



McDowell
Education Center

2022 - 2023

Alternative Education
Student Handbook

McDowell Education Center
2700 McKinley Ave
Columbus, IN 47201
(812) 376 - 4451

<https://www.bcscschools.org/mcdowell>



OUR VISION

BCSC is THE CHOICE to learn, work, and play.

OUR MISSION

We develop expert learners by partnering with our community to invest in people.

OUR CORE BELIEFS

- We can all rise to the challenge of high expectations.
- Learning is most effective when we have choice, flexibility, and see relevance.
- We thrive when our physical, social, and psychological needs are met.
- Our community and school district are stronger when we partner with one another.
- We flourish because of the diversity and variability in our community.



MISSION STATEMENT

The mission of McDowell Education Center is to provide personal relationships in a safe place where all students will be engaged in a respectful, responsible learning environment to promote the best opportunity for current and future success.

MCDOWELL EDUCATION CENTER VISION STATEMENT

McDowell is a safe place where all students will be motivated and engaged in learning, achieving to their best ability in becoming a productive citizen.

GUIDING BELIEFS

- The student is the focus of all educational activity
- The best learning takes place when the student is motivated to learn
- Access to educational options empowers students to take control of their learning
- When academic programs challenge students, the intellectual growth of the earnest student is assured
- When schools are safe and supportive of learners' needs, students can achieve academically, emotionally and socially
- Parents, community agencies and schools are essential partners in the education of our youth

The alternative high school program, division of the Bartholomew Consolidated School Corporation, is open to all students regardless of race, color, religion, national origin, or sex.

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CONTACT INFORMATION

Attendance Reporting	812 - 376 - 3551
Main Office	812 - 376 - 4451
Main Office Fax	812 - 376 - 4512
Cafe	812 - 418 - 0913
Cosmetology (C4)	812 - 376 - 4517

McDowell Alternative Education Staff		
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ELIGIBILITY & ENROLLMENT - High School Program

STUDENT ELIGIBILITY

BCSC high school student meeting **at least** one of the following IDOE alternative education qualifications:

- intends to withdraw before graduation
- failing academically
- is a parent or expectant parent
- is employed (needed to support self and/or family) and interferes with the traditional school day

STUDENT ENROLLMENT

- The student's counselor or dean must complete a McDowell Alternative Education referral after conferencing with the student and parent/guardian to determine eligibility and need for the alternative education programming as a part of their graduation plan.
- An individual enrollment meeting will be scheduled with the student and parent/guardian. An Individualized Success Plan will be created along with the student's new shared schedule (part of the day at the homeschool and part of the day at McDowell HSP). The student will attend either the morning session (3 possible credits per quarter) or the afternoon session (2 possible credits per quarter).
- Transportation from/to a student's home school is provided daily.
- McDowell will utilize ParentSquare for important communication home. Accurate and updated contact information for the student and parent/guardian will be required.
- A student entering McDowell High School Program will keep their:
 - earned credits from his/her home high school.
 - graduation plan for remaining diploma requirements, including courses needed, pathway plan, and senior project requirement.
- Student progress will be evaluated quarterly in order to support the student's success on their individualized graduation pathway.

REGULAR BELL SCHEDULE (A-B)			2 HOUR DELAY BELL SCHEDULE (A-B)		
Period	Time	# of min	Period	Time	# of min
0M	7:45 - 8:51	66 min	0M	9:45 - 10:30	45 min
1M	8:55 - 10:01	66 min	1M	10:34 - 11:19	45min
2M	10:05 - 11:11	66 min	2M	11:23 - 12:08	45 min
COACH	11:13 - 11:30	17 min	LUNCH / TRAVEL		
LUNCH / TRAVEL			3M	1:00 - 1:55	55 min
3M	12:25 - 1:31	66 min	4M	2:00 - 2:55	55 min
WIN	1:33 - 1:47	14 min			
4M	1:49 - 2:55	66 min			



ELIGIBILITY & ENROLLMENT - Restart Program

Purpose Statement - To provide additional pathway options to on-time graduation for BCSC students in a small, safe, respectful, and responsible learning environment.

STUDENT ELIGIBILITY

BCSC 7th - 12th-grade student meeting **at least** one of the following IDOE alternative education qualifications:

- intends to withdraw before graduation
- failing academically
- is a parent or expectant parent
- is employed (needed to support self and/or family) and interferes with the traditional school day
- feels disconnected / disengaged from the traditional school setting

STUDENT ENROLLMENT

- The student's counselor or dean must complete a McDowell Alternative Education referral after conferencing with the student and parent/guardian to determine eligibility and need for the Restart programming as a part of their graduation plan.
- A student may be referred by the BCSC expulsion examiner as an alternative to expulsion.
- An individual enrollment meeting will be scheduled with the student and parent/guardian. An Individualized Success Plan will be created along with the student's new shared schedule.
- Programming options include:
 - AM or PM Session in-person @ McDowell Restart (reserved for students in grades 7 - 10)
 - PM Session in-person @ Youth Services Center Restart (suggested for students in grades 11-12)
 - Virtual Restart @ Home learning plan
- A student entering McDowell High School Program will keep their:
 - earned credits from his/her home high school.
 - graduation plan for remaining diploma requirements, including courses needed, pathway plan, and senior project requirement.
- Student progress will be evaluated quarterly in order to support the student's success on their individualized graduation pathway.

