



2205 25TH Street
Columbus, IN 47201
812-376-4595
Home of the Dragons



STUDENT & PARENT HANDBOOK
2024-2025

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A Message from the Principal

Columbus Signature Academy benefits from being a small school where real connections among students and staff can be made and sustained. The sense of connection and belonging that students feel is but one of many attributes of our small school culture. Strong relationships develop among all the people involved on our campus.

Research indicates that parent participation at the school site can have a significant influence on student achievement. Research also shows that the level of parent involvement in middle schools and high schools typically declines as students obtain greater autonomy and more responsibilities. At Columbus Signature Academy, we believe it is imperative that we recruit and actively involve parents in the maintenance and continual improvement of Columbus Signature Academy.

The strength of the New Tech model comes from dedicated staff, parents and students, who have committed themselves to creating a world-class learning environment. This handbook is dedicated to improve school/family communication. Please use the handbook as a constant resource providing insights to our unique learning environment.

We are glad that you are part of the Columbus Signature Academy community! Please don't hesitate to call if you have any questions/concerns regarding our program.

School History

Columbus Signature Academy New Tech Campus is a Bartholomew Consolidated School Corporation Magnet Program dedicated to educational excellence. Established in 2008, this four-year high school opened with the help and support of local business partners and post-secondary institutions. Columbus Signature Academy (CSA) is the first in the nation to establish a K-12 program based on the New Technology model. CSA programs include four separate sites serving elementary, middle, and high school students. We run a rigorous, college prep, collaborative, integrated, project-based program for high school students. Our students go above and beyond normal graduation expectations, completing requirements in these additional areas: 12 units of college classes; 100 hours of community service; internship in a work environment; four years of mathematics and science. Technology standards and skill development are embedded in our curriculum.

Since every student who attends CSA applied to be here, placement of students in Columbus Signature Academy is strictly voluntary. The CSA New Tech Campus is designed to serve 100 students in each grade level. Students are encouraged to apply in the winter of their eighth grade year. If we exceed 100 applications, we implement a stratified lottery system to ensure a student population consistent with the

demographics of Bartholomew Consolidated School Corporation. Prior to the lottery, priority is given to students who successfully completed the CSA middle school program, and to siblings of current students, We attempt to ensure gender equity during the lottery process. Students accepting an invitation to attend CSA should consider the placement a four-year commitment. Transfers are disruptive to school culture and individual academic performance. Students may submit post lottery applications for openings that occur during the school year. Priority placement will be given to students in good, academic standing. Students requesting transfers to CSA New Tech Campus must be in good academic standing, including good attendance and discipline reports.

Mission & Vision Statements

BCSC MISSION

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

BCSC VISION

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

BCSC CORE BELIEFS

- We all can 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.
- Our democracy and democratic institutions are strengthened by civic-minded citizens.

CSA New Tech Mission

Our mission is to prepare socially engaged citizens who excel in an information and technology rich society.

CSA New Tech Vision

Columbus Signature Academy is a revolutionary pathway for learning.

CSA New Tech Core Beliefs

- **Culture:** We believe in learning-centered communities, in which all members are known, respected and valued, and in which differences are honored and the student voice is heard. We celebrate the success of all learners.

- **Relationships:** We believe students thrive when they experience relationships with peers, staff, and families that generate honest, respectful and trusting communication.
- **Experiences:** We believe students learn by actively engaging in relevant, authentic and flexible project based instruction. Content for learning is immediately applicable and balanced with reflection. Teachers guide learning in a technology-rich environment which emphasizes 21st century skills.
- **Habits of Mind:** We believe school community members who practice critical thinking and socially engaged intelligence are using their minds well.
- **Community:** We believe community partnerships provide learners with a sense of responsibility, inspiring them to become immersed in the community
- **Accountability:** We believe learners prioritize, plan and manage their work. Growth and achievement are assessed from many perspectives including performance on real tasks, self and peer critique, projects and portfolios.
- **Decisions:** We believe procedural, curricular, cultural and fiscal decisions reflect the core beliefs and the voice of the people directly affected by the decisions. All educators are committed to the decision making process and model participation in a democratic society.

CSA New Tech Outcomes:

Our students will:

- Know themselves and their talents well, identify areas for personal growth and create and identify paths that will fulfill their own destinies.
- Learn through collaboration with family, business, and community.
- Possess a strong sense of civic responsibility.
- Embrace and celebrate differences and appreciate individuality.
- Think critically and practice 21st century skills.
- Think creatively to solve authentic, real world problems.
- Sustain healthy, trusting relationships that support a safe learning environment.

BCSC and CSA STAFF CONTACT INFORMATION

BCSC Board of Trustees

1200 Central Avenue
Columbus, IN 47201
812-376-4220

Administration Building

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

Columbus Signature Academy New Tech High School

2205 25th street
Columbus, IN 47201
Josh Giebel, Principal
812-376-4595

BCSC Transportation Department

1260 N Marr Road
Columbus, IN 47201
812-376-4246

Columbus Signature Academy Fodrea Elementary

2775 Illinois Avenue
Columbus, IN 47201
Kellie McIntyre, Principal
812-376-4321

Columbus Signature Academy Lincoln Elementary

750 5th Street
Columbus, IN 47201
Brett Findley, Principal
812-376-4447

Columbus Signature Academy Central Middle School

725 7th Street
Columbus, IN 47201
Jay Payne, Principal
812-376-4286

CSA STAFF

Last	First	Department	Email
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Travis	Ashley	Nurse	travisa@bcsc.k12.in.us
Wright	Kelsi	Math	wrightke@bcsc.k12.in.us

CSA Daily Class Schedules

CSA Regular Schedule			
	Minutes	Start Time	End Time
Block 1	87	7:45	9:12
Passing	5	9:12	9:17
Advisory	30	9:17	9:47
Passing	5	9:47	9:52
Block 2	87	9:52	11:19
Passing	5	11:19	11:24
A Lunch	45	11:24	12:09
Block 3B	87	12:09	1:36
Block 3A	87	11:24	12:51
B Lunch	45	12:51	1:36
Passing	5	1:36	1:41
Block 4	87	1:41	3:08

CSA Two-Hour Delay			
	Minutes	Start Time	End Time
Block 1	60	9:45	10:45
Passing	5	10:45	10:50
Advisory	18	10:50	11:08
Passing	5	11:08	11:13
A Lunch	45	11:08	11:53
Block 2B	60	11:58	12:58
Block 2A	60	11:13	12:13
B Lunch	45	12:13	12:58
Passing	5	12:58	1:03
Block 3	60	1:03	2:03
Passing	5	2:03	2:08
Block 4	60	2:08	3:08

ACADEMIC POLICIES

POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal gives parents and students access to real-time attendance information. Quarter and semester grades will be posted in PowerSchool. Your username and password will either be sent to you via mail or you may call the school: 812-376-4595. Your child will be given log-in information during the first few weeks of school.

PARENT SQUARE

The communication tool used by CSA New Tech Facilitators, and BCSC. Invitations are sent to the e-mail and/or cell phone numbers on file with your student's school. If you have not received an invitation please contact the Counseling Office. Download the Parent Square mobile app paretsquare.com/signin

CSA SCHOOL WIDE LEARNING OUTCOMES

CSA Students are assessed on the following learning outcomes:

- Content 60%
- Written Communication 10%
- Oral Communication 10%
- Collaboration Skills 10%
- Agency 10%

CSA HOMEWORK POLICY

- **Homework or other assessments** are due no later than the established deadline. Students need to communicate with their facilitators when they are unable to submit work in a timely manner.
- **Planned Absences** (tours, panels, Ivy Tech class, appointments, travel students) Students who leave during the school day are required to submit assignments prior to leaving the building for any class or part of class they will miss per that facilitator's submission practice (e.g. an in box, etc.). As a professional courtesy, students should inform facilitators of appointments at the beginning of class.
- **Unplanned Absences** (illnesses, family emergencies, etc.) will receive one day to submit assignments for each day they have been absent.

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student consists of: the grades received his/her attendance record, and scores on special tests. When a student transfers to another school or applies for admission to college, the office will forward a transcript of this record. After the third transcript, a \$1.00 fee will be charged for each transcript requested. Written permission from parents is required before transcripts can be forwarded to potential employers in accordance with Public Law 93-380. There will be no charge for electronic transcripts sent to Indiana colleges and universities as

students need to use www.Parchment.com.

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 improving 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.

RANK IN CLASS

1. Rank in class is computed from grades earned in grades nine, ten, eleven, and twelve.
2. Rank in class is computed each semester unofficially. The official ranking is made after the seventh semester of work is completed.
3. A student's rank in class is computed by averaging semester grades in all subjects granting one credit or more for each semester of work.
4. Rank in class is determined on the following mathematical basis:

A+ : 12 points	C : 5 points
A : 11 points	C- : 4 points
A- : 10 points	D+ : 3 points
B+ : 9 points	D : 2 points
B : 8 points	D- : 1 point
B- : 7 points	P : 1 point
C+ : 6 points	F : 0 points

The number of "A" grades is multiplied by 11, the number of "B" grades is multiplied by 8, etc. The total number of points is then divided by the number of grades being considered.

