintain an orderly school conducive to learning. Please read this handbook with your child, sign the acknowledgement of review form, and return the signed form to your child's teacher. The teachers will also be reviewing the handbook with students at school. In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call the teacher and/or building principal at 486-3235 or 486-3224 and arrange a conference if needed. By communicating and working together, we can provide the best learning environment for your child.

COMMUNICATION

The staff at BRCS will do our best to keep you updated on what is happening at school. Some of the ways you may receive information or contact us are through: monthly school newsletters, classroom newsletters, school website (www.barr.k12.in.us), Harmony access (call 812-486-3224 to get a password), BRCS Facebook page, SchoolReach announcements, emails, phone calls (make sure your email and phone numbers are up-to-date), and notes. **If you have any questions regarding your child's education, please talk to your child's classroom teacher first.**

MISSION STATEMENT

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

VISION AND BELIEF STATEMENTS

Barr-Reeve Primary and Elementary, in partnership with parents/guardians and the community, will challenge students to take personal responsibility for their education and to apply their learning to a diverse and changing world. Barr-Reeve is committed to helping learners acquire and use knowledge, communicate effectively, and become responsible and respectful citizens prepared to meet the challenges of the future. All students will be expected to meet high standards in all areas in order to be prepared for the next level.

ADMISSION POLICIES

Students entering school for the first time must present a certification of birth, immunizations record, past school records, if applicable, and emergency information. In accordance with school laws of Indiana, children must be five years of age on or before August 1 to be admitted to kindergarten.

ENROLLMENT INFORMATION

Each enrolled child must have updated enrollment information on file at school. In order to quickly contact the parents of a sick or injured child, please remember to update the enrollment information with any change in contact information such as home, cell, or work phone numbers. Also, please provide names and phone numbers of relatives, friends, or co-workers who can be contacted in emergency situations if parents are unavailable.

WITHDRAWAL FROM SCHOOL

Parents/guardians who wish to withdraw their child must present a written notice from the parent to the principal.

DIRECTORY INFORMATION

The Barr-Reeve Community Schools 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, photographs and video (not used for disciplinary matter), and student work without a grade and name of student, 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 the 20th day of school.

STUDENT RECORDS

Records are kept for all students and are considered confidential, open only to school personnel who work with your child. If there is a need for you to see these records or have copies, please notify the school at least 48 hours in advance. Upon request, student's records will be sent to other schools upon their enrollment in that school.

STUDENT INFORMATION (HARMONY)

Barr-Reeve has a student information program that can be accessed by parents from the Internet. Parents can monitor meal accounts, grades and other pertinent student information. Please contact the Elementary office (486-3224) if you need a user name and password.

SCHOOL HOURS

Student Hours 8:00 a.m. - 3:05 p.m. Primary (K-1)
8:00 a.m. - 3:10 p.m. Elementary (2-5)

Students should not arrive before 7:50 a.m. or remain on campus later than 3:15 p.m. unless they are participating in a supervised school activity. **Supervision will not be provided for students who arrive before 7:50 a.m. or remain after 3:15 p.m.** All doors to the school will be locked from 8:00 a.m. 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.

ATTENDANCE

The Indiana compulsory attendance law states "every child between the ages of seven and sixteen shall attend public school or other school." Regular and prompt attendance is essential for success in the elementary school. Frequent absences, tardies, or leaving early may lead to a lack of interest and effort. It is imperative that all students be in attendance for the full school day in order to profit the most from their schoolwork.

Every effort should be made to ensure that your child arrives at school by 8:00 a.m. Tardies or leaving early are unexcused unless an excuse is received from the parent, doctor, or some other professional agency. The note must be presented to the teacher when the child appears at school. Medical, 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' recess/lunch time. **In order for the absence to be excused, the school needs written verification from the doctor's office.**

LEGAL REFERENCE I.C. 20-33-2-4

Excused Absences

An excused absence means that a student is allowed to receive credit for any missed work that is completed. The allotted time for make-up is the number of day(s) absent plus one. Teachers may extend the time if unusual circumstances exist.

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. Even though students are entitled to make up any missed work, the student will receive a grade of "0" for any work missed because of an unexcused absence.