ACADEMICS & ATTENDANCE

McDOWELL ATTENDANCE POLICY

Regular attendance is critical to success in classes. Student expectations include:

Absences:

- Students may have up to 5 **excused absences** per quarter for illness, funerals, doctor appointments, or other reasons needed to miss school.
- Extenuating circumstances will merit a review but must be accompanied with documentation.
- Any absences after 5 will be considered unexcused unless the student has a written doctor's note, letter of incapacity, or a nurse's assessment.

Intervention Procedures:

- Parent conference.
- Student may lose the privilege of attending McDowell and be recommended to return to homeschool or Restart.
- **Involving** the assistance of the school attendance officer, local law enforcement officials, Bartholomew County Department of Public Welfare, and the Juvenile Probation Division, or other agencies, when appropriate, in assuring the attendance of students, if the school's efforts with students and parents fail to produce satisfactory improvement in school attendance.

ATTENDANCE REPORTING

In the case of an absence, a parent or guardian must call the office **(812) 376 - 4451** to report. **When the absence is due to an appointment, please turn in the documentation to the office upon return to school.**

ATTENDANCE & TARDY POLICY

Regular attendance is extremely important to maintain consistency in a student's instructional program and to qualify to earn credit. In accordance with BCSC policy, a student involved in a drug/alcohol treatment program will not be penalized for these absences. To remain an active credit student he/she needs to be enrolled in three consecutive hours of classes. The governing body of BCSC, Indiana Code Section 14.IC 20-33-2-17.5, may authorize the absence and excuse of a student who attends any educationally related non-classroom activity.

Any educationally related non-classroom activity and non-classroom activity must meet all the following conditions:

1. is consistent with and promotes the educational philosophy and goals of the school corporation and the Indiana State Board of Education.
2. facilitates the attainment of specific educational objectives.
3. is a part of the goals and objectives of an approved course or curriculum.
4. represents a unique educational opportunity.
5. cannot reasonably occur without interrupting the school day.
6. is approved in writing by the school principal.

Make-Up Work:

- The request for make-up work demonstrates student responsibility. Teachers may initiate the process.
- Students are encouraged to use its Learning and/or e-mail teachers for make-up work.
- When possible, students are encouraged to complete work prior to the absence.
- For excused absences of 2 or more consecutive days, a parent/legal guardian may request assignments during the period of absence.
- Students will be given a number of school days equal to the number of absences to submit make-up work.
- In an unexcused absence, no credit may be given for daily work missed.
- Illness, funeral, doctor appointment, or other parent-approved reasons may be counted as an excused absence.

Make-Up Work for Suspensions:

- If students are suspended from school, they will be required to do make-up work (tests, papers, special assignments).
- Students should complete all make-up work to help achieve mastery in courses.
- Students will be allowed one day for each day suspended to turn in make-up work.
- Failure to complete make-up work could result in lower grades.

Definition of Daily Work:

- Daily work is that work that cannot be made up because the situation for the work cannot be recreated. This includes such activities as daily classroom assignments, including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports, and teacher notes.

PERMITS TO LEAVE SCHOOL

All permits to leave school grounds must be requested by a parent or guardian through a call to the main office. Leaving the campus without permission is regarded as truancy. **As a Core Value at McDowell, we expect all students to be safe.** Students must sign in and out at the main office. They will be issued off-campus permits if proper permission has been given. Permits are issued only from the main office.

Students who become ill at school are to report to the nurse, or main office, who will contact a parent if he/she feels the student should go home. Students leaving school without permission will be considered truant and the absence will be unexcused.

ACADEMIC HONESTY

The McDowell Core Values to be respectful and be responsible apply to academic honesty at McDowell. Students should practice moral behavior and honesty in their classes. Academic integrity is a commitment to not lie, cheat, or steal in academic endeavors.

CLASS SCHEDULE CHANGES

Changes may be made in class schedules through the first three days of class only with the approval of the home school counselor. After that, a student may only drop a class **with the permission of parent/guardian and home school counselor.**

GRADING POLICY

As we are assessing students on standards for each discipline, final grades are first and foremost determined by our teachers' professional opinion of students' work against those standards, not based solely on mathematical calculations. Teachers have been trained in analyzing evidence of that learning using a variety of methods. Please don't hesitate to inquire how grades are/were determined.