Rank in class for transfers to Columbus Signature Academy will be determined in the following way:

1. Students entering not later than the 6th semester shall be ranked under the regular procedure.
2. Students entering the 7th semester or later shall be given a co-rank with other members of the class but shall not be considered for the positions of valedictorian or salutatorian.

Literacy Statement

Given the pivotal role secondary schools play in developing the intellectual capital for our country's future, it is imperative that time and resources be directed to teaching literacy to all of our students. In an economy heavily influenced by computerization, the workers who are the most successful are those who can engage in "expert thinking"

(i.e., identifying and solving uncharted problems for which there are no rule-based solutions) and "complex communications" (i.e., interacting with others to acquire or interpret information, to explain it, or to persuade others of its implications for action). To perform effectively in these two domains, students must demonstrate a command of critical information in an area along with an understanding of how the information is linked together and how things work. These relationships allow a person to generalize from specific cases to classes of problems - a vital skill. These trends have very clear implications for how students spend their time in our secondary schools: They need to be taking rigorous classes that prepare them to enter into and successfully compete in this new environment.

ACADEMIC INTEGRITY

Plagiarism is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. As used here, it includes the act of "cheating," when a student obtains or assists others in obtaining credit for work that is not his/her own.

- Submitting another person's work as one's own.
- Presenting/including materials taken from sources, such as books, periodicals, newspaper, or the Internet without appropriate documentation.
- Downloading an essay, or part of an essay, from an Internet source and submitting it as one's own.
- Copying from another student's tests or helping another student during a test/providing or accepting information regarding specific test content.
- Copying another student's homework, test, quiz, book report, assignment, or take-home test.
- Allowing another student to copy a test, homework, quiz, project, book report, assignment, or take-home test.
- Using programmable calculations in a manner not specified by the teacher.

CONSEQUENCES OF PLAGIARISM AND OTHER ACTS OF ACADEMIC DISHONESTY

First Offense during the student's tenure at CSA:

- A mandatory zero credit will be given for educational products. In the case of a Dual Credit course, students will no longer be eligible for dual credit.
- Immediate parent contact by the teacher.
- Notification by teacher to principal.

Second Offense during the student's tenure at CSA:

- A mandatory zero credit will be given for educational product.
- If an incident occurs a second time in the same class, students may receive an F for that marking period (quarter).
- Immediate parent contact by the teacher.
- Mandatory parent conference with student, teacher, counselor, and administrator within three days.

Third Offense during the student's tenure at CSA:

- A mandatory zero credit will be given for educational product.

- Notification by teacher to counselor and principal.
- Mandatory parent conference with teacher, counselor, administrator, and student.
- Required conference and/or notification of all students' teachers following parent conference.
- If an incident occurs a third time in the same class, the student will receive an F for the semester. Student may be removed from the class.

Fourth Offense during the student's tenure at CSA:

- A mandatory zero credit will be given for educational product.
- Student given formal reprimand.
- Recommendation for removal from the Columbus Signature Academy program.

STUDENT TRANSFER/DISMISSAL

Students who wish to apply for a transfer to another school in BCSC must apply on a written transfer form by March 15, at which time transfers are either approved or rejected for the upcoming year. Parents of students who wish to transfer to North or East must meet with CSA New Tech Principal. Failure to comply with CSA Core Beliefs, Agreements, and/or consistent failure to meet academic rigor of the CSA environment may result in permanent dismissal.

Students transferring to CSA New Tech from outside the BCSC district will maintain good academic standing including credits, attendance, and behavior to maintain eligibility for out of district transfer approval.

WITHDRAWAL

Any student who wishes to withdraw from school for any reason must do so through the Principal's office. In all cases, a signature from the student and a parent or legal guardian is required. The principal will conduct an exit interview unless the student is exiting to another school corporation. The school principal shall advise the student and the student's parent(s)/guardian that the student's withdrawal from school may prevent the student from receiving or will result in the revocation of the student's driver's license (or learner's permit) and work permit. Prior to withdrawing a student must complete any obligations, which may include those to teachers, resource centers, the library, and the bookstore.

SECTION 19. IC 20-33-2-28.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]: Sec. 28.5.

A. This section applies to an individual who:

1. attends or last attended a public school; is at least sixteen (16) years of age but less than eighteen (18) years of age; and has not completed the requirements for graduation;
2. wishes to withdraw from school before graduation; fails to return at the beginning of a semester; or stops attending school during a semester; and

3. has no record of transfer to another school.
- B. An individual to whom this section applies may withdraw from school only if all of the following conditions are met:
 1. An exit interview is conducted.
 2. The individual's parent consents to the withdrawal.
 3. The school principal approves of the withdrawal.
 4. Parent signature is required.
- C. For purposes of this section, the following must be in written form:
 1. An individual's request to withdraw from school.
 2. A parent's consent to a withdrawal.
 3. A principal's consent to a withdrawal.
- D. If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.
- E. Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:
 1. The total number of individuals:
 - i. who withdrew from school under this section; and
 - ii. who either:
 1. failed to return to school at the beginning of a semester; or
 2. stopped attending school during a semester; and for whom there is no record of transfer to another school.
 2. The number of individuals who withdrew from school following an exit interview.
- F. If an individual to which this section applies:
 1. has not received consent to withdraw from school under this section; and
 2. fails to return to school at the beginning of a semester or during the semester; the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.
- G. At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.
- H. If:
 1. a principal has delivered the record required under subsection (F) or (G),

- or both; and
2. the school subsequently gives consent to the individual to withdraw from school under this section; the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-8-33 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

TRANSPORTATION TO AND PARKING

STUDENT DROP OFF AND PICK UP

Student drop off and pick up is to occur at the South entrance of the building. Buses will drop off at door #6. Parents will drop off students at door #11 between 7:15 and 7:45. Parents dropping off after 7:45 may use door #6. Student drivers will enter through door #11 between 7:15 and 7:45. Student drivers arriving after 7:45 will use door # 6. Student drivers will enter through door #11. CSA New Tech intends to be good neighbors with neighboring businesses and residents, and as such, we ask that you do not enter or exit the CSA Campus through the alley and neighboring business parking lots. Please do not park and wait in neighboring business parking lots. Please do not park in the grass along 23rd street. To access the CSA Campus, please use Hawcreek Ave. and 23rd Street in order to reduce traffic flow in the neighboring, residential area. Vehicles entering the South Parking Lot at dismissal will not hinder efficient bus transportation.

AFTER SCHOOL HOURS

All students should be out of the building by 3:30 unless supervised by a staff member.

PARKING OF AUTOMOBILES AND MOTORCYCLES

Students need to understand that driving to school and parking on campus is a privilege afforded to them. The following are conditions attached to this privilege; failure to follow these conditions may mean forfeiture of this privilege:

- Students must register their vehicle with the front office and clearly display their parking permit.
- Students **must** park in the designated lots; spaces are taken on a first come, first served basis daily.
- Cars should be locked at all times. The school assumes no responsibility for loss, theft, or damage.
- The speed limit within the parking lot is 5 m.p.h. Speeding or reckless driving is prohibited.
- Students are to obey all traffic signals, signs, and markings on campus.
- Students may not park in front of any wheelchair ramps or block access to any wheelchair ramps.
- Student drivers will enter school immediately upon arrival.
- Students will access the campus only from the 23rd Street entrance.
- Students' vehicles will be free from profanity and offensive and insulting symbols.
- Students will maintain a clean and litter free parking area.

BICYCLES AND SKATEBOARDS

Bicycles ridden to school should be parked in designated bike racks adjacent to student MPR entrance upon arrival. Skateboards and bicycles should only be ridden on campus to and from school.

BCSC TRANSPORTATION POLICY - BUSES

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations. Rules are as follows:

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 the 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 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 reassign 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.
- 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 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.
- Parent/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.

- Parent/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/>.

ATTENDANCE

PowerSchool Parent Portal gives parents and students access to real-time attendance information. Your username and password will either be sent to you via mail or you may call the school: 812-376-4595. Your child will be given log-in information during

the first few weeks of school.

Columbus Signature Academy, like many professional organizations, values individual responsibility and self-management. Therefore, CSA will create an environment that encourages students and their parents to support these values. One of the clearest ways to demonstrate this is regular and punctual attendance.

We believe that parents should routinely monitor their student's attendance. CSA students are not permitted to clear their own absences or tardies unless they are an emancipated minor. Absences and tardies are reported on individual course progress reports. Parents who have questions and/or concerns about their student's attendance may call the office.

The Board believes that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the workforce and society.

Students are subject to the requirements of state law and school attendance policies. Fulfilling the requirements of the law and policies is the responsibility of the students and their parent(s)/guardian(s).

A student who is absent from school is expected to independently make up any work missed during such absence.

CSA follows the secondary calendar set for the Bartholomew Consolidated School Corporation. Radio and TV stations announce closures and delays. We encourage parents to sign up for email and text alerts from BCSC by clicking on the ParenSquare link on BCSC's homepage: www.bcscschools.org.

TARDIES

CSA students are expected to be in class and ready to learn when the first block starts at 7:45 a.m. The last block dismisses at 3:08 p.m. Facilitators take attendance at the beginning of each class period. Students who are 10 or fewer minutes late are marked tardy; students 10 or more minutes late are marked unexcused.

