

# **COLUMBUS NORTH HIGH SCHOOL**

## **Principal's Office/Administration**

812/376-4431

## **Cohort Offices/Discipline & Attendance**

9th Grade: 812/376-4251

10th Grade: 812/376-4241

11th Grade: 812/376-4242

12th Grade: 812/376-4292

### **Counseling Department**

812/314-3826

### **Athletic Office**

812/376-4265

### **C4 Office**

812/376-4240

### **Columbus North Web Page**

[www.bcscschools.org/northhs](http://www.bcscschools.org/northhs)

### **BCSC Crisis Hotline**

812/379-7710

## **2024-2025 BCSC CALENDAR**

<b>August</b>	2	Freshman Orientation
<b>August</b>	7	First Student Day (full day)
<b>September</b>	2	Labor Day
<b>October</b>	14-18	Fall Break
<b>November</b>	27-29	Thanksgiving Break
<b>December</b>	22	First Semester Ends
	23	Winter Recess Begins
<b>January</b>	6	Teacher Day
	7	Second Semester Begins
	20	Martin Luther King Day Holiday (no school)
<b>March</b>	17-21	Spring Break
<b>April</b>	18	Good Friday (no school)
<b>May</b>	21	Last Day for Students
<b>May</b>	24	Commencement (1:00 p.m.)

Professional Development Days (no school for students)

August 6, 2024

October 11, 2024

January 17, 2025

April 17, 2025

Regular Schedule

Day one/two	Minutes	Start Time	End Time
Period 1	88	7:45	9:13
Passing	6	9:13	9:19
Advisory	30	9:19	9:49
Passing	6	9:49	9:55
Period 2	88	9:55	11:23
Passing	6	11:23	11:29
A Lunch	44	11:29	12:13
Period 3A	88	11:29	12:57
B Lunch	44	12:57	1:41
Period 3B	88	12:13	1:41
Passing	6	1:41	1:47
Period 4	88	1:47	3:15

Two-hour Delay

Day one/two	Minutes	Start Time	End Time
Period 1	67	9:45	10:52
Passing	6	10:52	10:58
A Lunch	44	10:58	11:42
Period 2A	67	10:58	12:05
B Lunch	44	12:05	12:49
Period 2B	67	11:42	12:49
Passing	6	12:49	12:55
Period 3	67	12:55	2:02
Passing	6	2:02	2:08
Period 4	67	2:08	3:15

Dear Bull Dog Student:

Welcome to the 2024-25 school year at Columbus North High School. North offers you a wide variety of instructional and extra-curricular activities and encourages your active participation in as many as possible.

To assist you in this effort, we offer you our new edition of the Bull Dog Handbook and hope this approach to information fulfills two major objectives:

1. Informational

Section I contains general information about the many activities and opportunities at North. Section II relates specifically to items that affect your academic selections and progress. Section IV follows the calendar section and is located in the back and informs you of the rules and policies that are necessary to organize and maintain an appropriate learning environment. The calendar pages in the middle provide you with many of the pre-scheduled dates for activities and events.

2. Instructional

The Bull Dog Handbook is organized into week-at-a-glance divisions. These dated activities already list some important dates for you to observe and you should especially note those related to grading periods. Please go to the CNHS home page for updated calendar information. Your teacher will also assign you dates and deadlines for your academic responsibilities. Spaces remain for you to write in daily assignments. We hope this resource for organizing daily homework proves to be a valuable asset.

North High School is a school always “striving for excellence.” Welcome to the New Year. Feel free to stop by the Main Office during business hours for a question or visit.

## **I. STUDENT SERVICES**

### **1.0 BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION MISSION STATEMENT**

#### **MISSION**

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

#### **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.

#### **CNHS AIMS**

High Academic Expectations and Achievement

Open, Constructive Communication

A Clean, Safe, Quality Facility

#### **The Bull Dog Way**

Respect, Responsibility, and Relationship

### **2.0 GENERAL INFORMATION**

**2.1 Colors.** The school colors are blue and white.

**2.2 Mascot.** The school's athletic emblem is the Bull Dog. The official spelling to be used is Bull Dog.

**2.3 Songs.** The school has two songs, "Alma Mater" showing loyalty to the school and pride in

it, and “Cheer Song” urging school teams on to victory.

### **“Alma Mater”**

Of all the many high schools

There's one we think is best.

To it we'll e'er be loyal

Its name is N.H.S.

On! On! On to victory! Onwards to fame!

May we always laud her proud and perfect name.

Let us always keep Columbus leading all the rest.

We love and praise our Alma Mater

Hail to N.H.S.

### **“Cheer Song”**

Cheer, cheer, for old North High.

Shake down the echoes, cheering her name.

Send the volleyed cheer on high.

Shake down the thunder from the sky.

What though the odds be great or small

Old North High will win over all.

While her loyal sons are marching onward to victory!

**2.4 Master Calendar.** The master calendar for the school year is kept by the Assistant Principals. (Please note that facilities requests must be completed using the current BCSC online process.) This calendar should be consulted before any dates are decided upon or any location in the school chosen for any school function.

**2.5 Good Standing.** A student is considered “in good standing” if:

- i) The student has passed six subjects in the previous grading period. Semester grades take precedence.
- ii) The student also must not be currently suspended, expelled, or on a behavior contract by a Cohort Office.
- iii) The student must not be in violation of the BCSC SUBSTANCE ABUSE POLICY for ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES.
- iv) The student's conduct does not create a disruption in the discipline, good order, moral,

or educational environment of Columbus North High School as defined by the school administration.

v) The student's conduct does not reflect discredit upon Columbus North High School.

## **2.6 School Safety, Security, and Emergency Drills.**

CNHS 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 monthly. These drills include fire drills, tornado/severe weather drills, man made occurrences, armed intruder drills and lockdown drills.
- Staff train and practice with students the procedures for building lockdown and building evacuation.
- The parent-receiving site used in the event of an evacuation Columbus East High School.
- Parents and students are strongly encouraged to register for the BCSC ParentSquare app – instructions are found on the BCSC webpage.
- Parents and students are encouraged to register with the Bartholomew County Emergency Alert System.
- Parents and other adults must check in at the Main Office upon their arrival.
- If you see something, say something.

The following drills are held on a regular schedule:

- Fire Drills. One drill per month is required.
- Tornado/Severe Weather Drills. One drill per semester is required.
- Man made Occurrence Drill. One drill per semester is required.
- Armed Intruder Drill. One drill per year is completed in the first semester.
- Earthquake Drill - optional
- Radio Drill with Emergency Management – completed “*First Friday monthly*” if weather permits

Each student should be familiar with the pattern for any room he occupies. The P.A. system will be used in case of tornado or disaster drills. If the P.A. system is inoperative, a portable unit will be used according to a predetermined plan.