REVISED BCSC COURSE RETAKE POLICY

High school students in grades 9-12 may retake a course if the original grade is a C+ or lower. Middle school students taking courses for high school credit may retake the course, **in the subsequent academic year or in the freshman year**, to increase understanding and improve skills. In both cases, the original grade will remain on the transcript, and the retake grade will also appear on the transcript. The higher of the two grades will be figured in the grade point average and class rank. A course with a passing grade may only be retaken once.

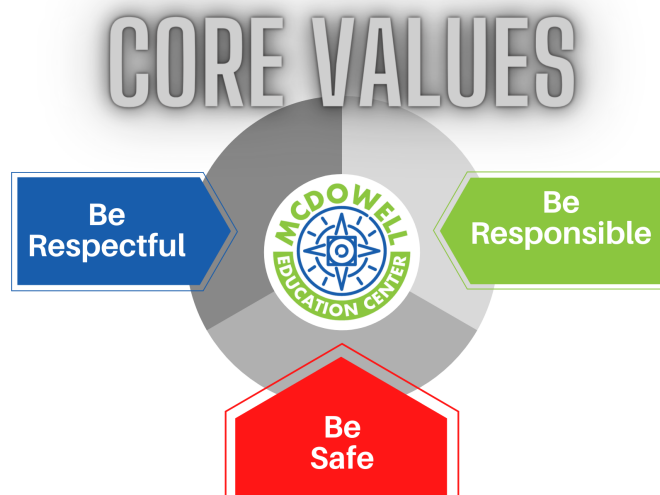
MCDOWELL SENIOR PROJECT

All BCSC students are required to complete a Senior Project. Alternative Education at McDowell offers a Senior Project course. Successful completion of this course will meet the district requirement for graduation.

CONDUCT & EXPECTATIONS

POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORTS (PBIS)

PBIS is a systems approach adopted by BCSC in order to prevent and respond to **behavior** challenges. PBIS helps to create and maintain safe learning environments where all individuals can focus on our business of teaching and learning. McDowell students are **respectful, responsible, and safe** demonstrating appropriate behaviors of the PBIS expectations posted around the school and in the classrooms.



RESTORATIVE PRACTICES

At McDowell, we acknowledge that relationships are central to building community. Through restorative practices, misbehavior and harm done are addressed in ways that focus on problem-solving, strengthening relationships, giving voice to the person(s) harmed, and empowering change and growth in individuals. Accountability and enhanced responsibility are central to the learning opportunities presented when consequences are applied. Restorative practices refers to a system covering a range of actions from intentional language and affective statements, proactive and/or responsive circles, proactive chats, and formal restorative conferences.

The following are some of the serious offenses that may lead to a formal restorative conference in an effort to work together in avoiding dismissal for the remainder of the session (this list is not meant to be all-inclusive):

- Damage, or attempted damage, to school or private property.
- Use, possession, or being under the influence of drugs or alcohol, or mood-altering chemical substances. Possession of drug paraphernalia (items intended for ingesting, testing, or enhancing the effect of a controlled substance.)
- Possession of any object which may be considered a weapon.
- Fighting. Intimidation, violence, or any conduct which would disrupt the school.
- Harassment, slurs, hate crimes, or discrimination, especially on the basis of race, national origin, or sex.

CAMPUS MOVEMENT

Once students arrive on campus they should remain on campus until dismissed. Students should remain in designated or assigned areas.

CELL PHONES / OTHER PERSONAL ELECTRONICS

Notice to parents and students: When cell phones or other electronic devices are brought to school, the phone and all texts or other digital items are subject to search if there is reasonable suspicion of inappropriate actions which interfere with the educational process. (Refer to Board Policy 5771). Cell phones/electronic devices that are seen or heard in class and are not part of teacher-led instruction or create a distraction may be taken from the student for the remainder of the school day and may require the parent/guardian to pick it up. Office phones are available for use when necessary.

CHILD CARE

Students should consult the counselor, school nurse, Centerstone FSS, or apply to Bright Beginnings for childcare options instead of bringing young children to classes at McDowell. If childcare is not available, the student may be asked to leave school for that day.

DISPLAYING OR DISTRIBUTING DISRUPTIVE ITEMS WITHOUT PERMISSION

Adhering to McDowell Core Values of *be respectful and be responsible* extends to the display and/or distribution of flags, banners, or other symbols which may be disruptive to the learning environment. In order to pass out any written or pictorial materials on school property requires the permission of the director or her/his designee. Videotaping, taking

photos, and use of camera devices on campus requires permission. Examples include but are not limited to: material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial violence. This list is not intended to be all-inclusive.