PowerSchool Parent Portal gives parents and students access to real-time attendance information, including tardies. Your username and password will either be sent to you via mail or you may call the school: 812-376-4595. Your child will be given log-in information during the first few weeks of school.

To avoid missing instruction and to be respectful of peers and facilitators, students need

to be on time to each class as part of CSA's trust, respect, and responsibility agreements. Consequences for tardies will be given, up to and including lunch detention, required hall passes, after-school detention, in-school suspension, and out-of-school suspension. **Students 6th tardy to school in a semester will result in lunch detention for that, and future tardies.** Habitual tardiness may result in loss of open campus lunch privileges.

PROCEDURES IN CASE OF ABSENCE

- I. In case of an absence, a parent or guardian must call the office (812-376-4595) by 9:00 a.m. during the day of the absence. Failure to do so will result in the absence being listed as unexcused. Voice mail is available 24 hours per day.
- II. Students have two (2) days after returning to school to change an unexcused absence to an excused absence with parental notification.
- III. The day before or after any school vacation, a doctor's statement may be requested to confirm an illness.

ILLNESS

Students may be required to have a written statement from a licensed health care provider to receive an excused absence due to illness. The parent/guardian will be notified of this requirement in a timely manner.

CSA New Tech follows the BCSC "Too Sick For School?" guidelines. If your child has the following symptoms, they should not be at school:

- Fever: temperature of 100 degrees or more.
- Vomiting: vomiting two or more times in 24 hours
- Diarrhea: two or more episodes of diarrhea in the last 24 hours
- Eyes: thick mucus or pus draining from the eye or pink eye (conjunctivitis)
- Head Lice: may not return to school until they have been treated and seen by the nurse. Bus transportation will be denied until recheck and cleared by school nurse
- Skin: unknown rashes or skin lesions (open sores)

***If your child is diagnosed with strep throat, staph infection, mono, conjunctivitis, fifth's disease, or other communicable condition, please report this to the school nurse as soon as possible.*

Parents/guardians are encouraged to provide the school with a physician's statement that substantiates any chronic medical problem that would affect a student's regular school attendance or participation in physical education classes.

SICK AT SCHOOL

Once the child is at school, they will need to be assessed by the school nurse who will determine if the child will be sent home. Students sent home by the nurse will have the absence excused (EXC); the absence may be unexcused (UNX) if parents elect to take

the child home independent of the nurse evaluation. Students are not to call home and request parent pickup prior to seeing the school nurse.

EXCUSED ABSENCES

Students may be absent from school for the following reasons:

1. Illness or injury requiring absence.
2. Death of an immediate family member.
3. Death of another person when requested by parent or guardian (subject to approval of principal or designee). This request must be made prior to the day of the funeral.
4. Educational activities approved by the principal.
5. Special religious observations. (Examples: Good Friday, Yom Kippur, etc.)
6. Confirmed medical/dental appointments. A signed doctor statement must be returned.
7. Participation in state, multi-state, or national competition (subject to approval of principal or designee).
8. Subpoenaed to appear in court as a witness in a judicial proceeding.
9. Legislative page in the Indiana General Assembly.*
10. Election Day worker.
11. Job shadowing with approval of principal or designee.
12. College visitation is allowed only for grades 11 and 12. Permission slips available from counselor.
13. For part-day illnesses, leaving school must be approved by the nurse or member of the administrative team for the absence to be excused.

ABSENCE DUE TO OTHER HIGHLY EXTENUATING CIRCUMSTANCES

Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to the approval of the principal or designee on a case-by-case basis. A parent/guardian will submit a request for an excused absence due to highly extenuating circumstances and for participation in non-school sponsored state, multi-state, or national competitions on the official form. This form is available in the main office, and should be completed and submitted to the principal or designee at least (2) school days prior to an absence unless an emergency prevents submission prior to the date of absence. The request will be reviewed and subject to the approval of the principal or designee.

Family vacations and extension of regularly scheduled BCSC breaks, are excluded and will be marked as unexcused absences.

*In accordance with applicable law, students who are absent from school for service as a legislative page, election worker, or subpoenaed shall be recorded as present on the official attendance record.

EXCUSED ABSENCES MAKE-UP

For excused absences, a student may have the opportunity to make up all work and receive credit for the same. The following conditions apply:

1. The request for make-up is the responsibility of the student.
2. The student is encouraged to complete the work prior to the absence, when possible.
3. For excused absences of two or more consecutive days, a parent/guardian may request assignments during the period of the student's absence.
4. Following an excused absence, students will be given a number of school days equal to the number of school days of absence to submit make-up work for credit. (Example: a student who is absent on Monday and Tuesday will make up work on Wednesday and Thursday and turn it in on Friday.)

ABSENCES DUE TO OTHER HIGHLY EXTENUATING CIRCUMSTANCES

A parent/guardian will submit a request for an excused absence due to highly extenuating circumstances and for participation in non-school sponsored state, multi-state, or national competition on the official form. This form, available at the front desk, should be completed and submitted to the principal or designee at least two (2) school days prior to an absence, unless an emergency prevents submission prior to the date of absence. In such case of emergency, the form must be submitted within two school days following the return to school. The request will be reviewed by and subject to the approval of the principal or designee.

UNEXCUSED ABSENCES

- All absences not provided for under Excused Absences shall be considered unexcused UNX.
- The penalties for unexcused absences are as follows:
 - No credit for daily work missed.
 - For each unexcused absence of less than a whole day, without prior notification and parental approval, a student is considered truant and will be assigned consequences:
 - First offense - Student may be assigned 2 days of lunch detention.
 - Second offense – Student may be assigned 1 day of in-school suspension.
 - Continued offenses - Additional consequence(s) may be assigned – up to and including an out-of-school suspension.

An accumulation of unexcused absences in any semester in any one class, not including days of suspension, may result in the student's withdrawal from the course(s) involved with a "WF." He/she will be assigned to an academic lab for the classes involved. Extenuating circumstances involved in these absences will merit review.

SPECIAL PROVISIONS

1. A student who exceeds twelve absences in a semester course may receive no

credit in the course. The reasons for the student's absence will be reviewed before a loss of credit occurs.

2. A student who receives no credit in a course because of exceeding twelve absences in a semester course may audit the class or be assigned to an academic lab.
3. A student or parent/guardian may appeal a decision resulting in the loss of credit in a course to an attendance review committee. The committee will be composed of the principal or designee, a counselor, and the student's teachers.

INTERVENTION PROCEDURES

Procedures are established and may be implemented to involve the assistance of the school attendance officer, local law enforcement officials, Bartholomew County Department of Public Welfare, and Juvenile Probation Division, or other agencies, when appropriate, in assuring attendance of students, if the school's efforts with students and parents fail to produce satisfactory improvement in school attendance. CSA New Tech's efforts to improve attendance are as follows:

1. **LETTER 1:** After 24 periods of unexcused absences or 40 periods of excused absences, a letter outlining CSA's attendance policy and the student's attendance record will be mailed home. The letter also includes BCSC's policy and Indiana's mandatory law IC Code 23.
2. **LETTER 2:** After 32 periods of unexcused absences or 64 periods of excused absences, the student's attendance record will be mailed home. Included will be notice that a doctor's note will be required to excuse future absences. Also included in the mailing will be a *Physician's Certificate*, which must be completed and returned to CSA New Tech within 6 school days.
3. **LETTER 3:** Non-compliance regarding the *Physician's Certificate* combined with a lack of marked improved attendance will result in a third letter warning of probation referral.
4. **PROBATION REFERRALS:** Lack of communication from parents and non-compliance regarding the *Physician's Certificate* combined with a lack of marked improved attendance will result in a referral to probation.
5. The probation referral process will be initiated for students who reach 90 missed periods.

TRUANCIES

A student who is absent from school in defiance of parental authority or who is absent without excuse and without permission or consent of the parent/guardian will be regarded as truant. The failure of a parent/guardian to provide an oral or written statement setting forth the reason for an absence within 2 school days following that absence from school shall be presumed evidence that the student's absence was without the permission/consent of the parent/guardian. Consequences may be as follows: Each truancy may result in a conference with the Principal, student, and parent

and 1 day of ISS or OSS. Subsequent truancies may result in additional conferences and consequences, up to and including out-of-school suspension*.

The Habitual Truancy Addition to Discipline Rules will be adhered to and read as follows: Section 15.IC20-33-2-28.5, AS ADDED BY P.L.242-2005, SECTION 19, is AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2006]: Sec. 28.5.

(a) This section applies to an individual:

(1) who:

(A) attends or last attended a public school;

(B) is at least sixteen (16) years of age but less than eighteen (18) years of age;

and

(C) has not completed the requirements for graduation;

(2) who:

(A) wishes to withdraw from school before graduation;

(B) fails to return at the beginning of a semester; or

(C) stops attending school during a semester; and 3) who has no record of

transfer to another school.

(b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

(1) An exit interview is conducted.

(2) The individual's parent consents to the withdrawal.

(3) The school principal approves of the withdrawal.