## **2.7 COMMUNICATION**

Administrative/student announcements may be via Canvas and StudentSquare.

Parent Square is the communication tool used by CNHS, teachers, and BCSC. Invitations are sent to the email and/or cell phone numbers on file with your student's school. If you have not received an invitation please contact the Counseling Department.

During the school day, no messages will be delivered to a student except in an emergency, when requested by a parent or guardian.

### **3.0 GENERAL REGULATIONS**

**3.1 Activity Fee.** No fees are collected due to Nagy vs. Evansville-Vanderburgh School Corporation.

**3.2 Lockers.** Students can request a locker in the Main Office. The locker should be locked at all times. If the lock fails to work, report this to the Main Office so the lock can be repaired or replaced.

To keep possessions secure, the student should not reveal the combination of their lock to other students. The student should use only their own locker, and he should see that it is locked when they leave it. The school corporation does not carry insurance to cover personal possessions taken from lockers. Money, non-BYOD electronics, and other articles of value should not be brought to school.

At the end of each school year, all lockers are emptied by custodians for cleaning. Any belongings should be removed before a student leaves at the end of the year. The school corporation reserves ownership of all student lockers and the right to check those lockers periodically. A student should exercise discretion in what they store in the locker for this reason.

(IC 20-8.1-5.1-25)

**3.3 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 is (a) unlawful and (b) resulting in (i) 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.)

- 3.4 **Non-school Hours.** Unless a student is under the supervision of a teacher, they should enter and leave the campus no more than 30 minutes before beginning or after dismissal time. A student in after-school detention should leave immediately after dismissal.
- 3.5 **Telephone.** Parents should not call the student at school except in cases of emergency. A student will not be called to the phone, nor will messages be taken to the student except in cases of emergency. Employers should not expect messages to be delivered.
- 3.6 **Guests of Students.** Students should not bring guests to school. Any visitors to school must be approved by the principal or designee and must sign in at the Main Office. Requests should be made two days before the requested date. There will be no all-day visits.
- 3.7 **Resource Assignments.** A student is assigned to resource class any period he does not have a class. Students should not be scheduled for more than three assigned resources.

### 3.8 **Advisory.**

Advisory has lessons taught two days a week in order to meet the state employability skills standards. Advisory periods are thirty minutes long and occur each day.

Advisory days will be spent attending to the needs and experiences of students that enhance the school and learning experience. Examples might include class meetings, tutorial opportunities, surveys, club connections, or counseling functions that do not fit naturally into academic classroom time.

- 3.9 **Resource Center Policy.** School resource is an area for learning in which students can obtain academic help. Resource areas are an extension of a student's class time, and respectful classroom behavior should be practiced. Students should be seated and ready to work when the bell rings, with conversation and noise appropriate to the activity and work area. Talking should be respectful to other learners in the work area. Students who leave a specific resource area must have a pass. Each student should be responsible for any personal possessions and project materials, especially when leaving an area. Each student is responsible to follow the direction of the adult supervisors for the resource area. Responsible behavior focused on learning is the expectation of our Bull Dog culture. Failure to meet these expectations may result in exclusion from using the resource areas or other school consequences.

- 3.10 **Library Media Center:** The mission of the CNHS Library Media Center is to provide a safe comfortable learning environment conducive to learning, quiet reflection, and connection. The Library Media Center provides access to a quality collection of popular young adult fiction, classic literature, and informational texts in a variety of formats. A

library staff member is always available to assist patrons.

**Collection:** The library houses over 20,000 print books, audiobooks, e-books, databases, and periodical literature. We serve students ages 14-18 as well as CNHS staff. Because of the varying needs of our students and staff, we curate a diverse collection of materials for our patrons. Patrons may access the library catalog and the library's electronic resources from the CNHS Library Media Course from the school webpage:

<https://sites.google.com/bcsc.k12.in.us/cnhs-library-media-website/home>.

**Circulation Periods:**

General Collection: 3 weeks

Graphic Novels: 3 weeks

Back Issues of Magazines: 1 week

**Lost and Damaged Materials:**

- Students are responsible for the replacement costs of lost and damaged items.

**Hours & Visits:**

- Open 7:30 A.M. – 3:20 P.M.
- Patrons may check-out materials before and after school and during the school day.

**Rules and Expectations:**

- Students should always have a pass and a purpose for visiting the library. Students may sign up for a reader's pass to access the library during resource periods and during lunch periods.
- The Librarian reserves the right to revoke the reader's pass privileges.
- When entering and exiting the library, students must check-in at the front desk.

**Behavior:**

- Students must respect other students, staff, the facility, and library materials.
- Students must respect the library as a shared space.
- Students should leave furniture as placed.
- Students must follow all school rules and regulations as outlined in section 48.0 of the student handbook.

### **3.11 Animals in Schools and Elsewhere on School Corporation Property.**

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.

### **3.12 Wearing of Lanyard**

Students will be provided with one lanyard correlating with their cohort year/color. They will also be provided a plastic sleeve where the school issued ID will be placed. The purpose of the lanyard is a safety measure to assist staff in identifying students versus non students. Students must wear the lanyard around their neck with the lanyard/ID in the front of their body. It must be visible at all times. If the original lanyard is lost/damaged, students will be charged a fee for a replacement lanyard, plastic sleeve, and/or ID. Failure to wear the lanyard and ID as stated above will result in disciplinary action.

## **4.0 STUDENT ACTIVITIES**

**4.1 Election of Class Officers.** Shortly after school opens in the fall, each class elects officers for the year. These include a President, Vice-President, Secretary, and Treasurer. Qualifications to be considered are personal integrity, responsibility, cooperation, willingness to give time and an average grade of "C" or better. Candidates must be of good standing.

**Procedures.** The election procedure worked out by the Student Council allows a set period of time for the complete campaign. The Nominating Convention is made up of all Assembly members. Delegates may contact people whom they think would make good class officers and ask them to file for an office, or any student who wishes to run for an office may obtain a blank filing form from a delegate or the Main Office. From this list of candidates, the class nominating convention selects a slate of three (3) people for each office. During the campaign period, candidates may place posters in the halls and distribute inexpensive campaign materials. Details and regulations for nomination, campaigning, and election are provided by the assistant principal for student activities.