Absentee Procedure

1. Each student's absence **must be reported on the day of absence to the school by the student's parent, guardian, or custodian by 9:30 a.m. The Primary School number is (812) 486-3235 and the Elementary School number is (812)486-3224.**
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 may be contacted at home or work on the day of an absence if the school has not been notified by 9:30 a.m.
4. If a parent does not call the school, cannot be contacted, or does not send a note, the student will receive an unexcused absence. Parents must contact the school within one (1) day for the absence to be documented as excused.
5. When a student reaches eight absences or tardies in a semester, an attendance letter will be sent to parents to notify them of their child's absences. If needed, a conference may be set up with the student, parents, principal, and the student's teacher(s) to discuss the impact the absences have had on the student's performance and class work. Following the meeting the principal will recommend a course of action.
6. **If your child arrives after 8:00 a.m., you MUST bring them to the office and sign them in.** Otherwise, the student may be counted absence for the entire day if the office does not have record of when the student arrived at school.

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

- Required court appearance
- An extended illness (when under a physician's care) **The school needs written verification from the doctor**
- School related field trips, 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

STUDENT ARRIVAL AND DISMISSAL

Please drive carefully around our schools.

The control and supervision of our pupils remains the responsibility of the parent until such time as the child actually boards the school bus or arrives at school.

School Bus Rules

We urge parents to discuss school bus safety and conduct with their children. 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 committing a 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.

Once Elementary students are dismissed at the end of the school day, they must go directly to the bus. Students who are staying after school for practice or any other reason **must have a note** stating that they have permission to stay after school. These students will stay in their classrooms until the high school bells ring for their dismissal.

Elementary Drop Off/Pick Up

When dropping off a child at the **Elementary** in the morning, parents must use the northwest entrance by the new gym. Do **not** drop off students at the front doors in the morning. These doors are locked at all times. Please do not drop off students before 7:50 a.m. **Staff members are not on duty before 7:50 a.m.** After 8:00 a.m. or before 3:05 p.m. students should be delivered or picked up at the northeast door by the Elementary office where parents should sign in/out their child.

At the end of the day, **car riders** should be picked up in **Lot 3**. (Lot 3 is the parking area across the street from the Elementary School.) Cars will enter from the south entrance and exit the north end. Drivers will be directed to proceed north on Third Street. Car riders will be released from the northeast door by the Elementary office, and traffic will be stopped.

If you are picking up students from the **Elementary AND Middle/High School** use **Lot 2**, the gravel lot, and students will be dismissed to that area. There are staff members on duty to help with traffic and student safety. Please abide by their directions. Parents should not park behind the buses or go to the buses at the end of the day to get students off the bus. If you need to get your child from a bus, please talk to the staff member who is on duty.

Primary Drop Off/Pick Up

At the **Primary**, students may be dropped off at the northeast door between 7:50 –8:00 a.m. After 8:00 a.m., students should be escorted in at the southwest door and parents should sign in at the office. When picking students up at the end of the day, parents should park in the north alley facing west; school personnel will walk the students to the alley. Do not park at the southwest door at the end of the day or in the parking lot; buses need space to maneuver. At the end of the day, school buses pick up students at the Primary and then travel to the Elementary/Middle/ High School building to pick up the older students. Primary students are to remain on the buses and in their seats while waiting to pick up students.

If your child is staying after school or going home a different way than his/her regular way, we must have a note from a parent. If you must call, please call before 2:00 p.m. for changes. We do not allow children to call home to see if they can go home with someone else.

If students must be picked up early, the office will call for them when someone arrives to pick them up. Students are not allowed to come to the office and wait to be picked up. All students who leave early must be signed out in the office.

SCHOOL VISITORS

Visitors and guests are welcome in all Barr-Reeve school buildings. Reasonable precautions are taken to safeguard students, staff, and visitors. Visitors are expected to adhere to the following guidelines.

1. Always report to the office.
2. Be prepared to provide identification to school personnel.
3. Sign in at the office with your name, date, time, and your purpose for being in the building.
4. Receive an identification badge to be worn while in the school building.
5. When children are at recess or lunch, visitors should check with the supervising adult before approaching any child.
6. Visiting children are not allowed to be on the playground without prior consent from the principal.
7. Follow the instructions of all staff members.

8. Non-adherence to any of these steps could result in being escorted from the building and/or school grounds.
9. Due to limited space in the cafeteria, we cannot accommodate visitors for lunch.

FROM THE NURSE'S OFFICE

Communicable Disease Policy

The school will follow the guidelines set forth by the Indiana State Department of Health for exclusion of students with communicable diseases to protect the general school population. Any questions about length of exclusion may be directed to your physician, the school nurse, or the school office.

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. 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.