(4) The withdrawal is due to:

(A) financial hardship and the individual must be employed to support the individual's family or a dependent;

(B) illness; or

(C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

(c) For purposes of this section, the following must be in written form:

(1) An individual's request to withdraw from school.

(2) A parent's consent to a withdrawal.

(3) A principal's consent to a withdrawal.

(d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

(e) Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:

(1) The total number of individuals:

(A) who withdrew from school under this section; and

(B) who either:

(i) failed to return to school at the beginning of a semester; or

(ii) stopped attending school during a semester;

and for whom there is no record of transfer to another school.

(2) The number of individuals who withdrew from school following an exit interview.

(f) If an individual to which this section applies:

(1) has not received consent to withdraw from school under this section; and

(2) fails to return to school at the beginning of a semester or during the semester; the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

(g) At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.

(h) If:

(1) a principal has delivered the record required under subsection (f) or (g), or both; and

(2) the school subsequently gives consent to the individual to withdraw from school under this section;

the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

MOTOR VEHICLE LICENSE ISSUANCE/INVALIDATION

State law requires, and School Board policy provides, that a student who is 13 or 14 years of age who is determined to be habitually truant from school must be reported to the Bureau of Motor Vehicles as ineligible to be issued a driver's license or learner's permit until the student reaches the age of 18. Per School Board policy, a student who is truant from school four times in a semester or six times in a school year is a habitual truant.

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 for any reason other than financial hardship, must also be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver's license or permit which has been issued to the student. The principal will meet with the student and his/her parent to determine financial hardship. In the case of a second suspension from school, expulsion, or withdrawal, the student's license will be invalidated by the Bureau of Motor Vehicles for 120 days after the student is suspended or until the student reaches the age of 18, whichever first occurs.

HEALTH SERVICES

Health services, including first aid emergency care and health instruction, are offered for each student at CSA New Tech.

In accordance with Indiana's legal standards, all sophomores are given hearing tests during the school year. These tests are conducted by speech and hearing therapists, in collaboration with school nurses. Parents are notified of hearing failures in order that the student may receive further medical assistance. Any student desiring tests may self-refer. The parent or teacher may notify the school nurse if there are concerns.

During the course of the school year, the school nurse will be collecting heights, weights, and calculating BMI on all students. Parents may obtain this information from the school nurse upon request.

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:

1. 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.
2. Medication must be brought to school and kept in an original and properly labeled container in the nurse's area.
3. 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 for this. The form must be signed by parents and the doctor and returned to the nurse.
4. Written permission of parent(s) is required for any over-the-counter medication to be given at school. Only those medicines provided by parents will be dispensed.
5. No medications are to be carried by students – even over-the-counter medicines. This includes Tylenol, Midol, ibuprofen, cold medicine, vitamins, etc.
6. 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 locker rooms.

When a student enters school at CSA New Tech, he/she will be asked to update their student information. Students should take this information card to his/her parent for yearly review. This card will ask for names of persons who have parental permission to authorize treatment and release of information should the parent not be available, as well as emergency numbers. Students need to be aware of his/her doctor's and dentist's names. The parent needs to sign the form and return it. ALL phone numbers at which parents can be reached should be included on this card as well as a working email address for the parent.

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 may be reached at 812-376-4595.

SCHOOL SAFETY and SECURITY

CSA New Tech 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 building evacuations.
- The parent-receiving site, used in the event of an evacuation, is Columbus East High School.
- We encourage parents to sign up for email and text alerts from BCSC by clicking on the ParenSquare link on BCSC's homepage: www.bcscschools.org
- Parents and students are encouraged to register with the Bartholomew County Emergency Alert System.
- Visitors to CSA are required to enter the building at one of three secured, office-monitored entries.
- Visitors will sign in at the main office.

DISCIPLINE and CAMPUS POLICIES

CSA General Policy Statement

Columbus Signature Academy values individual responsibility, respect, and self-management. Students demonstrate these values by working within the boundaries of professional conduct set by the staff and student governance body at CSA. CSA will implement systems that encourage students and their parents to support these values.

Communication between all members of our learning community is vital in understanding the expectations of professional conduct at CSA. These policies have been written to inform all concerned what is expected of them. Our goal is to create an orderly, safe environment that is conducive to learning for all students. This goal requires open communication between parents and the school. To help foster open communication, on page 5 we provided contact information for CSA's staff.

Positive Behavior Instructional Support (PBIS)

PBIS is a systems approach adopted by BCSC in order to prevent and respond to discipline problems. PBIS develops school-wide systems that support staff to teach and promote appropriate behaviors by all students. PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

The purpose of implementing Positive Behavior Interventions and Supports at CSA New Tech is to:

- Create positive school culture and climate
- Promote positive community relationships
- Produce responsible and productive citizens
- Intentionally teach behaviors that support the CSA Learning Outcomes
- Track behavioral data more closely for use in effective decision making
- Create consistency amongst adults and students
- Create accountability for all staff and students with ongoing support

The CSA New Tech PBIS team, consisting of administrative staff, facilitators, and students, have worked to generate a Positive Behavior Location Matrix to describe the expectations of CSA students on Campus. The matrix is designed around our CSA New Tech pillars of **TRUST, RESPECT and RESPONSIBILITY**.

CSA TRUST PASS

We, the Students and Staff of Columbus Signature Academy

We will trust our classmates, be trustworthy, have a mutual respect for one another, maintain a healthy and supportive

environment and respect school property.

We will refrain from cheating, plagiarism, and taking credit for others' work, by citing reliable references, being honest and being responsible.

We will, within our power, be at school on time and be prepared. When we have a pre-planned appointments or emergencies, we will inform our group so as not to affect our work.

We will demonstrate persistence, patience, cooperation, flexibility, responsibility, trust, strong attendance, and always put forth our personal best.

We will respect and celebrate diversity by giving everyone a chance, withholding judgment, and accepting people in a peaceful, mature manner.

We will dress appropriately for the day's activities, speak and act politely to all and stay true to a mature demeanor.

We will exhibit intelligent behavior by treating our technology as a privilege, using common sense, and following the guidelines provided by BCSC.

Created 8/14/08 and 8/15/08 by CSA Class of 2012

BCSC ANTI-HARASSMENT POLICY (IC 20-33-8-13.5)

General Policy Statement - It is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment. For purposes of this policy, "Board" means Board or its designee. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Corporation.

The Board will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religion/creed, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the School Corporation will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Corporation.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Corporation, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy - The School Corporation will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status,

- participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
 - E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, that may embarrass or offend individuals.
 - F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
 - G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
 - H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
 - I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting: under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee. The determination of filing criminal charges will be made by the appropriate law enforcement agencies.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and

when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious/Creed/Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; or creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct - Members of the school corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other school corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the school corporation community or third parties who believe they have been unlawfully harassed by another member of the school corporation community or a third party are entitled to utilize the school corporation's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the school corporation community and posted in appropriate places throughout the school corporation.

Any school corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to an immediate supervisor. Thereafter, an investigation will follow as outlined in the guidelines.

STUDENT CONDUCT & BEHAVIOR EXPECTATIONS

Establishing an Educational & Professional Environment

At Columbus Signature Academy we are creating a culture of trust, respect, and responsibility. Staff and students have pledged to abide by and enforce the Professional Conduct Guidelines.

Successful education and professional environments promote individual responsibility while establishing guidelines and performance expectations. These same organizations have swift and consistent consequences for inappropriate behavior.

This effort demands that students and staff follow the professional conduct guidelines.

This effort also demands a fair, firm, and consistent application of consequences.

Students who approach our unique environment in a mature and responsible manner enjoy maximum flexibility and responsibility. Students who violate these codes of conduct and demonstrate a lack of maturity will lose privileges.

At Columbus Signature Academy, we believe in a **Progressive Discipline** philosophy.

Consequences increase if the unacceptable behavior is repeated. With more minor offenses, serious consequences result only after verbal conferences and warnings have failed to correct the student's behavior. With major offenses, consequences will begin at an increased level.

Any major behavior problem may be sent directly to the principal, and any major technology infraction may be sent directly to the network manager.

Student Misconduct and/or Substantial Disobedience

The jurisdiction of CSA New Tech extends to any activity for which it is responsible, whenever and wherever it occurs. Students are subject to this jurisdiction on school grounds immediately before or during, or immediately after school hours, or 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 and from any school-related activity, whatever the form of transportation may be.

This is a listing of possible offenses at CSA New Tech and the possible sanctions that may be imposed. This listing is meant to be a guide; and factors such as severity, frequency of occurrence, previous offense, and mitigating circumstances are taken into account. The discipline policy is progressive in that failure to alter behavior will result in increasingly stringent penalties. This listing is by no means all-inclusive and offenses not listed will be dealt with on an individual case basis.

GLOSSARY OF MISCONDUCT

Arson - Setting or attempting any unauthorized fire on school property.

Assault - Threatening to physically harm any student or staff member.

Battery - Intentionally physically touching another person either directly or with a weapon (See Weapon) and causing either physical injury and/or mental trauma.