DRESS CODE

A student’s daily dress should adhere to McDowell’s Core Values of *be responsible, be respectful, and be safe* by making good choices with clothing to not distract or offend others. In the interest of health and safety, students must wear shoes. They must also refrain from wearing clothing that is suggestive, offensive, or that is discriminatory in nature. Students may be provided alternative clothing if dressed inappropriately or if their appearance presents a disruption to learning.

DRIVER’S LICENSE

McDowell adheres to the state legislation regarding invalidation of a student’s driver’s license for students under 18.

“A student who is expelled from school, who is suspended from school a second time in a school year, or who has withdrawn from school must be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver’s license or permit which has been issued to a student.”

Individuals who re-enroll in school must be in good attendance for 30 or more days before the driver’s license will be validated.

EMERGENCY SCHOOL CLOSING

Any emergency school closing will be announced on WCSI 1010 AM, WKKG 101.5 FM, OLDIES 104.9, QMIX 107.3, KORN 102.9, and most Indianapolis television stations and on the Bartholomew Consolidated School Corporation webpage (www.bcsc.k12.in.us). When BCSC schools are closed due to inclement weather, the McDowell Education Center will also be closed. Parents/Guardian and students can also join e-alerts and receive emergency BCSC information by text message. Please see the BCSC web page for information.

EXPECTANT PARENT/PARENTING

Young mothers may be allowed a three-week maternity leave from school following delivery. New fathers will be allowed a two-day paternity leave with no penalty, providing they can provide proof of paternity. Mothers and fathers are encouraged to work with **local services available through United Way partners.**

FOOD & DRINK

Other than water in a clear plastic container, food and drink are restricted to the café. Exceptions include teacher-directed and supervised celebrations. Food and drink are never to be around laptops or other school technology.

HEALTH SERVICES

Health services, including first aid emergency care and health instruction, are offered for each student at McDowell. Permission to leave school ILL must be given by the nurse after a parent has been called. No student is to leave without this permission, regardless of the time of day.

Indiana law requires that schools follow guidelines regarding administration of medication to students:

- Only medications necessary to provide the student access to his/her educational program should be given during school hours. Whenever possible, medications should be given at home.
- Medication must be brought to school and kept in an original and properly labeled container in the nurse's area.
- Written instructions from a physician are required for prescription medicines. Forms are available in the nurse's office or at the BCSC website under Health Services. The form must be signed by parents and the doctor and returned to the nurse.
- Written permission of parent(s) is required for any over-the-counter medicines. Only those medicines provided by parents will be dispensed.
- No medications are to be carried by students – even over-the-counter medicines. This includes Tylenol, Midol, ibuprofen, cold medicine, vitamins, etc.
- Parents are to pick up unused medications at the end of the school year. All medicines not picked up will be discarded.

Personal hygiene matters should be cared for at home. This includes showering/bathing, hair washing, deodorant needs, and care of tattoos and piercings.

For the well-being of students and staff, personal fragrances (including, but not limited to perfume, body spray, and essential oils) may not be sprayed or applied inside of the school building including classrooms and bathrooms.

If a student has a health condition that may interfere with their education, please notify the school nurse. Parental input is helpful in managing students' health at school. Information from the physician may be necessary and will need to be updated yearly.

The school nurse can be reached at 812-418-0912.

SOCIAL MEDIA

Twitter, Instagram, Snapchat, Facebook, or other social networking members: When issues from social networks are brought to school and cause a disruption that interrupts the educational environment, the originator may be suspended.

STUDENT SEARCHES

A search of a student's person, school locker, or his/her possessions (including but not limited to lockers, desks, purses, wallets, backpacks, student vehicles parked on district property, cellular phones, social media sites, websites, or other electronic communication devices) may only be conducted when school administrators have facts that lead to the formation of a reasonable belief or suspicion that the object or information that is being searched for is a violation of the school rules.

This search may occur when the student's actions occur:

- During the school day or a school event and/or on school equipment and violate a discipline rule that the student has been given notice of; or
- When a published rule of the act being (a) unlawful and (b) resulting in (i) an interference with school purposes/functions or (ii) the need to remove the student to restore order or protect persons on school property. (See IC 20-33-815.)

TRANSPORTATION/PARKING

School bus transportation can be provided for students attending McDowell. In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE. Failure to follow the rules may result in suspension of transportation privileges.

Bus Riding Policies

1. Children may be required to walk a reasonable distance to a bus stop. Please note, parents/guardians are responsible for the safety of your child while going to or from the bus stop and while waiting for the school bus. Stops will be chosen with concern for safety and numbers.
2. Bus drivers will pick up/drop off only at scheduled assigned stops.
3. Students will ride only on assigned buses unless prior authorization has been granted.