**4.2 The Student Association.** The Student Association is made up of all students enrolled in Columbus North High School. The legislative body of the Student Association is the Student Assembly. The Student Association gives students training in practical citizenship by providing the opportunity for self-government and the opportunity to assist in the organization of the school. Students in good standing may make an application for the general elections in the spring for grades 10-12 and the fall for grade 9. A special work-on process is available for up to four (4) students per grade in the fall as described in the

Student Assembly Constitution. The General Election will select eight (8) members. At the start of the school year, Class Officer Elections will take place electing Class Presidents, Vice Presidents, Secretaries, and Treasurers. Eight (8) additional members will be added through an application and interview process with a combination thereof, Student Assembly Sponsor(s), Student Body President and or Vice President, along with the applicants' Class President. The maximum number for each class will be 20 students.

**4.3 Performing Arts.** The Bands. The instrumental music department is structured to contain several specialized groups. Students enrolled in band are required to participate in "The Sound and Spirit of Columbus" marching band of Columbus North High School and Columbus East High School. The only exception to this rule is students who participate in fall sports. The fall sport students will have other requirements to make up for the rehearsals missed. Following the marching season, "The Sound and Spirit of Columbus" becomes the concert band, symphonic band, and wind ensemble, which meet during regular scheduled class rehearsals, Basketball Pep Band, and Musical Pit Orchestra. String orchestra is for students who play stringed instruments only. Winds and percussion are taken from the band and rehearsals are before school.

Other groups organized from the total enrollment are Basketball Pep Band, Musical Pit Orchestra, Banner Presentations, Color Guard, Flag Corps, and Rifle Corps.

The Varsity Jazz Ensemble, a separate group from marching band, is a regularly scheduled class in the band department with membership by audition for brass and drums. The Jr. Varsity Jazz Ensemble is open to all band members.

Summer band practice sessions are held regularly, and the required "The Sound and Spirit of Columbus" Band Camp is conducted for two weeks prior to the opening of the fall semester. Color guard performs with the band, but also by themselves, during the winter. Dance, Flags, and Rifle work are taught during this class entitled "Dance Composition."

**The Vocal Music Department.** CNHS has several vocal groups. Concert Choir, 25th Street Singers, North Stars, and Festival Chorus participate in fall, winter, and spring concerts. The Show Choir combines dancing and singing; this group makes frequent public appearances.

**All School Theatre Productions.** Three main stage productions are offered each school year, with auditions open to all CNHS students in good standing. In the fall a drama or comedy is produced. An evening of a one-act drama is also produced each year. Each spring an outstanding Broadway production is sponsored by the drama, vocal music, and band departments. There are several smaller shows performed in the black box, Studio Room space. These shows are directed by faculty or students. Crew and staff positions for these

productions are open to all students in good standing.

**4.4 Social Events.** Calendar dates for all social events must be coordinated by the Assistant Principals.

Students attending social events are expected to be present throughout the event. Those who leave may not return.

A reasonable number of chaperones must be provided for all school-sponsored activities.

No all-school parties or dances may be held during the last two weeks of the school year.

**Dances.**

1. A North student (in good standing) may bring an East student if the North student registers the East student with the Cohort Office two (2) days prior to the dance. (There might be North HS Only Dances.)
2. A guest in the home of the North student may attend the dance if the North student registers the guest with the Cohort Office two (2) days prior to the dance.
3. The guest must conform to all CNHS rules regarding dress, appearance, and conduct.
4. Guests must be under 21 years of age and in good standing.

**Junior-Senior Prom.** A North or East High School student in good standing who wishes to bring a non-North or East High School student to the Junior-Senior Prom as a date MUST register the guest in the Cohort Office. The registration must be completed in the Cohort Office two (2) days in advance of the prom. All students participating in prom must follow the prom dress guidelines and must be in good standing. No Freshmen or Sophomores may participate in prom. (Exceptions are students with a CNHS approved six (6) semester graduation plan may be a part of the prom the same year as the approved application.) The North or East student must purchase a ticket for the guest at the time of registration. All guests must be under the age of 21.

**4.5 Publications.** The **LOG** is the student yearbook and is published by student staff members each year to record the history of one (1) year at Columbus North High. The **LOG** is sold at a time and price determined by the book's staff. The **LOG** is distributed in the fall.

**THE TRIANGLE**, the school newspaper, is published by student staff members every three (3) weeks and covers those events considered newsworthy, entertaining, informative, or editorially sound. Each student receives a copy of each issue.

An article or letter submitted by a non-staff student for publication in **THE TRIANGLE** must meet the following guidelines:

1. Items will contain constructive criticism, praise, appeal, or suggestions that are supported by fact.
2. Items will relate to subjects familiar to and of interest to students of the school.
3. Items that advocate breaking the law, items of questionable moral standards, items of biased political opinion, or items that stimulate racial, religious, or other bias will not be tolerated.
4. Items that hint the writer is voicing an opinion other than his own will not be printed. Sponsorship of opinions from outside sources will not be tolerated.
5. Items are to be written with logical reasoning based on a selection of facts.
6. Nothing that is written in anger and/or abuses either a student, a faculty member, or other individual shall be printed. Personal attack will not be tolerated.
7. All items must not violate the rights of privacy or the laws of libel.
8. All items will be accompanied by the signature of the author when submitted to the staff. Authorship must be substantiated before submitting to the print shop. Names of letter writers may be withheld upon the request of the writer once all other requirements are satisfied.
9. **THE TRIANGLE** editor(s) or adviser reserve the right to edit items as they would edit other material for the paper. They must notify the author of such editing, explaining how and why the material was edited.

The Public Relations Information Bureau is a student news bureau which serves the school community in a public relations capacity. Due to the sensitive nature of working with technology, student responsibility is crucial. Students must sign a contract and adhere to North's technology use rules. Any violation or misuse may result in disciplinary action.

#### **4.6 Clubs** . Each club must meet the following basic requirements:

1. It must have open membership (no voting).
2. It must have a definite series of worthwhile programs.
3. Its name must be appropriate and clear as to the purpose of the club.
4. It must not collect dues unless it is affiliated with a national or state group that collects dues.
5. It must not collect fines of any kind.

6. It must require no pin (unless state or national), no sweater, or other sign of recognition that might be an expense to members.
7. The sponsor must submit the annual club survey at the end of the year. The sponsor must preview the club information slides and complete the sponsor agreement.

All club members must take an active part in the club work and activities in order to retain membership. All projects for raising or spending money must have the approval of the assistant principal for student activities. Requests for money-making projects should have a specific reason for money that serves club purposes.

**New Clubs.** If a student or students have an idea for a club that they think they would enjoy and can find fifteen other interested students and a CNHS teacher (or approved Staff member) willing to serve as a sponsor, these students may submit a CNHS request form for a charter to the assistant principal for student activities. Please go to the Main Office for this form or to the CNHS website. All clubs should have a written constitution on file and must be able to produce it on demand.