Bullying - Columbus Signature Academy New Tech is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Engaging in "**cyberbullying**," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when: A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and B. the bullying behavior results in

substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment. Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

Confidentiality: To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Combative Acts or Gestures - Argumentative and/or aggressive behavior or actions that may reasonably lead to a volatile situation. Students will not engage in any aggressive behavior that does physical or psychological harm to another person, or urges other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct. Engaging in violence and/or threat of violence against any student, staff member, and or other persons is prohibited.

Conduct at School Activities - Students are expected to exhibit proper behavior at all school-sponsored activities. This includes no fighting, smoking, booing or heckling, throwing or dropping of refuse, loitering in the immediate area before or after an event, inappropriate signs, posters, gestures, postures, etc. All school rules and regulations apply at any school-sponsored activity, regardless of site.

Criminal Organizations and Criminal Organization Activity - Policy 5840 - The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations. The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used

to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Demonstrations by Students - Students shall refrain from disrupting the learning environment through social demonstration on the CSA: New Tech Campus.

Dress Code - Our school philosophy emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. The careful regulation of student dress styles is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression but rather encourages students to "dress for success," and come to school properly prepared to participate in the educational process.

Everyday wear is as follows:

A. Students Must Wear:

- Clothes that fully cover breasts, nipples, genitals, and buttocks with opaque (not see-through) fabric.
- Shirt that covers from under the arms to the waistband on one's front, back, and sides with at least one strap over shoulder(s). The bottom hem of shirts/tops must meet the waistline of the pants, bottoms, shorts, or skirt.
- Bottom: Pants/sweatpants/shorts/skirt/dress/leggings
- Footwear (shoes, sandals, or boots)

B. Students May Wear:

- Head covering (face must be visible unless for religious purposes)
- Tank tops/spaghetti straps
- Fitted pants, including leggings or yoga pants
- Clothing with holes, as long as underwear is not exposed

C. Students Cannot Wear:

- Any accessory that may pose a safety hazard - i.e. metal-studded jewelry or chains longer than 12 inches, etc.
- Sunglasses (unless for medical reasons), ski masks, or any covering that restricts the visibility of the face.
- Language or images that are lewd, offensive, risqué, vulgar, obscene, sexually explicit, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages.
- Language or images that depict tobacco products, drugs/alcohol or promote violence, weapons, bombs, or any illegal activity.
- Crop/cut-off shirts revealing the back, sides, or stomach and extremely short skirts/shorts are not allowed.
- Blankets are not allowed.
- Items may not display violence/gun, gang/violent group symbols, images or slogan denoting the Ku Klux Klan, Aryan Nation, White Supremacy,

Black Power, Confederate flags or articles, Neo-Nazi, or any other "hate" groups that support racial disruption, or slogans promoting sexual connotations, alcohol or drugs, anything immoral or illegal, or which promotes an attitude or perception that is inconsistent with the school mission will be deemed inappropriate, and may not be worn at school or school functions.

Community Partners - Semi-Professional Environment Standard

On days when noted by facilitators or administrators where community partners are present in the building or classroom students in addition to everyday wear students may not wear:

- Sweatpants/Sweatsuits
- Graphic Tees
- Ripped Pants (non-ripped jeans are acceptable)
- Spaghetti Straps
- Head coverings

Student Presentations - Professional Environment Standard

Students are expected to dress professionally for presentations.

- Dresses or tops must have sleeves that extend beyond the top of the shoulder, at least 1 inch, they must cover the back, midriff, and chest
- Skirts (to mid-thigh or longer)
- Slacks (shorts are NOT considered professional dress)
- Collared shirts/sweaters - Button-down shirts/with or without a tie or sweaters
- Appropriate footwear

Extra Curricular Activities & Athletics - CSA New Tech students are eligible to participate in extracurricular activities and/or athletics at their homeschool of Columbus East or Columbus North. Please refer to their appropriate school handbooks for eligibility rules and requirements.

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.

Fighting - Disagreement between two or more students in which physical contact takes place. Any encounter in which physical injury takes place will be considered a serious offense. A student may not become an aggressor, become offensive, or become a combatant and is expected to try to avoid any combative action. Students are to report any problems with other students to the deans' office.

Fireworks/Explosives - Having, selling, or giving away any explosives or fireworks is prohibited. This includes, but is not limited to, smoke bombs, firecrackers, cherry bombs, live ammunition, and any manufactured/homemade explosive devices (IC 20-33-8-16).

Food & Drink - Other than water in a closable container, food and drink is restricted to the MPR (cafeteria). Exceptions include facilitator-directed and supervised celebrations. Food and drink is never to be around laptops or other technology.

Gang Affiliation/Activity - The use of gang symbols, graffiti, recruitment, or any sign that may be construed as affiliation is strictly prohibited. Incidents that are gang-related will be deemed a more serious situation and handled as such. Gang threats, intimidation, or violence may be grounds for expulsion.

Inappropriate Language - Inappropriate language means using language or phrases that while not being obscene/profane are not acceptable in the school. Racial slurs, ethnic name-calling, or calling other people derogatory names would be included in this.

Inciting Another to Break A Law or School Rule/Commit A Violent Act - Talking, provoking, or encouraging another student to break a rule or commit an act that may harm a person or property.

Insubordination - The failure to obey reasonable, fair, and proper directions or instructions of a school official or staff member (administrator, teacher, custodian, cafeteria worker, bus driver/monitor, etc.).

- Littering - Disposing of paper or other trash in an unacceptable manner either in the building or on the school grounds.
- Loitering - Being in, around, or adjacent to the school building without permission.
- Loitering includes the following:
 - 1. Being outside classrooms when class is in session.
 - 2. Being in any unauthorized place in the building without permission.
 - 3. Being in a parking lot without cause and/or permission.
 - 4. Being in front of the school without cause and/or permission.
 - 5. Congregating/standing on property adjacent to school property half an hour before/after and during the school day.
 - 6. Congregating in any area when you are supposed to be in class.

Lying - The intentional telling of false stories/half-truths, or giving false or misleading information

Misuse of School Property/Vandalism - Using school property for any purpose other than that for which it was intended. If no damage results, students will be charged with misuse of school property. However, if damage occurs, the student will be charged with vandalism. Vandalism to school property is considered a serious offense. Accidental destruction of school property should be reported immediately; if the student is at fault, he/she will be expected to make restitution for the damage.

MOBILITY WITHIN THE BUILDING AND ON CAMPUS - In order to maintain and promote a professional atmosphere at New Technology High School, staff and students have agreed that students will be allowed to leave the classroom when necessary without obtaining a "hall pass." However, students must inform the teacher whenever leaving a classroom. Students abusing this privilege will be dealt with as outlined in the beginning of this section and may be expected to have written permission to leave the classroom. Students will show respect to their teachers and the school by attending class and remaining in the classroom for the entire period. Regardless of the need (unless it is an emergency), students will not leave classrooms during lectures, direct instruction, and presentations. Acceptable Reasons to Leave Classroom with Facilitator Permission:

Restroom visit; Illness (student must go to the office to lie down or have parent called); Call slip to somewhere else; Pre-approved appointment with a valid off-grounds pass; A drink of water from the water fountain

Open Campus Policy - All Freshmen students have a closed campus lunch period and are required to eat lunch in the CSA New Tech cafeteria. Freshmen leaving campus for lunch without authorization will receive an Out of School Suspension. Food is provided by BCSC food service. Sophomores, Juniors, and Seniors have open campus privileges. Open campus is a privilege earned by demonstrating the core pillars of Trust, Respect, and Responsibility. Students may maintain open campus privileges by maintaining passing grades, good attendance, and a clear discipline record. Off-campus privileges may be revoked at any time as a disciplinary consequence. Students are expected to maintain all school rules while off-campus during the school day. BCSC food service pricing information may be found on the final page of the student handbook.

Pets (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.

Possession of Stolen Property - Having property that the student knows or suspects was stolen by another person. A student is expected to immediately turn in to the main office or nearest teacher any property which does not belong to him/her.

Public Displays of Affection - Overt public displays of affection are not appropriate at school, including kissing, hugging, holding hands, and other intimate acts. These acts are not permitted during the school day, at extracurricular events, or anywhere on campus. Students should use good judgment in order to avoid embarrassing situations and the possibility of disciplinary action as well as parent contact.

Sexual Harassment - Columbus Signature Academy will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both Federal and State law.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Student shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. Any student who feels that he/she is being harassed should immediately contact the principal at his/her school.

See also the Anti-Harassment Policy.

Sexual Misconduct - Touching others in ways that would be considered sexually expressive/offensive (embracing, kissing, fondling, etc.). Sexual misconduct would also include willful exposure, showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school ("mooning", "streaking", or "flashing"); having or sharing material of a sexual nature, obscene acts or gestures, other behavior that would be construed as sexually offensive.

Student Search Policy - 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:

(1) during the school day, a school event, and/or on school equipment and violate a discipline rule that the student has been given notice of; or

(2) 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 20-33-8-15.)

Canine Search Policy - In accordance with Bartholomew Consolidated School Corporation policy, CSA New Tech believes there may be occasions when the use of canines to detect the presence of controlled substances on school grounds or at school activities may be appropriate. The Superintendent and/or Bartholomew Consolidated School Corporation Principal/Lead Teacher may request a canine search. To support this search, the Principal/Lead Teacher shall provide facts and circumstances to the Superintendent/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.