Bus Expectations: Boarding, Riding and Unloading

Boarding

- Arrive at the bus stop 5 minutes before bus arrival.
- For your child's safety, refrain from chasing a moving bus.
- Wait for the bus to come to a complete stop.
- Hands to self when boarding the bus.
- Backpack on back or carry on.
- Enter one student at a time.
- If seats are assigned, go to the assigned seat.
- Fasten the seat belt if one is provided and remain in seat when the bus is in motion.

Riding

- Back to back, seat to seat, feet to floor, and out of the aisle.
- Backpack in your lap or in front of you in your space.
- Hands to self and away from equipment on the bus.

When riding the bus please remember:

- Use a reasonable conversation voice.
- Hands to self.
- Toys, pencils/pens, or other items, should stay in your backpack.
- Treat each other with respect.

Unloading

- Be prepared for your stop: backpack/items ready to go.
- Wait until the bus stops completely and the door opens.

- Exit single file.
- Walk away from the bus.
- Wait for the bus driver's **point in motion** to cross in front of the bus, staying 10 feet away from the bus in the “**danger zone**”.

For everyone's safety when riding the bus, please remember:

- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.
- Language should be clean and free of profanity.
- Head, arms, or any object must stay inside the bus.
- Place any trash in bus trash can before unloading.
- Avoid bringing food, drinks and/or gum on the bus. Eating, drinking, or chewing gum is not permitted for the safety of all students.
- Be kind and courteous to other riders and the bus driver.
- Refrain from using scents such as perfumes, hand sanitizers due to existing health conditions (allergies, asthma) of students and transportation staff.

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.

The bus driver is trained to take care of emergency situations. Students need to stay seated and remain calm.

Misbehavior on the bus

Per BCSC Transportation policy 8600 - B: *school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.* In the event a disciplinary action needs to be taken due to misbehavior on the bus, please note the following.

The severity of the offense may overrule the following disciplinary action.

1. Written Warning:

- The student's parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- Once the yellow copy of the School Bus Incident Report is signed by the parent/guardian and returned to the bus driver, the student may board the bus and ride.

2. First Offense:

- The bus driver/Transportation Department may re-assign seating, speak to the student regarding their behavior and, if necessary, will converse with the building administrator regarding possible suspension of riding privileges for one day.

In the event of a bus suspension:

- Suspension will take place the following day.
- Parents/guardian will be provided a yellow copy of the School Bus Incident Report.

- Once the yellow copy of the School Bus Incident Report is signed by the parent/guardian and returned to the bus driver, the student may board the bus and ride.

3. Second Offense:

- The bus driver/Transportation Department will converse with the building administrator regarding possible suspension of riding privileges for up to ten days.

In the event of a bus suspension:

- Suspension will take place the following day.
- Parents/guardian will be provided a yellow copy of the School Bus Incident Report.
- After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by the parent/guardian and returned to the bus driver, the student may board the bus and ride.
- A bus contract notifying the student, parent/guardian, and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

4. Third Offense:

- Upon notification to the principal by Transportation of the student's third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year.
 - Parents/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

Parents/guardians should note that any damage by your child to the school bus, personal, or public property is your responsibility per BCSC Transportation policy 8600 B 2.c.

For more information on BCSC Transportation policy 8600, please refer to

<http://www.neola.com/bartholomew-in/>.

The city bus stops at several locations near the building and students can ride free of charge to and from school with proper identification and parent permission.

Student Drivers/Parking

Courtesy should be observed in the parking areas. Student parking for alternative ed high school students is located in the **west parking lot**. Parking spaces in front of McDowell along McKinley Ave are for visitors and cosmetology customers.

Students may only go to their cars/parking lot during school hours with permission, or to leave campus. Students should not: block a driveway; park so that someone cannot back out; park/drive in the grass; or, park in a reserved parking space. Cars inappropriately parked will be ticketed or towed away in accordance with respective city ordinances. McDowell students cannot transport other students without written permission from parent/guardian and the parent/guardian of the student they will be transporting. McDowell Education Center is not responsible for damages or theft to vehicles on school grounds. Driving privileges may be revoked and other disciplinary sanctions enacted for inappropriate behavior.

Students shall not have visible on their motor vehicle any written material, either printed or in their own handwriting, that is racially disruptive or would cause a reasonable person to be intimidated. Examples include but are not limited to: material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial violence. This list is not intended to be all-inclusive.

USE OF TOBACCO PRODUCTS

In order to protect all students from an environment that might be harmful to them, the School Board prohibits the use of tobacco by students in school buildings or school grounds. In addition, **students are prohibited** from possession or use of tobacco in the area surrounding the school property. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigars, cigarettes, electronic cigarettes/vaporizers, Juuls, pipes, chewing tobacco, snuff, or any other matter, substance, or innovation that contains tobacco or nicotine.