*Please check the CNHS Website for updates on Club programs and staff contacts.*

*<https://www.bcschools.org/northclubs>*

**4.7 School-Sponsored Trips.** Permission must be granted by the principal or assistant principal for any school-sponsored trips whether taken on school or non-school days.

Students are not to drive cars except if written permission from parents and school administration occurs at least one day prior to a trip occurring within Bartholomew County. Field trip forms must be completed for any school-sponsored activities.

Class release forms must be secured from the faculty member sponsoring the trip or from a Cohort Office. The class release form must be properly signed by the parent, fully completed, and presented to the sponsor two days in advance of a student being allowed to go on a school trip. These forms should be filed in the Cohort Office before the trip by the faculty sponsor.

**4.8 Convocations.** Convocations are scheduled to bring students together for special instructional/informational programs. The behavior of the student body during convocations should be above reproach. When an outside speaker is on the platform, he should be treated as an honored guest. If the program is one involving students or faculty, the participants

should be accorded the respect due them. The positive way the student body conducts itself during a convocation is a reflection of our school spirit.

## **5.0 HONORARY ORGANIZATIONS**

- 5.1 The International Thespian Society.** Troupe 57. Thespians are an international honorary society for students who do outstanding work in dramatics. They must be recommended by the dramatics sponsor and must have accumulated the required number of points in activity connected with dramatic productions. Students at North are annually nominated for membership with all fees waived.
- 5.2 Quill and Scroll.** Quill and Scroll, an international honor society for student journalists, recognizes second-semester sophomores, juniors, and seniors who rank in the upper third of their class, and who have the recommendation of the publications advisor for superior work in some phase of journalism. Students must then be approved by the Executive Secretary at Iowa University in Iowa City, Iowa.
- 5.3 National Honor Society.** The objectives of the National Honor Society are to have an enthusiasm for scholarship and to encourage leadership, character, and student service. Juniors and seniors who have a grade point average of at least A- (10.00), who carry a minimum of five (5) courses, and who have been judged worthy in service, leadership, and character by the faculty council, are invited to seek membership.

## **6.0 HEALTH SERVICES**

A nurse is available to all students during the school day for first aid and emergency care, to assist in the management of care for chronic health conditions, and as a healthcare resource.

- 6.1. Immunizations (Policy #5320).** Indiana law and BCSC policy require written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations.

A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP). <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parent and/or doctor's signature every year.

- 6.2. Emergency Care.** PowerSchool Portal and the new ParentSquare will be used to contact a parent/guardian in the event of an emergency. If a parent/guardian is not available, emergency contacts will be called.

- 6.3. Illness.** Students experiencing illnesses at school notify the teacher. The student is then

assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.

**Criteria for sending a student home or when to keep the student at home:**

Temperature of 100.4 degrees or higher

Vomiting and/or diarrhea

Inflamed eye with drainage

Severe pain

Persistent cough

Open, draining sores

**6.4. Special Medical Conditions.** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc., should notify the nurse each year at the beginning of school. The nurse, parent/guardian, and student should meet to create an individualized health plan and obtain any medical documentation for the school year. Supplies for the student may be kept in the nurse's office.

**6.5. Medication. (Policy #5330)** Indiana law requires that schools observe certain safeguards in administering medication to students. All medication must be registered and stored in the nurse's office. If the nurse is to administer medicine to a student, the following procedures will be observed.

- An order from the physician is required for prescription medications to be given at school.
- Medication should be in the original and properly labeled container.
- Written permission from a parent/guardian is required for an over-the-counter medication to be given at school.
- Prescription or non-prescription medications must be renewed each school year.
- Any medications not picked up at the end of the school year will be destroyed.
- Medications cannot be transported on the bus.
- Parents can drop off medication to the Nurse's Office at any time during the school day.
- A physician order is required for a student to self-carry medication

**6.6. Lice.** Parents/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation.

**6.7. Health Screenings.** All sophomores are given hearing tests. These tests are conducted by the nursing staff. Parents are notified by letter of the hearing failures in order that the student may receive further medical assistance. If you do not wish to have your student tested,

please notify the school nurse.

**6.8. Permits to the Nurse's Office.** Any student, except in an emergency, who wishes to go to the Nurse's Office, must have a permit issued by the teacher in the room from which the student will be absent. After obtaining a permit from the teacher, the student goes directly to the Nurse's Office. If the Nurse's Office is closed, students should report to the Cohort Office.

- Visits to the Nurse's Office are counted as an absence from each class missed.
- If a student becomes ill and needs to be sent home, parental permission is obtained by the nurse prior to the student leaving school.

## 7.0 ATHLETICS

**7.1 Eligibility.** The interscholastic athletic program at Columbus North High School is governed by the rules of the Indiana High School Athletic Association. To represent the school on any of the approximately 40 athletic teams, a student must:

1. Have received passing grades in at least six full-credit subjects or the equivalent during the student's last grading period. Semester grades shall take precedence.
2. A student who is, or shall be 20, prior to or on the scheduled date of the Indiana High School Athletic Association state finals in a sport, shall be ineligible for inter-school athletic competition in that sport. A student who is 19 years of age on the scheduled date of that sport will be eligible as to age for inter-school athletic competition in that sport.
3. Have a physical examination by a doctor and have parental consent with both on file in the Athletic Trainer's Office prior to the first official practice of each season. Physical must be dated after April 1st of each year. Parents must also set up a Final Forms account online where parents and student athletes will sign all Code of Conduct paperwork before the first official practice.
4. The student must attend school for at least one-half day to be eligible to practice or participate in a contest or meet that same day. The student must be in class at the beginning of 1<sup>st</sup> period through the end of 2<sup>nd</sup> period or at the beginning of 3<sup>rd</sup> period through the end of 4<sup>th</sup> period for the one-half day to count. (Approved absences such as field trips, medical appointments, and funerals are exempt from this rule.)

Information as to "professionalism" (participation in sports other than those under the direct supervision of the high school program) and residence requirements should be obtained from the director of athletics.

**7.2 Concussions.** Indiana law (IC 20-34-7) requires that schools disseminate forms to coaches, student-athletes, and parents to inform and educate them on the signs and symptoms of

concussions. The law requires that a form acknowledging the receipt of the information sheet be returned to the student-athlete's coach each year before beginning practice for an athletic activity. A student-athlete, who is suspected of sustaining a concussion or head injury, shall be removed from play for twenty-four (24) hours and may not return to play until the student-athlete has received written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

The Athletic Trainers, as part of the Columbus Regional Health Sports Medicine Team, administer the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) baseline test free of charge to student-athletes. More information is available online or in the Athletic Office.