SUBSTANCE ABUSE - No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant,

legend drug, depressant, or intoxicant of any kind. This includes but is not limited to CBD, Delta 8, THC vapes/Dab Pens.

No student may possess, use, or be under the influence of any substance which the student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.

Students are prohibited from possessing, using, sharing, or being under the influence of caffeine based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered/taken there. The following conduct is criminal under Indiana Code and school officials are required to report such conduct - on school grounds, or within 1000 feet of school grounds - in writing to a law enforcement officer.

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above-named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device, or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil, or hashish.
10. Knowingly or intentionally possessing marijuana, hash oil, or hashish.

Under The Influence and/or Possession - Under the influence or in illicit possession of alcohol, or other unauthorized drugs or narcotics, or other mood-altering chemicals. For purposes of this procedure, a person shall be regarded as being in illicit possession of a mood-altering chemical substance in violation of the board policy where the circumstances surrounding the person's possession evidence use or intent to use such

substance in a manner other than its normally intended use and a reasonable likelihood that such chemical substance will be ingested, inhaled, applied, or consumed with the purpose or intent of altering one's present mood.

Consequences:

1st Offense: Principal shall complete a request for expulsion; however, such requests shall not be forwarded to the Superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/ guardian(s):

1. Student shall be suspended from school for five days.
2. During the five day period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Student Assistance Director and make necessary arrangements for a preliminary assessment of chemical use and to make other arrangements that might be part of the recommendations of the Student Assistance Director. Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Student Assistance Director during the five day period of suspension from school, the Principal shall, upon the student's return to school, forward the request for expulsion to the Superintendent for further action. The student and parent(s)/guardian(s) to defer expulsion will satisfactorily complete all the terms and conditions provided in the agreement with the Student Assistance Director. Possible recommendations from the Student Assistance Director and school officials: Chemical use assessment administered by professional outpatient drug/alcohol counselor(s). Assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug-alcohol education for student and/or parent(s)/guardian(s) via certified outpatient counselor(s) or qualified school personnel. Inpatient treatment commensurate with family's ability to pay for services.

2nd Offense: The Principal will recommend to the Superintendent that the student be expelled from school as outlined in the Bartholomew Consolidated School Corporation Policy 5-7-3-7.

Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, alcohol, or other mood altering chemical substance with the intent of receiving something in exchange for distribution.

Consequence: The Principal will recommend to the Superintendent that the student be expelled.

* If the dealing offense consists of "sharing" unauthorized drugs/alcohol with peers, then school officials and Substance Abuse Director will have the discretion of recommending to the superintendent the waiving of expulsion providing that the various criteria are met as outlined in steps 1 & 2 above. Any incident that is in clear violation of Indiana State Statute shall be reported to the Columbus Police Department

Paraphernalia - Paraphernalia is a raw material, an instrument, a device, or any other object that the person intends to use for introducing into the person's body a controlled substance, for testing the strength, effectiveness, weight, or purity of a controlled substance, or for enhancing the effect of a controlled substance.

Possessing paraphernalia with or without residue may result in suspension or expulsion from school. Students may be subject to the same school and legal rules that cover using, distributing or possessing a substance that looks like or is represented to be a controlled or illicit substance.

1st Offense: A first at-school violation will result in an in-school suspension being assigned and a letter from the Student Assistance Director being mailed to the parents. A drug screen will be requested and to make other arrangements that might include the Student Assistance Director.

2nd Offense: Suspension will be assigned and the student will be referred to the Student Assistance Director for assessment and help. During the period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Student Assistance Director and make necessary arrangements for a preliminary assessment of chemical use and to make other arrangements that might be part of the Student Assistance Director's recommendations. Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Student Assistance Director during the period of suspension, the Lead Teacher, upon the student's return to school, will forward the request for expulsion to the Superintendent for further action. This assessment may result in penalties for athletic, extra-, and co-curricular activities beyond the suspension days. This will depend on what violations are confirmed and the student's and family's willingness to follow the CSA guidelines that are established. For the student and parent(s)/guardian(s) to defer expulsion proceedings, the terms and conditions provided in the agreement with the Student Assistant Director must be satisfactorily completed.

3rd Offense: The Principal/Lead Teacher will recommend to the Superintendent that the student be expelled from school. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for the summer school and for the first semester of the following school year.

Use of Tobacco & Vaping Devices on School Grounds & Buses - Students will not possess and/or use tobacco or any form of vaping device on or adjacent to CSA New Tech's campus. For purposes of this rule, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

1st Offense will result in 1 day of Out-of-School Suspension (OSS) and a citation issued by the school resource officer. During the time of suspension, the student is expected to complete a tobacco and vaping education lesson that must be submitted when the student returns to school. Failure to complete the assignment will result in In-School Suspension (ISS) at which time the student will complete the assignment. This may be repeated as necessary.

2nd OFFENSE will result in 3 days of Out-of-School Suspension (OSS) and a citation issued by the school resource officer.

3rd OFFENSE will result in 5 days of Out-of-School Suspension (OSS) and a citation issued by the school resource officer.

4th OFFENSE will result in a recommendation for expulsion.

VIDEO SURVEILLANCE CAMERAS - 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.

WEAPONS - Possession, use, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited. Guns, knives, brass knuckles, bows, and arrows, pipes, Tasers, chemical weapons, destructive devices, bombs, incendiary grenade, Molotov cocktail, rocket with propellant charge (of more than four ounces), tools, sticks/handles, BB guns, pepper spray, paint guns, handguns, stun guns, even toy guns or facsimile thereof are prohibited. Students are reminded to remove hunting weapons from their vehicles before entering school property, which is also a violation (IC 20-33-8-15).

Possible Consequences for Misbehavior at CSA New Tech

Every effort is made to ensure that consequences for behavior are dealt with as fairly and consistently as possible. Public laws and due process are used and adhered to in determining policy. Unacceptable behavior may result in one or a combination of the actions listed below.

Activity Restrictions - Denied participation in regularly scheduled activities. This could include social probation, which would exclude a student from school-related activities.

Alternative Program - Certain behaviors may warrant program changes made at East or referrals to other corporation programs outside the school building.

Behavior Contract - Behavior contracts are used to help spell out expectations, rewards, and consequences. The contract is developed in conjunction with parents, students, and school personnel to clearly outline the expected, appropriate behaviors. Failure to adhere to the behavior contract will lead to other corrective measures.

Classroom Removal - A student may be removed from an individual classroom by a teacher for one class period as needed to maintain a positive classroom learning environment.

Community Service - A student may be assigned physical work activity such as collecting litter on school grounds, cleaning tables in the cafeteria, etc. The parent will be notified as to the time and nature of this physical work assignment. Demeaning or dangerous work activities will not be assigned

Expulsion - Expulsion from school for up to one school year in accordance with the due process policy. Expelled students may not attend any other school in the corporation. Students pending expulsion or expelled students lose the privilege of attending extra-curricular and school-sponsored activities for the duration of the expulsion.

IC 20-33-8-3-14 Grounds for Suspension or Expulsion - The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.
2. Substantial disobedience

a. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event.

Students who are expelled may not attend another Indiana school until the expulsion expires. (IC 20-33-8-30) As a part of Due Process, students may appeal an expulsion. (IC 20-33-8-19)

In-School Counseling - A student will be referred to his/her counselor for individual sessions concerning problems of an academic or personal nature. It is hoped that such interaction will result in the successful resolution of the student's problem. **In-School Suspension** - A highly structured, controlled, and supervised study environment to which students are assigned either for one or several days. While in this program, students will receive all classroom assignments and will complete this work for credit. Any student who fails to comply with the in-school suspension rules will receive Out-of-School Suspension. **Loss of Privileges** - Removal from one or more special school activities. This would include restricting a student to campus during the lunch hour, assignment to study hall, restriction to certain resource centers, as assigned by deans.

Lunch Detention - Any staff member may assign lunch detention. Students failing to report to lunch detention will have additional lunch detentions added.

Loss of Privileges - Removal from one or more special school activities. This would include restricting a student to campus during the lunch hour.

Out-Of-School-Suspension - Out-of-school suspension may be assigned for all major rule infractions. Students are not allowed on school grounds during the entire period of the suspension. Students are ineligible for all extra-curricular activities. These days MAY count toward the twelve absence days allowed in a class. (IC 20- 33-8-3-14)

Make-up Work For Suspension

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives:

- (1) notice of any assignments or school work due; and
- (2) teacher contact information in the event the student has questions regarding the assignments or school work; and
- (3) credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes. A student may be allowed to make up missed tests or quizzes when the student returns to school.

No credit will be given for daily work missed. Students who fail to complete the required make-up work will receive zero credit. One day will be allowed for make-up for tests, papers, or special assignments for each day of suspension. Pre-assigned projects, special reports, papers, etc. must be turned in by the original deadline, as assigned by

the teacher. If that deadline occurs during the suspension, the assignment must be turned in on the first day the student returns to school.

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

* Names of students who have 2 more out of school suspensions during a school year may be sent to the Indiana Bureau of Motor Vehicles, resulting in the student's driver's license being revoked or suspended possibly until the student turns 18 years of age .