VISITORS

Visitors to McDowell are required to enter the building through Door 1 to report to the main office and complete required SafeVisitor screening.

WORK PERMITS

Indiana Code 22-2-18.1-26 sets new requirements that no longer require employers to secure a work permit from a minor employee through their school. However, any Indiana employer who employs five or more minor employees must register themselves as a youth employer, and provide information about their minor employees.

BCSC POLICIES AFFECTING STUDENTS/PARENTS

The following are policies of the Bartholomew Consolidated School Corporation which are adhered to at McDowell Education Center Campus.

TECHNOLOGY USE POLICY

Proper use of the Internet is a joint responsibility of students, parents, and employees of the school corporation. McDowell Education Center retains the right to review and edit any materials downloaded, stored, or used on school computers. BCSC policy requires a student to have a parental restriction form on file if the parents do NOT want their student accessing the Internet at school. If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporations By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy 7540.03 INTERNET SAFETY POLICY or you can request a copy from McDowell Education Center. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated. Violations of the policies will be dealt with seriously. Violators will be subject to the loss of computing privileges and the normal disciplinary procedures of McDowell Education Center including referral to police authorities. Use of information obtained via the

Internet is at the student's own risk. McDowell Education Center denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

BCSC ONE TO ONE TECHNOLOGY USE AGREEMENT

Acceptable Use Policy

PURPOSE

Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device (computer) for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families issued these one-to-one (1:1) devices. Additional rules may be added as necessary and will become part of this policy.

EXPECTATIONS

Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

STUDENT RESPONSIBILITIES

The student will:

- Adhere to these guidelines each time the device is used at home and school.
- Charge the 1:1 device at home nightly, bringing it to school each day with a full charge.
- Use appropriate language in all communications refraining from use of profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone, made while using either the district-owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
- Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
- Back up important data files regularly.
- Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use for school-related work.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- Transport device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).
- Provide your own personal headphones and/or earbuds as needed for school-related

work.

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

STUDENT RESTRICTIONS

The student will not:

- Mark, deface, or place stickers on the device. School-issued carrying cases may also not be personalized. **Note: Students should NOT PLACE STICKERS or other personalizations on any school-issued devices, cases, or chargers. Presence of such marks/stickers could result in fees charged to students.**
- Reveal or post identifying personal information, files, or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass, or otherwise change the Internet filtering software, device settings, or network configurations.
- Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Download and/or install any programs, files, or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of device viruses and other malicious software.
- Tamper with device hardware or software, attempt unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
- Modify or remove the BCSC asset tag or the manufacturer serial number and model number tag.

CARE OF DEVICES

It is expected that students and families will apply **common sense** to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage-free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the

device.

- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device, leave outside, or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

DEVICE DAMAGES

If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device.

BCSC reserves the right to charge the student and parent/guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others other than one's parent/guardian.
- Using equipment in an unsafe environment or manner.
- Ignoring common sense guidelines listed above.

LOANER DEVICES

A student who does not have a device due to a device being damaged may be allowed to use a device from the school depending on availability and reason for loss. Students whose device has been damaged due to negligence will not be allowed to take the loaner device home.

ACCESSORIES

If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

CONSEQUENCES

Access to a BCSC-provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

SUMMER DEVICE TAKE HOME

Students will take home their devices over the summer to ensure that they have a device on the first day of school to the last day of school as well as continue learning opportunities over break. This excludes graduating seniors.

Students can opt out and leave their device at the school.

If a student needs support over the summer, they can call the BCSC Tech Hotline at 812-418-0252.

Students are responsible for all damages.

For more information and FAQs, visit www.bcscschools.org/technology

WEAPONS

Possession, use, handle, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited. Including but not limited to, guns, knives, stun guns, chemical weapons, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, pepper spray, paint guns, toy guns, or facsimiles thereof are prohibited, also including destructive devices – bombs, incendiary grenade, Molotov cocktail, rocket with a propellant charge of more than four ounces. Students are reminded to remove hunting weapons from their vehicles before entering school property, which is also a violation. (IC 20-33-8-15)

DRUG SCREENING

Required Drug Testing:

When there is reasonable suspicion that any McDowell student is under the influence of alcohol or drugs while in attendance at school, the student will be referred to the director's designee who will determine whether or not a school-administered drug test is required. Refusal to submit to a drug or alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed therein. Any secondary student who violates the paraphernalia policy at school must submit to a drug test administered under school supervision. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs and the following consequences will apply.