**7.3 Sudden Cardiac Arrest.** A law took effect on July 1, 2015, regarding Sudden Cardiac Arrest. This law requires that schools disseminate forms to coaches, student-athletes, and parents to inform and educate them on the nature and risk of sudden cardiac arrest. The law requires that a form acknowledging the receipt of the information sheet be returned to the student-athlete's coach each year before beginning practice for an athletic activity. The law further requires that a student-athlete who is suspected of experiencing a symptom of sudden cardiac arrest must be removed from play and may not return to play until the student-athlete's parent or legal guardian has been informed and has provided permission for the student-athlete to return to practice and play. More information is available online or in the Athletic Office.

**7.4 Conference Indiana.** Columbus North is a member of Conference Indiana whose first year was 1997-98. The six charter member schools are Bloomington North, Bloomington South, Columbus North, Southport, Terre Haute North, and Terre Haute South. The conference championship will be determined in all boys' and girls' sports. For boys, those sports include baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, unified track, and wrestling. For girls, those sports include basketball, cross country, golf, gymnastics, soccer, softball, swimming, tennis, unified track, volleyball, and track.

**7.5 Letter Awards.** Each coach announces the requirements for winning a letter in that sport, as well as having those requirements in writing. The most important requirement for all letter awards, however, is the coach's recommendation.

Upon meeting the requirements for a letter in a sport, the high school student shall receive a blue and white, six-inch, block letter and a chevron with an emblem of his sport. The letter may be worn on a jacket purchased by the athlete.

1. If the letter is worn on a jacket, the letter is centered on the left side between the pocket and shoulder. The jacket has a blue body with blue leather sleeves and two stripes of white around the cuffs and collar.

2. If the letter is worn on a button-down sweater, it is centered above the pocket on the left side.
3. The chevron shall be placed on the left sleeve starting down three inches from the shoulder.

For second and subsequent awards a chevron with the emblem of the sport shall be awarded.

A captain receives a star to place on the letter. A senior is awarded a block letter upon completion of a sports season, based on the coach's recommendation, if the senior has participated for two years without achieving a letter.

**7.6 The Senior Award.** The Senior Award is presented at the Spring Awards Program for participation and achievement in more than one sport. Any senior who has won six or more letters in at least two sports in grades 9 - 12 shall be awarded a plaque commemorating such achievement. The athlete must be in good standing.

**7.7 Most Valuable Players Awards.** Most Valuable Players Awards are presented in all athletic teams. The recipient of this award is determined by a secret ballot of the members of the team. The awards are presented by the Athletic Department.

**7.8 Dr. McKain Mental Attitude Award.** This award is named in honor of Dr. M.C. McKain. For many years before his death, he was an ardent sports fan and, in his capacity as a doctor, took care of injuries suffered by athletes without charge.

This award is presented annually to a male athlete who, in the judgment of the coaches and the High School Athletic Board, displays the finest sportsmanlike conduct and mental attitude. The recipient must have lettered his senior year and must be an athlete who has displayed high character as a student and as a citizen in the community.

Each head coach may nominate one athlete to be considered for the final selection. The final selection from the nominees is made by the Athletic Board.

**7.9 Josephine Armuth Mental Attitude Award.** Miss Armuth, a lifelong Bartholomew County resident, was a teacher who served in the school system for 46 years until her retirement in 1970. She was Dean of Girls for 23 years. This award is presented in honor of Miss Armuth as an appreciation for her sincere interest and concern for girls at CNHS. This award will be presented annually to a female athlete. Requirements are the same as for the Dr. McKain Award.

## **8.0 TRANSFER POLICY**

**8.1 Student Attendance Areas.** Students having legal settlement within the Bartholomew Consolidated School Corporation should have freedom of choice upon their initial

enrollment, to attend the school within the district which, in the opinion of the students and parents, best meets the educational needs of the student. The Bartholomew Consolidated School Corporation has established school attendance districts and designated certain schools within each district as the school of residence for elementary, middle school, and high school attendance purposes. This policy and implementing procedures shall govern the assignment and attendance of students at schools within the school district other than at schools of residence within the school corporation.

1. A transfer request may be initiated by filing the transfer request form at the school in which the student resides. The deadline for submitting the completed transfer request form is March 15. Persons who move into the school corporation after said date and wish to apply for a transfer must do so with the resident school prior to student enrollment.
2. A transfer request that has been timely submitted will be permitted for the ensuing school year provided overcrowding in total school enrollment or a substantial imbalance does not occur. A student who currently has a family member enrolled as a student in a school will be given transfer preference over one who does not.
  - a) Transfer requests at a time other than upon initial enrollment in middle school (7th grade) or high school (9th grade) will be discouraged.
  - b) Except for extenuating circumstances such as health or transportation reasons, transfers at any time other than at the beginning of a school year will not be permitted.
  - c) In the above-mentioned circumstances, principals of both the sending and receiving school must approve the transfer.
3. Approved student transfers shall remain valid for the duration of a student's status as a middle school or high school student so long as BCSC Policy 5-3-3 and these implementing procedures remain in full force and effect. Except for good cause shown, a student will not be permitted to transfer back to a school of residence once a transfer has been permitted.

## **II. COUNSELING/ACADEMIC INFORMATION**

### **9.0 COUNSELING DEPARTMENT INFORMATION - (812-314-3826)**

- 9.1 COUNSELOR ASSIGNMENTS.** A counselor is assigned to each cohort and works with all students in that cohort. The student may, however, choose to consult with any counselor about any questions or problems.

Graduation Year 2028: Sandy Freshour

Graduation Year 2027: Karen Elliott

Graduation Year 2026: Aaron Karrer

Graduation Year 2025: MJ Shireman

**Counseling Department Hours. M – F 7:30 AM – 3:30 PM**

**9.2 HOW TO SEE YOUR COUNSELOR.** The counselors have offices in the Cohort Offices. A student who wishes to talk with a counselor may come to the Cohort Offices before or after school or during the day. The student can email their counselor or fill out a “request to see counselor” form found on the Counseling Department’s page in the Canvas Columbus North course or the Counseling Department website. The counselor will respond to the student as soon as possible.

**9.3 COUNSELOR ROLE.** Counselors work with students, parents, school staff, and outside agencies. They assist students with educational program planning (scheduling, school procedures, and school problems), career/life planning, as well as personal problems and social concerns.