Parent Contact/Conference - A conference with the parent(s) may be requested to clarify issues, resolve problems, and establish communication between the school and home to better serve the needs of the student.

Referral to Law Enforcement/Social Service Agency - The school is required by law to report certain violations to the proper agencies. Examples are substance abuse, physical violence, serious threats, serious thefts, child abuse, and neglect. The needs and welfare of the individual student are always a top priority in reporting and referral.

Referral to Principal - Certain behaviors may result in other sanctions approved by the principal. These may include but are not limited to, written assignments such as letters of apology, description of the incident and alternative behavior response, and themes about the impact of negative behavior on self and others as well as one's responsibilities to the group.

Restitution - Damage to or theft of school, public, and personal property are serious matters. Payment for damage or loss of property is the responsibility of the offending student. Legally, final responsibility for a student under 18 years of age lies with the legal guardian. If an accident occurs for which the student is responsible, it should be reported immediately to a staff member

Student Search and Seizure - 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 happen:

(1) 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

(2) 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 20-33-8-15.)

Substance Abuse Program - As detailed in the Offenses section, all violations of substance abuse or use are reported to and dealt with by the Student Assistance Coordinator. Students who feel they need to share a problem concerning substance abuse may contact their counselor or the Student Assistance Coordinator directly (812-376-4555). In order to help promote a drug-free environment, CSA New Tech High

School campus may be subject to periodic canine searches. These will be requested by the administration in accordance with approved BCSC School Board Policy.

TECHNOLOGY, NETWORK, INFORMATION, and INTERNET POLICIES

Our expectation and belief 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.



Responsible Use Agreement

Purpose

BCSC teachers and students use technology and internet-based tools in their classrooms on a regular

basis to support the student universally designed learning environment and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that the information posted on the internet is public, permanent, and needs to be appropriate.

BCSC Student Technology

BCSC Students will receive the following:

- Chromebook
 - Every 1st, 5th, and 9th-grade student will receive a new device that will be issued to them for 4 years
 - All students will be issued a compatible charger
 - All Chromebooks will have a protective shell
- Google Accounts
 - All students have access to the Google Workspace
 - Students in 7th-12th grade will receive Gmail accounts

Using Technology

- I will only use my device when my teacher instructs me or when appropriate.
- I will put my device away when instructed.
- I will take care of my device and keep it charged.
- I will only install apps that are approved by my teacher.

Digital Responsibility

- I will be a good cyber-friend by being honest, kind, and respectful when I communicate using my device.
- I will not take or post pictures or videos of someone without their permission.
- I will only share appropriate content with others.
- I will keep personal information private (either my own or another student's), including references to where I live, details about my family or friends (including names) , my age, birthday, home address or telephone number when I am using technology.
- I will only personate myself when writing, recording, etc. while using technology.
- I will tell my teacher or a trusted adult if I am contacted online by someone I do not know.
- I will follow teachers' /building/district PBIS expectations and instructions when using technology.
- I will report and/or help prevent any bullying, abuse, or harm to others.
- I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
- I will follow all filters and security measures.
- I will keep my passwords private, except with my teacher or parent/guardian (Family Educational Rights and Privacy Act or FERPA).
- I will follow copyright laws.

Technology Concerns

- When using technology, I will strive to be a responsible digital citizen. If I make a choice that is not in line with being a responsible digital citizen, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a teacher or trusted adult at school if anything happens on my device or on the internet that does not seem right or that makes me feel uncomfortable.
- If something on my device breaks or does not work correctly, I will tell my teacher or a trusted adult right away.

I understand that using any school technology or network is a privilege I must earn through consistent responsible use identified in this agreement. I also understand that privileges may be removed or revoked for any length of time and that I may face additional consequences for irresponsible use.

Suggested Device Care Guidance

- Charge your device every night with the charger that was issued with the Chromebook
- Clean the screen with a microfiber cloth
- If you use a clearing spray, spray it on the clearing cloth and not the device
- Keep the device away from food or drinks

- Make sure nothing is stacked on top of or placed in between the device
- Store the device in climate-controlled spaces
- Remove headphones carefully when you finish using them

If you have any questions or concerns, email elearning@bcsc.k12.in.us. In conjunction with BCSC School Board Policy 7540

I have received, read, and agree to the above Responsible Use Agreement.

Student Name (Printed) _____ Student Name (Signature)

Parent Name (Printed) _____ Parent Name (Signature)



Acuerdo de Uso Responsable

Propósito

Los maestros/as y estudiantes de BCSC usan, regularmente en sus salones de clases, tecnología y herramientas en sus computadoras para apoyar al estudiante en un entorno de aprendizaje diseñado universalmente y preparar a los estudiantes para participar en un mundo que cambia rápidamente. Estas tecnologías mejoran las habilidades de comunicación y colaboración de los estudiantes, brindan una audiencia auténtica y extienden el aprendizaje más allá de las paredes del salón de clases mientras desarrollan habilidades de ciudadanía digital. El acceso de los estudiantes a la tecnología requiere un uso responsable, cortés, eficiente y legal. Nuestro objetivo al brindar acceso a estos recursos es mejorar las experiencias de aprendizaje y educar a los estudiantes en el uso responsable y apropiado. Es importante que los estudiantes y los padres reconozcan que la información publicada en Internet es pública, permanente y debe ser adecuada.

Estudiante de Tecnología BCSC

Los estudiantes de BCSC recibirán lo siguiente:

- Chromebook

- Cada estudiante de 1.º, 5.º y 9.º grado recibirá un nuevo dispositivo que se les otorgará por 4 años
- Todos los estudiantes recibirán un cargador compatible.
- Todos los Chromebooks tendrán un protector
- Cuentas de Google
 - Todos los alumnos tienen acceso a Google Workspace
 - Los estudiantes de 7º a 12º grado recibirán cuentas de Gmail

Usando Tecnología

- Solo usaré mi dispositivo cuando mi maestro/a me lo indique o cuando sea apropiado.
- Guardaré mi dispositivo cuando se me indique.
- Cuidaré mi dispositivo y lo mantendré cargado.
- Solo instalaré aplicaciones aprobadas por mi maestro/a.

Responsabilidades Digitales

- Seré un buen ciber-amigo siendo honesto, amable y respetuoso cuando me comunico usando mi dispositivo.
- No publicaré fotos o videos de alguien sin su permiso.
- Solo compartiré contenido apropiado con otros.
- Mantendré la información personal privada (ya sea la mía o la de otro estudiante), incluidas las referencias a dónde vivo, detalles sobre mi familia o amigos (incluidos los nombres), mi edad, fecha de nacimiento, domicilio o número de teléfono cuando esté usando la tecnología.
- Solo me haré pasar por mí mismo al escribir, grabar, etc. mientras usó la tecnología.
- Le diré a mi maestro o a un adulto de confianza si alguien que no conozco me contacta en línea.
- Seguiré las expectativas de PBIS de los maestros/edificio/distrito e instrucciones al utilizar la tecnología.
- Reportaré y/o ayudaré a prevenir cualquier intimidación, abuso o daño a otros.
- Le diré a un adulto si leo, veo o accedo a algo inapropiado, o si presencio un uso inapropiado de la tecnología.
- Seguiré todos los filtros y medidas de seguridad.
- Mantendré mis contraseñas privadas, excepto con mi maestro/a o padre/tutor (Ley de Privacidad y Derechos Educativos de la Familia o FERPA).
- Seguiré las leyes de derechos de autor.

Preocupaciones Tecnológicas

- Al usar la tecnología, me esforzaré por ser un ciudadano digital responsable. Si tomo una decisión que no está acorde con ser un ciudadano digital responsable, hablaré con un

maestro/a o un adulto de confianza que me ayude a encontrar la manera de hacerlo bien.

- Inmediatamente me detendré y le diré a un maestro/a de confianza adulto en la escuela si sucede algo en mi dispositivo o en Internet que no parezca correcto o que me haga sentir incómodo.
- Si algo en mi dispositivo se rompe o no funciona correctamente, le informaré a mi maestro/a o a un adulto de confianza de inmediato.

Entiendo que usar cualquier tecnología o red escolar es un privilegio que debo ganar a través del uso responsable, consistente e identificado en este acuerdo. También entiendo que los privilegios pueden ser eliminados o revocados por cualquier período de tiempo y que puede enfrentar consecuencias adicionales por el uso irresponsable.

Guía de Cuidado del Dispositivo

- Cargue su dispositivo todas las noches con el cargador que se proporcionó con el Chromebook.
- Limpie la pantalla con un paño de microfibra.
- Si utiliza un spray de limpieza, rocíe sobre el paño de limpieza y no sobre el dispositivo.
- Mantenga el dispositivo alejado de alimentos o bebidas.
- Asegúrese de que no haya nada apilado, encima o colocado encima del dispositivo.
- Guarde el dispositivo en espacios climatizados.
- Quítese los audífonos con cuidado cuando termine de usarlos.

Si tiene alguna pregunta o inquietud, envíe un correo electrónico elarning@bcsc.k12.in.us. En conjunto con la Política 7540 de la Junta Escolar de BCSC.

He recibido, leído y aceptado el acuerdo de uso responsable descrito anteriormente.