Medication Policy

In the event a child needs to have medication at school, the parent/guardian must assume the responsibility of delivering it to the school office. Medication will be dispensed under the following conditions:

- The ordering physician's written instructions shall accompany the medication.
- The dated, written permission of a parent or guardian is on file in the office.
- The medication shall be sent to the school in minimum amounts and in a safe, durable container.
- The medication shall be located in a place designated by the Principal (prescription medicines must be located in the office).
- Only the school nurse, Principal and/or that person's designee may dispense medication.
- A non-prescription medication provided by the parent/guardian may be given by the school nurse upon the written permission of a parent or guardian when that permission includes a description of the medicine, the dosage, and the time of administration.
- 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.

Self-carried medications: 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 (P.E., etc.). This note must be done annually and can be faxed to school (486-2336). The note should include: student's name, the medication, dose, frequency, and validation that the student is capable of self-administering the medication.

Immunizations

Indiana State law requires that parents or guardians of school age children enrolling in a school system for the first time submit one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunizations due to religious, parental, or medical reasons.

Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school. The purpose of this law is to keep our schoolchildren healthy in order to take full advantage of the provided educational opportunities.

CHIRP

Barr-Reeve Community School Corporation utilizes the information and reports 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. The Barr-Reeve Board of Education is not legally responsible for injuries of children at school or places under school auspices and cannot pay damages, hospital, or medical bills, regardless of the seriousness of the case.

SCHOOL COUNSELING SERVICES

Barr-Reeve Primary and Elementary Schools have a school counselor available for students. Elementary school counselors foster the educational, emotional, and social development of students throughout their academic careers with the main goal to support students in reaching their full academic potential, as well as to enjoy a positive school experience. The counselor will work with students, parents, and fellow staff members to help students receive the support needed to be successful. The school counselor will meet with students individually, in small groups, and in a whole class format. Students will learn various coping strategies, skills, and methods to handle a number of challenges. Students, parents, and staff members may request counseling services, which are all kept on a confidential basis. Elementary counseling services are brief and solution focused and the counselor may provide referrals as necessary for more intense services at parents' request.

STUDENT CONDUCT GUIDELINES

Student Dress Code

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the school's educational purpose will not be permitted. Clothing advertising alcoholic beverages, tobacco, or those with obscene or questionable printing on them will not be allowed. Students are not permitted to wear short shorts, tube tops, halter-tops, or midriff baring tops. Occasionally throughout the year, special dress days are sponsored. Information regarding these days will be announced throughout the year.

School Rules and Expectations

1. Students are expected to follow staff instructions and directions that are consistent with school policies and procedures.
2. Students are expected to be respectful of others.
3. Respect and care of school property are expected at all times.
4. Purposeful destruction of school or personal property will result in the student or parent being responsible for the replacement of destroyed property.
5. Any electronic device students bring to school is the responsibility of that student. All devices not used for educational purposes must be turned off and left in lockers during the school day (8:00 a.m. – 3:10 p.m.).
6. Any weapon or illegal substance found in a student's possession will be turned over to parents and/or law enforcement personnel.
7. Students may not sell items at school that are not a part of a school or school-affiliated group fundraiser.
8. Students are not allowed to leave the school grounds unless given permission by the supervising adult.
9. The following behaviors or materials are not allowed and will result in disciplinary action:
 - a. toy weapons
 - b. skateboards, roller blades, or skates
 - c. hats or caps (except for religious reasons or on special occasions)
 - d. trading cards
 - e. cursing, bullying, vulgar language, or harassment
 - f. spitting, biting, or any other activities, which cause body fluids to come in contact with another person
 - g. wrestling, fighting, kicking, or any activity that causes physical harm to another person
 - h. chewing gum (except on special occasions)
 - i. any activities that are deemed dangerous by a supervising adult

Recess Conduct

1. Snacks are not allowed on the playground or in the gyms during recess.
2. During recess, students will stay 10-15 feet inside the gates.
3. Students should not go over, under, or climb on any fences or gates.
4. Students are allowed to slide feet first down the slides. Do not climb up the slides.
5. Students in grades K-1 may use only plastic or wiffle bats to play softball. No baseballs may be used at either school. Only softball sized balls or tennis balls may be used to play softball.
6. Students should avoid:
 - a. playing tag (or tag-like games) around the playground equipment or during indoor recess
 - b. playing dodge ball (unless it is under the supervision of an adult)
 - c. twisting while swinging
 - d. jumping out of the swings
7. During Elementary recess:
 - a. second grade students may use the small ball diamond;
 - b. third and fourth grade students may use the east diamond;
 - c. fifth grade students may use the large diamond. The large diamond will not be used when it is muddy, or it is prepared for a game.
 - d. Elementary students may sit on the bleachers or in the dugouts at recess. No running or playing tag on the bleachers or in the dugouts.
 - e. Elementary students are not to play behind the softball concession stands or storage building.