**10.0 SCHEDULING**

**10.1 Course Selection.** Course selections for each student are determined during January and February for the following school year. The student is expected to discuss the courses with parents/guardians. After courses have been selected, only minimal changes will be made. AP courses, math courses, English courses, and science courses require teacher approval.

**10.2 Course Catalog.** The “course catalog,” which includes a complete listing and a brief description of all course offerings, may be accessed on the CNHS website “course catalog.”

**10.3 Dropping or Changing a Course.** Students make course selections for the entire school year and are expected to give careful consideration to course selections when they are made during the scheduling period. After students register for classes, teachers will be hired and teacher schedules established based on selections made by students. Students will review their course selections in April. Once a student’s schedule has been prepared, **changes will not be made unless one of the following conditions is met:**

- **Need to meet high school graduation requirements.**
- **Need to meet college entrance requirements.**
- **Student is academically misplaced. Teacher requested change.**

- **Need to balance overcrowded classes.**
- **An error in computer entry.**

Requested changes related to teacher assignments, lunch assignments, and class periods will not be considered. The CNHS Administration reserves the right to make schedule changes based on legitimate student needs!

**10.4 Withdrawal/Fail Policy.** Classes dropped after 10 school days will result in a withdrawal/fail (W/F). W/F's will go on a students transcript and will be factored into their GPA as an F. The student will be enrolled into a resource in place of the dropped class.

**10.5 Class Load.** The normal class load for a student is seven subjects and one resource. Students will be permitted to take fewer subjects only with the recommendation of the counselor. Some students may opt for eight blocks of subjects. If a student does not have sufficient assigned classes, it is the student's responsibility to see a counselor to have the program corrected. **Student-athletes and cheerleaders must be enrolled in six credits each semester for eligibility.**

**10.6 Credits earned outside the COLUMBUS NORTH HIGH SCHOOL curriculum.** A student seeking to earn high school credits for a course not part of the regular North High School curriculum must have prior written approval from the student's counselor. This includes on-line courses, early college, and dual credit. Release time during the school day may be a possibility.

## 11.0 DIPLOMAS

### 11.1 Graduation Requirements.

Graduation Requirements		Graduation Pathway Options
<b>1) High School Diploma</b>		Meet the statutorily defined diploma credit and curricular requirements.
<b>2) Learn and Demonstrate Employability Skills<sup>1</sup></b> (Students must complete <i>at least one</i> of the following.)		Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"><li>• <b>Project-Based Learning Experience</b>; OR</li><li>• <b>Service-Based Learning Experience</b>; OR</li><li>• <b>Work-Based Learning Experience</b>.<sup>2</sup></li></ul>
<b>3) Postsecondary-Ready Competencies<sup>3</sup></b> (Students must complete <i>at least one</i> of the following.)		<ul style="list-style-type: none"><li>• <b>Honors Diploma</b>: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li><li>• <b>ACT</b>: College-ready benchmarks; OR</li><li>• <b>SAT</b>: College-ready benchmarks; OR</li><li>• <b>ASVAB</b>: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li><li>• <b>State- and Industry-recognized Credential or Certification</b>; OR</li><li>• <b>Federally-recognized Apprenticeship</b>; OR</li><li>• <b>Career-Technical Education Concentrator<sup>4</sup></b>: Must earn a C <u>average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li><li>• <b>AP/IB/Dual Credit/Cambridge International courses<sup>5</sup> or CLEP Exams</b>: Must earn a C <u>average</u> or higher in at least three courses; OR</li><li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li></ul>



Effective beginning with students who enter high school in 2019-2020 school year (class of 2023).

Course and Credit Requirements	
English/ Language Arts	<b>8 credits</b> Including a balance of literature, composition and speech.
Mathematics	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 8 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
Science	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
Physical Education	<b>2 credits</b>
Health and Wellness	<b>1 credit</b>
Electives*	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>

**40 Total State Credits Required**

**Additional CNHS Graduation Requirement:**

- Complete all components of Senior Project

**CORE 40 with Academic Honors** (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
  - Earn two of the following:
    - A minimum of 3 verifiable transcripted college credits from the approved dual credit list,
    - 2 credits in AP courses and corresponding AP exams,
    - 2 credits in IB standard level courses and corresponding IB exams.
  - Earn a combined score of 1250 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
  - Earn an ACT composite score of 26 or higher and complete written section
  - Earn 4 credits in IB courses and take corresponding IB exams.

**CORE 40 with Technical Honors** (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - State approved, industry recognized certification or credential, or
  - Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - Any one of the options (A - F) of the Core 40 with Academic Honors
  - Earn the following scores or higher on WorkKeys; Reading for Information - Level 6, Applied Mathematics - Level 6, and Locating Information- Level 5.
  - Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

**11.2 CORE 40 Diploma (grades 9-12).** 40 credits minimum, with 8 credits in English, 6 credits in social studies, 6-8 credits in mathematics (including algebra, geometry, and algebra 2), 6 credits in science (including biology), 1 in health, 2 in physical education, 1 in Preparing for College and Careers, 8 additional credits in core subjects, or world language, fine arts, business, and/or at least 6 credits in a logical sequence from a career technical area, and 2 to 4 more credits from any courses, plus complete the Senior Project.

**11.3 Technical Honors Diploma (grades 9-12).** Complete all Core 40 requirements but earn 47 credits and a cumulative GPA of 7.0. In addition, the student must earn 6 credits in a state-approved college and career pathway and either a state-approved, industry-recognized certification or 6 transcripted pathway dual credits, no grade lower than a C- and cumulative GPA of 7.0, and one of the following: any one of options A-F for academic honors diploma requirements; or take the Workkeys test and achieve level 6 in reading for information, level 6 in applied mathematics, and level 5 on locating information; or take the Accuplacer test and earn a writing score of 80, reading score of 90, and math score of 75; or take the Compass test and earn the following scores: algebra 66, writing 70, and reading 80, plus complete the Senior Project.

**11.4 Academic Honors Diploma (grades 9-12).** Complete all Core 40 requirements plus the following: earn 2 additional math credits, 6-8 credits in a world language, 2 credits in fine arts, no grade lower than a C- in a required class, cumulative GPA of a 7.0, and one of the following: a. Earn 4 credits in 2 or more AP classes and take the corresponding exams; b. Earn 6 verifiable transcripted dual credits from the priority course list; c. Earn 2 credits in an AP class and take the corresponding exam, and earn 3 verifiable transcripted dual credits; or d. Earn a combined score of 1250 or higher on the SAT with a minimum of 560 on Math and 590 EBRW or a composite score of a 26 on the ACT, plus Complete the Senior Project.