Positive Tests:

If the student is under age 18, the results of the test will be provided to the parent(s) or guardian(s), and to the Student Assistance Director. The Student Assistance Director will work with parents of this student to provide evaluation and/or treatment as indicated. Students age 18 and older, who have a positive test, will be dismissed from the program for the remainder of the semester.

CANINE SEARCHES

Any BCSC principal or director may request a canine search. To support this search, the director shall provide facts and circumstances to the Superintendent or designee which would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building or student vehicle in the school parking lot.

STUDENT HAZING / HARASSMENT / BULLYING

Hazing activities are prohibited at any time. Hazing is defined as acting, pressuring, or requiring another, including the victim, to perform an act of initiation into any class, group, or organization that causes a substantial risk of mental, emotional, or physical harm. Regardless of any permission, consent, or assumption of risk by an individual, it is still hazing. Individuals who fail to abide by this policy may be subject to disciplinary action and

may be held personally liable for civil and criminal penalties in accordance with the law. (Copies of policy 5516 can be obtained in the main office.)

All students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting *harassment* issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e., sexual harassment, bullying, etc.). Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. (Copies of policy 5517 can be obtained in the main office.)

Specifically, regarding racial harassment or intimidation, students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing, or possession of items depicting or implying racial hatred or prejudice. Students shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated. Examples include but are not limited to: clothing, jewelry, articles, material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial violence. This list is not intended to be all-inclusive. Violations of this policy shall result in disciplinary action by school authorities, with specific circumstances weighed carefully by school authorities.

Bullying means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the other student. Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at any time.

SCHOOL SAFETY AND SECURITY

McDowell staff members are committed to providing a safe and secure learning environment. This begins with a school culture that encourages healthy and caring relationships with all stakeholders.

- Emergency procedures are reviewed and practiced with monthly fire drills, quarterly tornado drills, and lockdown drills every semester.
- Staff train and practice with students the procedures for building lockdown and evacuations.
- The parent reunification site, used in the event of an evacuation, is Columbus East High School.
- Parents and students are encouraged to register for the BCSC Emergency E-Alert Notification System – instructions are found on the BCSC webpage.
- Parents and students are encouraged to register with the Bartholomew County Emergency Alert System.

- Visitors to McDowell are required to enter the building through Door 1.
- Visitors will sign in at the main office and complete required SafeVisitor screening.

PEST CONTROL AND USE OF PESTICIDES

See School Board Policy 8342 on the BCSC website. Prior to the application of pesticides within any building or on school grounds, the parents who have registered for prior notice shall receive notification to be received no later than two (2) school days prior to the application unless an emergency is declared.

AHERA ANNUAL NOTIFICATION

In accordance with the US EPA's AHERA Standard (ref: 40CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff, and guardians during normal business hours.

INDOOR AIR QUALITY

Any questions or concerns regarding the Indoor Air Quality in this school or any BCSC facility please contact:

Indoor Air Quality Coordinator
 Bartholomew Consolidated School Corporation
 Office 812-376-4231

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment (ref: BSCS Policy #2260). Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, including limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

Civil Rights Compliance Officer
Assistant Superintendent of Human Resources
1200 Central Avenue
Columbus, IN 47201
Telephone no. 812-376-447

NOTIFICATION OF RIGHTS UNDER FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent of reliable student believe are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of an eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S./ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA AND DISCLOSURE OF STUDENT DIRECTORY INFORMATION

FERPA allows disclosure of appropriately designated "directory information" without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student's name, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports,

weight and height of members of athletic teams, degrees, honors, and awards received, and school attending.

The primary purpose of directory information is to allow BCSC to include this type of information from your child's education records in certain school or community publications which can include, but is not limited to, event programs, yearbook, honor roll or other recognition lists, and/or sports activities. Directory information can also be disclosed to outside persons, organizations, or health care providers without a parent's prior written consent. This can include, but is not limited to, companies that manufacture class rings or publish yearbooks, and a student's physician's office.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)).

If you do not want BCSC to disclose any or all of the above-listed directory information from a student's education records without your prior written consent, you may opt-out by notifying the principal (or appropriate school official) of the school the student is attending, in writing by August 31 of each school year, of the specific directory information that should not be disclosed.

ANIMALS ON SCHOOL CORPORATION PROPERTY

This policy shall apply to all animals on School Corporation property, including service animals.

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by

Federal and State law. A non-service animal may be allowed on Corporation property under certain conditions. Please see BCSC Policy 8390 for additional information.

VIDEO SURVEILLANCE CAMERA

To help ensure the safety and security of students, staff, and patrons, please be aware that security cameras have been installed in specific interior and exterior areas throughout BCSC schools. Behavior may be monitored on school property and/or adjacent property. Actions recorded on these cameras may be used as evidence in disciplinary and legal actions.