Cafeteria Behavior Guidelines

1. Students are to be respectful of others by talking quietly and keeping their hands/feet to themselves.
2. No objects may be thrown in the lunchroom.
3. Students may leave the cafeteria when they are dismissed by an adult.
4. Students may talk quietly to those seated next to them.
5. Open containers of drinks or food packages may not be taken out of the cafeteria unless they are in a closed lunch box.
6. Fast food or soft drinks are not allowed in the cafeteria during lunchtime.

Bullying

Bullying may be anonymously reported on the BRCS website page (www.barr.k12.in.us) under Bully Reporting.

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 principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously.
5. The principal 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 principal 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

CRIMINAL GANG ACTIVITY

The Board of School Trustees of the Barr-Reeve Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- Promotes, sponsors, or assists in: or
- Participates in: or requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery, or
- Knowingly or intentionally/actively participates in a criminal gang, or knowingly or intentionally solicits, recruits, entices or intimidates others into joining a criminal gang.

Per Indiana State Law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

**The entire policy can be found in the Barr-Reeve Corporation Policy Handbook located on the Barr-Reeve Community School's website.

LEGAL REFERENCE: I.C. 20-26-18 I.C. 20-33-9-10.5 I.C. 35-45-9-1

DISCIPLINARY ACTIONS

Any administrative staff, teacher, or other school staff members who have students under their 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 Notification
- Discipline notice documented in Harmony
- Parent - Teacher conference
- Change in seating assignment
- Assigning additional work
- Rearranging class schedules
- Letter of apology
- Lunch detention
- Referral to principal
- Corporal punishment
- Restricting or eliminating extra-curricular activities
- Removal of a student from school-sponsored transportation

LEGAL REFERENCE I.C. 20-33-8-9

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.

Student Due Process Procedures

We expect students to conduct themselves properly. Most have learned a high degree of self-discipline. However, there are instances when it is necessary for school officials to impose consequences in situations where self-discipline has broken down. Barr-Reeve Middle/High School is required to protect the educational setting from disruption and to protect the students and staff from harm.

The grounds for suspension or expulsion listed below apply when a student is:

- 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;
- off school grounds at a school activity, function, or event, or;
- traveling to or from school or a school activity, function, or event.

LEGAL REFERENCE I.C. 20-33-8-14

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- Trespassing, vandalizing school property, breaking and entering a school building or facility.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- (FIGHTING)** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- 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.
- Engaging in acts of disrespect to school employees.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- Engaging in the unlawful selling of a controlled substance (or is represented to be a controlled substance) or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- 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.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Violating or repeatedly violating any rule reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law.
- Using on school grounds during school hours a cell phone or electronic paging device in a situation not related to school purpose or educational function.
- Possessing any drug "Paraphernalia" or drug related items; Smoking or possession of tobacco product or use of tobacco products in any manner; Consumption or ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school, a school function or event or on school grounds.
- 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:
 - A student is seen giving gang hand signals.
 - A student is seen drawing or has in his/her possession gang symbols.
 - A student is seen wearing clothing that indicates gang membership.
 - A student threatens or intimidates another student when the threat or intimidation is connected to a gang or gang activity.
- In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.**

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.
- LEGAL REFERENCE I.C. 20-33-8-18

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.
- LEGAL REFERENCE I.C. 20-33-8-19

Locker Inspections

A student who uses a locker that is the property of a school corporation (BRCS) is presumed to have no expectation of privacy in that locker or the locker's contents. A principal, or principal's designee, may search a student's locker and the locker's contents at any time.

LEGAL REFERENCE I.C. 20-33-8-32

COMPUTER CARE/INTERNET ACCEPTABLE USE POLICY

Freedom of expression is an inalienable right and the foundation of self-government. 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 sites 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 ensure 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 students 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 use school-provided Internet access to:
 - access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
 - transmit obscene, abusive, or sexually explicit language.
 - transmit any information of a sexist, racist, discriminatory, slanderous or libelous nature.
 - violate any local, state, or federal statute.
 - vandalize, damage, or disable the property of another individual or organization.
 - access another individual's materials, information, or files without permission.