Nombre del estudiante (impreso) _____ Nombre del estudiante (firma)

Nombre de los padres (impreso) _____ Nombre de los padres (firma)

Technology Restrictions

The student will not:

1. Mark, deface, or place stickers on the device. School-issued carrying cases may also not be personalized. A student may be billed for damages and/or labor required for sticker removal by the technology staff.
2. Reveal or post identifying personal information, files, or communications to unknown persons through email or other means through the Internet.

3. Attempt to override, bypass, or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. 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 computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. 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.
9. Modify or remove the BCSC asset tag or the manufacturer serial number and model number tag.
10. A student who repeatedly, intentionally misuses or damages the equipment will be restricted from access to that equipment and may be removed from the Columbus Signature Academy.

In addition to the specific requirements and restrictions detailed above, 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 computer 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 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:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parent(s)/guardian(s).
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.

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

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.

SOCIAL NETWORKING WEBSITES

The following are CSA network violations:

- Using social media for non-academic related reasons
- Creating a social network account for persons other than themselves
- Sending/posting messages/status updates with inappropriate content, profanity, or malicious intent
- Inappropriate profile pictures, signatures, profile information, etc.
- Taking pictures of students and/or staff without permission.

Participating in any of the following is prohibited and may result in recommended expulsion:

Network- hacking/cracking -

Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission

Accessing, modifying, or tampering with information or files for which you do not have permission

Intentional introducing and/or distributing virus programs to workstations or servers

Remotely controlling another workstation or server, other than your own, without permission from the Network Management

Possessing destructive or invasive programs

Cyberbullying/Harassment - Using any form of technology (phone call, text message, picture message, social networking software, etc.) to harass or bully another student will result in disciplinary action. This applies to conduct occurring on school property, or at another location if such conduct affects the learning environment.

Software - Illegally copying software licensed to CSA or New Technology Foundation
Installing software not licensed to CSA

Installing or running freeware/shareware applications

Running non-CSA software from a flash drive, CD player, or other external device

Hardware - Connecting outside equipment (non-CSA owned) without prior permission from the Network Administrator

Exceptions: USB mouse, flash drives, digital cameras

Bringing and using personal laptops without prior permission

Disconnecting any CSA equipment for any reason, without permission

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

WIRELESS COMMUNICATION DEVICES (CELL PHONES/MP3 PLAYERS/OTHER ELECTRONIC DEVICES)

Following BCSC school board policy, the usage of wireless communication devices (WCD) - as used in this section, "wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a: cell phone, earbuds, tablet or laptop computer, gaming device, wearable technology, other distraction devices, etc. - during instructional hours is prohibited unless prior approval has been obtained or at the discretion of the teacher. Employing these devices in non-classroom, resource areas, hallways, and cafeteria is permitted as long as it does not hinder the school's mission or disrupt the learning environment. Furthermore, it is strictly prohibited to utilize electronic recording devices in a manner that is inappropriate or unrelated to educational functions. Unauthorized use of electronic devices for photography or audio/video recording may lead to disciplinary measures.

At any given time, a teacher or staff member may request that electronic devices be turned off and stored away. School personnel may confiscate electronic devices from students who violate these guidelines and transfer them to the students' appropriate office. Under exceptional circumstances, a student may be granted permission to keep

their WCD "On" during school instructional hours with prior approval from school personnel.

Violation of this wireless communication device policy may result in disciplinary action. The severity of the discipline will depend on the nature and frequency of the violation and may include, but is not limited to, the following:

1st offense: Verbal warning by staff member and contact home (student provided notice of referral created)

2nd offense: Parent contact/meeting by front office (referral created)

3rd offense: Lunch detention and WCD is confiscated and returned to parent/guardian (referral created)

4th offense: Parent/student conference to address failure to comply and 1 day In-School Suspension. WCD is confiscated and returned to parent/guardian (referral created).

5th offense: Parent/student conference to address continuing failure to comply and 1 day Out-of-School Suspension. WCD is confiscated and returned to parent/guardian (referral created).

Cell phones may be on and used in the MPR before school and during lunch, or in passing periods, or in class only with expressed facilitator's permission.

Earbuds or headphones may be used in class only with expressed facilitator permission.

Students are not permitted to :

- Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities

Note, *student's personal electronic devices that are brought to school are brought at the student's own risk. Items such as cell phones, iPods, and other electronic devices that are lost or stolen while on campus will not be investigated by school staff. It is recommended that these items are left at home.*

INTERNET SAFETY POLICY - 7540.03

Mission and Goals - In making decisions regarding staff and student access to the Internet, the Bartholomew Consolidated School Corporation considers its own stated

educational mission, goals, and objectives. Electronic information research and collaboration skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables staff and students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation 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 that point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previously viewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

It is the policy of Bartholomew Consolidated School Corporation to 1) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; 2) prevent unauthorized access or other unlawful online activity, 3) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and 4) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47USC 254(h)].

Supervision and Responsibility - Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other possibly offensive media. Students utilizing Corporation-provided Internet access must first have the permission of and must be supervised by the Bartholomew Consolidated School Corporation's authorized employees. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

It shall be the responsibility of all members of the Bartholomew Consolidated School Corporation staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. The Superintendent or his designee shall develop and implement administrative guidelines regarding network and user administration and use.

Purpose - The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, staff and students' use must be in support of and consistent with the educational objectives of the Bartholomew Consolidated School Corporation. Access is a privilege, not a right. Access entails responsibility.

Privacy - Users should not expect that files stored on school-based computers will 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.

Access to Inappropriate Material - To the extent practical, Bartholomew Consolidated

School Corporation shall use Internet content filters and other technology protection measures to block or filter Internet access to inappropriate material. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purposes.

Exclusionary Usage - To the extent practical, steps shall be taken to promote the safety and security of users of the Bartholomew Consolidated School Corporation online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Access to social networking sites, instant messaging, chat rooms, and other communication sites not associated with the business or educational mission of Bartholomew Consolidated School Corporation is prohibited.

Specifically, as required by the Children's Internet Protection Act, the following uses of school-provided Internet access are not permitted:

- A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. to transmit obscene, abusive, or sexually explicit language;
- C. to violate any local, State, or Federal statute;
- D. to vandalize, damage, or disable the property of another individual or organization;
- E. to access another individual's materials, information, or files without permission;
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
- G. to engage in harassment or "cyberbullying" of another individual.

Penalties - Any violation of Corporation policy and rules may result in loss of Corporation-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.

Disclaimer - The Bartholomew Consolidated School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The 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 Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Notification - Parents of students in the Bartholomew Consolidated School Corporation shall be provided with the following information:

- A. The Bartholomew Consolidated School Corporation 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 prepare our students for work in the 21st century by allowing students 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.
- B. Families should be aware that some material accessible via the Internet may contain some items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods or services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- C. While the 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 should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That, notwithstanding, the 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. Towards that end, the Bartholomew Consolidated School Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community and provides 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. H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246

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

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 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.
2. The right to request the amendment of the student's education records that the parent of a reliable student believes is 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.
3. 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.
4. 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

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, school-assigned email accounts and school attending.

BCSC shall limit the purpose of releasing directory information. BCSC can allow, within their discretion, release of directory information from your child's education records only to BCSC school or community publications, media or organizations that report or produce articles or information regarding the following: school events; yearbook; graduation; senior projects; academic honor roll, awards, scholarships, achievements and accomplishments or other recognition lists; athletic, performing arts and other school club information, activities, and accomplishments. Directory information can also be released to a student's health care provider/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.

AHERA

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 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.

BCSC Academic Year Calendar



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

2024-25 SCHOOL YEAR

JULY 2024						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	Tu	W	Th	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	Tu	W	Th	F	S
		1	2			
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	Tu	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	Tu	W	Th	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First Teacher Day August 5
 Professional Development Day August 6
 (no school for students)
 First Student Day August 7
 Labor Day (no school) September 2
 Professional Development Day October 11
 (no school for students)
 Fall Break (no school) October 14–18
 Thanksgiving Break (no school) November 27–29
 First Semester Ends December 20
 Winter Break Begins December 23
 (Dec 23–Jan 3 Winter Break, no school)

Teacher Day January 6
 Classes Begin for 2nd Semester January 7
 Professional Development Day January 17
 (no school for students)
 Martin Luther King Jr. Day (no school) January 20
 Spring Break (no school) March 17–21
 Professional Development Day April 17
 (no school for students)
 Good Friday (no school) April 18
 Last Day for Students May 21
 Last Teacher Day May 22

GRADUATION
 CSA New Tech at East High School, 7:00 p.m. May 23
 East High School, 10:00 a.m. May 24
 North High School, 1:00 p.m. May 24

Grading Periods	Student Days	Teacher Days
FIRST SEMESTER		
1st Quarter: August 5–October 11	46	49
2nd Quarter: October 21–December 20	42	42
SECOND SEMESTER		
3rd Quarter: January 6–March 14	47	49
4th Quarter: March 24–May 22	41	42.5

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

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

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. This flier is designed to 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 on this flier.

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.

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

- Columbus Signature Academy-Jeana Smith 375-6701

FOOD SERVICE DIRECTOR

- Nancy Millspaugh, RD,CD 376-4462