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

Policy #5840

BCSC prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also 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:

- A. Criminal Gang means a group with at least three (3) members that specifically: (I.C. 35-45-9-1)
 - 1. Either
 - a. promotes, sponsors, or assists in; or
 - b. participates in, or
 - 2. 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. (I.C. 35-42-2-1)

- B. Gang Activity is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law (I.C. 20-33-9-10.5), a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and/or the principal's designee may take appropriate action to maintain a safe and secure school 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.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one (1) school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of criminal gang activity.

The principal or designee shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal or designee shall provide the parent(s), guardian(s), or guardian(s) ad litem of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulations. The information to be provided to parent(s), guardian(s), or guardian(s) ad litem includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal or designee also shall provide intervention and/or relevant support services. The principal or designee shall inform the parent(s), guardian(s), or guardian(s) ad litem of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

- A. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
- B. Culturally and/or linguistically appropriate services/supports for parents and families.
- C. Counseling coupled with mentoring for students and their families.
- D. Community and faith-based organizations and/or civic groups.
- E. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- F. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- G. School sanctioned/facilitated extra-curricular activities.

The principal or designee shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

- A. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
- B. Create formalized collaboration plans between local school administration and community-based prevention and intervention providers (possibly utilizing the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
- C. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
- D. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

BCSC MEAL PRICE LIST
2022-2023

*Will insert information from Nancy Millsbaugh once 2022-23 school year information is finalized and board approved.

BCSC FOOD SERVICE DEPARTMENT
GUIDE TO LUNCH

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high-quality, satisfying meals to our customers. **The following text will provide basic information about the lunch program.** Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school. A listing of cafeteria managers, their school location, and phone number **can be found below.**

DEBIT SYSTEM

All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or MasterCard at MySchoolBucks.com, or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

CHARGES

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. **Students may only charge 3 lunches.** Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly till the balance is paid in full. Schools will provide an alternative meal of a complimentary peanut butter or sunflower butter sandwich, vegetable, fruit, and milk until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than \$25.00 not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

MEAL ASSISTANCE

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full-price meals until the meal assistance applications have been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. It is recommended that each student start the school year with two weeks' worth of lunch money in their account to avoid charges and to allow time for applications to be processed. Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect.

Students approved for meal assistance of free or reduced-priced meals of \$0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

VEGETARIAN OPTIONS

BCSC Food Service has a variety (21 entrees) of vegetarian entrée options to choose from, in addition to the wide variety of fruits, vegetables, and salads served daily. Your student may request a vegetarian option by notifying the café by 9 am for lunch service that day. Vegetarian options available may be viewed on the Food Service Department Tab on the BCSC home web page or you may contact the school café for a list of entrees.

BCSC CAFETERIA MANAGERS

SECONDARY

- Columbus Signature Academy New Tech - Debbie Pierce 375-6701
- East High School - Brandy Burton 376-4340
- McDowell Education Center - Cynthia Dilling 418-0913
- North High School - Carol Heitman 376-4263

FOOD SERVICE DIRECTOR

- Nancy Millsbaugh, RD, CD 376-4462



1200 Central Avenue, Columbus, Indiana 47201
812-376-4234

2022-23 SCHOOL YEAR

JULY 2022						
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31						

AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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APRIL 2023						
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MAY 2023						
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JUNE 2023						
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First Teacher Day	August 3
First Student Day	August 4
Labor Day (no school)	September 5
Professional Development Day (no school for students)	September 6
Fall Break (no school)	October 10–14
Thanksgiving Break (no school)	November 23–25
Professional Development Day (no school for students)	November 28
First Semester Ends	December 20
Winter Break Begins (Dec 21–Jan 5 Winter Break, no school)	December 21
Teacher Days	January 6
Classes Begin for 2nd Semester	January 9
Martin Luther King Jr. Day (no school)	January 16
Professional Development Day (no school for students)	February 20
Spring Break (no school)	March 13–17
Professional Development Day (no school for students)	April 6
Good Friday (no school)	April 7
Last Day for Students	May 23
Last Teacher Day	May 24

GRADUATION		
CSA New Tech at CEHS, 7:00 p.m.	May 26	
East High School, 10:00 a.m.	May 27	
North High School, 1:00 p.m.	May 27	

Grading Periods	Student Days	Teacher Days
FIRST SEMESTER		
1st 9 weeks: August 5–October 7	45	47
2nd 9 weeks: October 17–December 20	43	44
SECOND SEMESTER		
3rd 9 weeks: January 9–March 10	43	45
4th 9 weeks: March 20–May 23	45	46.5

INCLEMENT WEATHER DAYS: The first five will be eLearning days. Additional days beyond day five will be made up at the end of the school year.

- School Closed
- Special Event Day
- First/Last Student Day
- First/Last Teacher Day