- violate copyright or otherwise use the intellectual property of another individual or organization without permission.
2. It is my responsibility to avoid abusive conduct which would include, but not be limited to, the altering of system software, placing of unlawful information, computer viruses or harmful programs on or throughout the system in either public or private files or messages.
 3. 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.
 4. I will use only software owned or approved by Barr-Reeve Community Schools, Inc. on all school workstations and networks.
 5. 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.
 6. I will not change, copy, rename, or delete files or software that I did not create.
 7. I will not use school computer equipment for anything other than school related work.

SCHOOL LUNCH AND BREAKFAST PROGRAM

Students may purchase lunch and breakfast or bring their lunch. School menus are sent home on a regular basis. Students have a meal account, and meals should be paid for in advance. Any money brought for meals will be put in the student's account. These funds can be used to purchase a meal or extra items unless a parent indicates that extra items should not be purchased. Meal money should be sent in an envelope with the student's name, teacher's name, and amount. Please do not send any other information or money in the same envelope since this is turned over to the cafeteria cashier. Envelopes are available from school if needed. White, chocolate, and strawberry milk are available for students. Juice is also available for purchase. Free and reduced breakfasts are available. Applications for free and reduced meals are given out at the beginning of the school year, but applications may be requested at any time during the year. Due to limited seating, we are unable to have guests in the cafeteria for lunch. Parents may sign out their children and take them out for lunch .

REPORT CARDS

Report cards are distributed on the Wednesday following the end of the nine week grading period and on the last day of school. Parents are encouraged to examine the report, discuss it with their child, sign, and return the report card to the classroom teacher. Progress reports will be distributed at the midterm of the nine weeks. Current grades can be accessed through Harmony on the school website. Kindergarten students receive a standards based report card.

GRADING SCALE

100 - 93% A	89-88% B+	79-78% C+	69-68% D+	Below 60% F
92-90% A-	87-83% B	77-73% C	67-63% D	
	82-80% B-	72-70% C-	62-60% D-	

HONOR ROLL

High Honors = All A's on 9 week report card
 Honors = A's and B's on 9 week report card
 Outstanding Achievement = All A's on the entire report card

HOMEWORK

Homework is an assignment that contributes to the educational process of the student. In general, teachers at BRCS provide class time for students to work on assignments. Most homework is the result of work that was not finished in class. Homework may be assigned as an extension of class work and related to the objectives of the curriculum. You are encouraged to help your child by offering support, setting a time and place for completing homework assignments, clarifying directions, and reviewing previous homework assignments/tests. Please do not complete your child's homework.

TEXTBOOKS

We provide rental textbooks for every child. These books are to be kept clean and undamaged. If a book is lost or destroyed beyond use, it must be paid for before another can be issued. Rented textbooks should be paid for on registration day. Families qualifying for Free and Reduced lunches will have their book rental partially paid for by the State.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled in October. At any time, if the teacher or parent feels a conference is necessary, they should contact each other and set up a conference time. Conferences should be for the benefit of the child, the teacher, and the parent.

PTO

A Parent-Teacher Organization is an important part of our school. Parents are encouraged to become active members. This is your school as well as your child's school. We need and hope for your participation.

VOLUNTEERS

School volunteers are needed to help with the library program and to assist classroom teachers with instructional and clerical duties. If you are interested in becoming a volunteer, please contact your child's teacher or the office. Volunteers will also need to contact the corporation secretary for a free background check.

PICTURES

Our school has entered into an agreement with a professional photographer to provide pictures of each student as a service to our families. Pictures are taken in the Fall and Spring of each school year. Your satisfaction is guaranteed, or your money will be returned. There is no provision for credit accounts on these items.

FIELD TRIPS

Field trips within our area or to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of our community. Parents will receive notices of field trips. We encourage all parents to sign permission forms for their child to go on the trips.

CLASSROOM PARTIES

Parties in all grades are limited to four per year (Fall, Christmas, Valentine's Day, and Easter). Your child's teacher will be providing more information about these parties. All school sponsored events and celebrations must include healthy beverages and/or healthy food among the choices available to students. The food items brought for school parties must be pre-packaged (with a nutritional label) and purchased from a place of business.