## 12.0 GRADING INFORMATION

### 12.1 Marking System

Letter	12 Point	4 Point
A+	12	4.33
A	11	4.00
A-	10	3.67
B+	9	3.33
B	8	3.00
B-	7	2.67
C+	6	2.33
C	5	2.00
C-	4	1.67
D+	3	1.33
D	2	1.00
D-	1	.67
P (passing)	1	.67
F (failure)	0	.00
Conversion formula	T = 12-point scale	
F = 4-point scale		
T = 1.000 or less	2/3(T) = F	
T = 1.000 to 11.000	(T+1)/3 = F	
T = 11.001 or more	F = 4	

**12.2 Grade Point Average.** After each semester each student's grade point average is computed by averaging final grades in all subjects. To determine grade point averages, the letter grade is converted to its numerical value. The total number of points is then divided by the credits

attempted. The resulting number is the grade point average. (A credit = one semester with a grade of D- and above.)

**12.3 Class Rank.** Rank in class is computed following each semester. For the purpose of determining certain scholarship recipients, valedictorian, salutatorian, etc., the 7 semester, 12.0 grade point average, and the length of the student's attendance at North are taken into consideration.

**12.4 Honor Roll.** The honor roll is compiled after each grading period. Students earning a grade point average of "B+" (9.0) with no grade below "C-" are designated as honor roll students. Students with Incompletes will not be included on the honor roll.

**12.5 Grading Periods.** A semester is approximately one half of the school year. Each semester is divided into two grading periods of about nine weeks each, not including vacations.

**12.6 Progress Reports/Report Cards.** Parents should refer to the Parent Portal for their student's grades. If a parent needs access to the Parent Portal, please contact the Cohort Office.

**12.7 Incomplete Grades.** Incomplete grades for the first three nine-week periods of the school year must be made up within one week after the grades have been posted online unless arrangements have been made with the teacher involved and the Counseling Department Director for an extension of time. If the incomplete work is not made up within the designated time, the material missed will be counted as a zero and the grade for the nine weeks or semester will be figured accordingly. If the material missed and not made up is a requirement for credit in the course, the course grade will be "F". Incompletes will not be given for the final nine weeks or semester of the school year unless special arrangements have been made with the teacher involved and the Counseling Department Director.

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

**12.9 Extended Illness Homework Policy.** A student who will be absent from school for an extended illness (more than three days) should contact their respective Cohort Office for homework as early in the illness as possible. Most homework is posted on the student's

Canvas account, which they have access to. Homework will not be collected if the student plans to return to school within three school days of the request. Information will be taken as to the nature of the illness and the approximate days to be missed. The parent or classmate may pick up assignments after 2:00 p.m. the day after the request is made. The student must return the collected assignments before new or additional homework is requested.

## **13.0 SCHOOL RECORDS**

**13.1 Records and Transcripts.** A permanent record of the courses taken by each student, the grades received, the student's attendance record, and scores on special tests are kept in the Counseling Department. When a student transfers to another school or applies for admission to college, students will request transcripts through their Parchment account to go to colleges/universities and the transcripts will be sent electronically to the desired school. Transcripts can be requested through Parchment at no charge.

**13.2 Changes in Address.** Students or parents should report any changes in their address or telephone number to the Cohort Office.

## **14.0 WORK PERMITS**

Effective July 1, 2021, Work Permits are issued to the state by the student's employer.

## **15.0 COLLEGE/TRADE SCHOOL INFORMATION**

**15.1 Naviance.** Students can use their Naviance computer account to do self-assessments, learning style assessments, career searches, college searches, and build their resumes.

**15.2 College/Trade School Visits.** The Cohort Office will announce the visits of college and trade school representatives well in advance of the visitation.

**15.3 Catalogs.** Most catalogs and applications are available online.

**15.4 Recommendation.** The counselor will write the "recommendation," which is required on some college and scholarship applications, and will send the records requested. Students must complete a "request for recommendation" Google form. **The counselor needs at least ten school days prior to the application deadline to complete a recommendation.** A student with questions concerning admissions, tests, transcripts, etc., is urged to see their counselor. We receive many requests in October so please request your letters early.

## **16.0 TESTING PROGRAM.**

MOST COLLEGES REQUIRE STUDENTS TO TAKE THE SAT OR ACT AS PART OF THE REQUIREMENTS FOR ADMISSION. CHECK TO SEE IF YOUR SCHOOL HAS A TEST-OPTIONAL POLICY.

**16.1 Testing Center.** North High School is a testing center for the SAT-reasoning test. Registration for any of the tests must be completed according to the deadline dates. Registration must be completed online. Students should check the master school calendar well in advance of enrolling for these tests to make sure there is no conflict with other school activities.

**16.2 Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test (PSAT-NMSQT).** This test is offered to juniors and sophomores in October. The PSAT is a short form similar to the SAT test. It generally has no value in determining college entrance; however, it has merit for students who plan to take the SAT later because of its practice value in becoming acquainted with this type of test. This test, as the name suggests, also serves as the basic qualifying test in the national merit scholarship program. Only juniors who take this test will be considered for the NMSQT program and from the results, finalists, semi-finalists, and commended students will be chosen. Merit Scholarship Corporation acts as the agency, which awards scholarships for colleges, industries, foundations, and for their own corporation to many high-ranking students. High scores on this test are also highly regarded by colleges in choosing recipients of other scholarships. Sophomores are encouraged to take this test as practice for the SAT and to qualify for dual credit courses.

### 16.3 SAT-Reasoning Test.

Component	Time Allotted (minutes)	Number of Questions/Tasks
Reading and Writing	64 (two 32-minute modules)	54
Math	70 (two 35-minute modules)	44
Total	134	98

Register on-line [www.collegeboard.com](http://www.collegeboard.com)

### 16.4 Indiana SAT

Indiana will use College Board's SAT to fulfill requirements pursuant to Indiana Code 20-32-5.1-7(d) for high school accountability. Students may also use scores to fulfill some high school graduation requirements. SAT assesses high school Mathematics, Reading, and Writing standards in grade 11. The SAT replaced the ISTEP+ assessment beginning with the 2021-2022 school year.

When is the Indiana In-School SAT held?

The Indiana In-School SAT is administered in the spring of each school year, which began in Spring 2022. The primary testing window for the Indiana In-School SAT occurs in the first week of March. Students who have certain accommodations may test during an extended

accommodated testing window that runs two weeks in March. A makeup testing window is also available in April for students and schools that are unable to test during the primary testing window. View this year's assessment windows on the Indiana Department of Education (IDOE) Assessment webpage.

What is the test design for the Indiana In-School SAT?