We do not encourage big celebrations for student or teacher birthdays. Anything sent to the school for students' birthdays or other special occasions (ex. balloons) will be held in the office. Students may pick up their gifts at the end of the day. Gifts will not be delivered to the classrooms. Birthday party invitations may be passed out in the classrooms if every child of the same gender in the class is invited. Please contact your child's teacher at least one day in advance if your child wants to bring treats for his or her birthday.

LOST AND FOUND

Lost and found items are kept in the office. Please label your child's personal items with their first and last name in order to minimize lost items. If a lost item is not claimed within one week, the item will be given to the person who found it or donated to a charity.

PHONE CALLS

Students are not allowed to use the telephone except for emergencies. Students are not allowed to call home for permission to go home with someone else or to have someone come home with them, unless this is an emergency. Students are not allowed to carry cell phones or pagers during school. A student's cell phone must be turned off and stay in the student's locker until the end of the day. There are phones in the rooms, but calls will not be transferred to students unless there is an emergency. A message will be taken, and staff members will call back when they have time.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protection services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes exists.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4I, for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute and the Sex Offender Registry Offense Statute, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute to register as a sex offender.

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

EMERGENCY DRILLS

Safety procedures for each of the following drills have been established for BRCS.

Fire Drills

When a fire drill sounds, all students and staff should follow the fire drill instructions that are posted in each room. Move quickly and quietly out of the building. In case an exit is blocked, students should follow the directions of the teacher. Students are to remain outside and at least 50 feet away from the building until a signal is given to return. Fire drills will be held monthly.

Tornado Drills

When a tornado alarm is sounded, all students and teachers should move quickly and quietly to their assigned area of safety and assume the tornado position. Tornado drills will be held twice a year.

Lock-Down Drills

When a Lock-Down has been alerted, all students and staff should move quickly and quietly to their assigned area of safety. Lock-Down drills will be held at least twice a year.

TITLE 1

Title 1 provides federal funding for schools to help students who are behind academically or are at risk of falling behind. Assessments and performance in the regular classroom help to determine eligibility for the Title 1 program. Title 1 will conduct an annual meeting at the beginning of the school year with parents to evaluate and design the Title 1 program and evaluate the Parent Involvement Policy. Title 1 students, parents, and teachers will commit to a home-school compact at the beginning of the school year.

SCHOOL AND LOCAL PARENT INVOLVEMENT

In accordance with the Elementary and Secondary Education Act, this is notification from Barr-Reeve Community Schools to every parent of a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers or paraprofessional. If at any time a teacher that is not highly qualified has taught your child for four or more consecutive weeks, you will be notified by the school of this information. If the school has been identified as in need of improvement, parents will be notified of school improvement status, school choice, and supplemental educational services. Parents will be notified at any time their child is recommended for any supplementary program including At Risk, special education testing, or Title 1. Parents will be provided materials and training to help work with their child to improve their child's achievement. Parents are encouraged to participate with school activities including the Parent Teacher Organization, Just Say No Club, Camp Read-A-Lot, Special Person Day, Fall Parade, and all extracurricular activities. Parents will be involved as much as possible in all committees that review school policy and improvement by invitations to meetings and requests to answer surveys. Schools will be provided assistance in implementing effective parent involvement activities by allowing use of school facilities. Parents will be assisted in understanding state standards, school curriculum, and how to monitor and aide in their child's academic progress through written communications and parent teacher conferences. Parents will be provided with the opportunity to work with the school technology coordinator to learn ways to use technology to improve their child's achievement. Parents will be provided with any reasonable request for parental involvement activities. Teachers will be educated in the value and implementation of parent programs. Schools will ensure information is provided to parents in a timely manner and with emphasis on language that parents can understand. Schools will work to coordinate parent involvement strategies with outside programs, such as Head Start. Parents are welcome to request support, and the school will work with parents on any reasonable request. Parents are included on the School Improvement Team. Each year the School Parent Involvement Policy will be reviewed by this team. The policy will also be reviewed on Title 1 Parent Night. Parents are encouraged to submit suggestions at any time for the School and Local Parent Involvement Policy.

SPECIAL EDUCATION SERVICES

The Daviess-Martin County Special Education Cooperative provides services to students who are in need of speech/language therapy and/or physical therapy or have learning disabilities or other special needs. Special education services require detailed referral and evaluation for placement. Services are determined by individual case conferences. Questions or concerns should be addressed to your child's teacher and/or the principal.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private school (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 months by trained school personnel and that these materials be reinspected by IDEM accredited inspector every three 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 reinspections of all school facilities are being completed on schedule. The surveillance and the reinspections 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. 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.