The Indiana In-School SAT is a timed, online assessment comprising Mathematics, Reading, and Writing segments. There are 65 minutes allotted for Reading, 35 minutes for Writing, 25 minutes for the non-calculator Mathematics segment, and 55 minutes for the calculator Mathematics segment. Certain students may receive additional time per their formal plan's allowable accommodations. The Reading and Writing segments of the SAT include multiple-choice questions with no essay portion. The Mathematics segments consist of multiple-choice and numeric response items.

Who participates in the Indiana In-School SAT?

Grade 11 (junior cohort) students will participate in the Indiana In-School SAT per the federal accountability requirement. Students with a valid attempt from the primary window may not choose to retest during the alternate window.

Students who have not yet graduated may use the Indiana In-School SAT to achieve the graduation qualifying examination (GQE) requirement or to qualify for the GQE waiver. Schools must submit any of these students on this form to get them entered into the Test Information Distribution Engine (TIDE) when uploads begin in January. Additional grade levels may not participate in the statewide administration unless they fall under the graduation exception.

How can students prepare for the Indiana In-School SAT?

Be Data-Driven As You Prepare for the Indiana SAT

SAT College Board Student Webpage

Official SAT Practice via Khan Academy

SAT Practice and Khan Academy Video.English | Spanish

How will students receive scores?

Students will access their scores through their student College Board account, with educators receiving access to scores after. Scores will include standard SAT scores as well as Indiana-specific proficiency levels. Students may elect to send their SAT score reports to up to four colleges/universities at no charge.

**16.5 SAT-Subject Tests.** In addition to the SAT-reasoning test, some colleges require one or more of the one-hour subject tests. A student should check with the college of interest to see if they are required. Because the SAT-reasoning and SAT-subject tests are administered simultaneously, both cannot be taken by a student on the same day.

**16.6 ACT.** This test is a three-hour examination consisting of four parts.(1) English composition, 75 Multiple Choice Questions, and a 45-minute time limit; (2) Mathematics, 60 multiple choice questions with a 60-minute time limit; (3) Reading, 40 multiple choice questions and a 35-minute time limit; and (4) Science, 40 multiple choice questions with a 35-minute time limit. The optional writing test is available for an additional fee (subject to change). Register online at [www.actstudent.org](http://www.actstudent.org).

**16.7 Advanced Placement (AP) Examinations.** Students who have high achievement in AP or honors courses or who have attained good academic records through some other special programs may benefit by taking the AP exams. Many colleges grant credit for scores of 3 to 5. Indiana enacted new regulations directing Indiana colleges to issue college credits for good scores. **The student should check with the college the student plans to attend.** Each test costs approximately \$107 (subject to change) except the exams which are subsidized by the state of Indiana.

**16.8 2024-2025 Examination and Test Dates:**

**SAT.** Please visit [www.collegeboard.org](http://www.collegeboard.org) for the most accurate test dates or contact the Counseling Department

**ACT.** Please visit [www.act.org](http://www.act.org) for the most accurate test dates or contact the Counseling Department

**Advanced Placement Exams.** First two weeks of May

**PSAT/NMSQT Test:** October 2024

**Administered each October (dates may vary)**

**17.0 AWARDS, SCHOLARSHIPS, AND FINANCIAL AID**

**17.1 Graduating with Distinction.** Students in the top 15% of the senior class at the end of seven semesters are recognized for their academic accomplishments each year. These students are honored at North High School by wearing gold tassels on their caps at graduation ceremonies.

**17.2 Academic Letter Award.** The academic letter award is given to juniors and seniors who have maintained a grade point average of “A” (10.00) for each of four consecutive semesters cell and no semester grade lower than “C-.” Students maintaining a grade point average of “A” (10.00) for each of six consecutive semesters and no semester grade lower than “C-” will receive a chevron. The award presentation will be in the fall. Transfer students are eligible if the grades transferred meet the above criteria. The academic letter awards will be

computed by averaging the semester grades in all subjects. The student will have no incomplete grades for the four semesters. The academic letter will be the same size, quality, and colors as other letters awarded by the school. The style of the letter is old English to differentiate it from other letters.

**17.3 Scholarships and Loans.** Scholarship and financial aid information are available in the Cohort Offices. Each post-secondary education institution has its own process for determining financial aid. A student should check with the institution(s) they are considering for its specific financial aid process. Several local, state, and national organizations offer scholarships and loans to students who apply and qualify. For most scholarships and loans, the student must complete a FAFSA form to be eligible. The scholarship information is announced and posted as the material is received. Both local and national searches can be conducted via Naviance.

### **III. STUDENT RIGHTS/RESPONSIBILITIES**

**18.0 POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORTS (PBIS)** is a systems approach to improving school and classroom behavior among all students. PBIS is used to help staff create school-wide systems that allow them to teach and promote positive behavior among all students. By setting clear behavioral expectations, schools create environments allowing teachers to teach and students to learn with a clear understanding of what is required for success. North High School focuses on the 3 R's: Respect, Responsibility, and Relationships. In addition, students are taught the habits of mind to encourage them to think well and act responsibly.

North High School rewards positive behavior with a positive behavior instructional supports (PBIS) reward system! A student is awarded a blue ticket for exhibiting positive behaviors and can enter a monthly and semester drawing. Faculty and staff are also rewarded for nominating students with blue tickets with monthly rewards. In addition, faculty and staff can write each other blue tickets for a chance to win in a monthly drawing.

Each student, as part of their education, should learn accountability for actions, good citizenship, respect for law and authority, and self-discipline. A student's decision-making process should include concern for society's standards and expectations, the rights of others, and the student's personal value system, attitudes, and experiences.

### **19.0 ENROLLMENT**

A new student who has taken residence in the school district will enroll with the Cohort Office and be scheduled through the Counseling Department. A student is required to attend an enrollment conference with a legal guardian. The following procedures and documentation are required for enrollment. The student should:

1. Make an appointment with a cohort office.
2. Be accompanied by a legal guardian with proof of guardianship when requested.
3. Show proof of residency of the guardian within the North High School district or present an approved BCSC transfer form (rental agreement, utility bill, etc., may serve).
4. Provide emergency phone numbers.
5. Provide records from the previous school.
6. Provide immunization records.
7. If the student is in need of special services, appropriate information must be provided.

8. May complete an enrollment contract if the student is a re-enrollee.

Failure to fulfill any of these enrollment requirements may result in unnecessary delay or denial of the student's admission to Columbus North High School.

## **20.0 WITHDRAWAL**

Any student who wishes to withdraw from school for any reason must do so through the Cohort Office. In all cases, a signature from the student and a parent or legal guardian is required. An Assistant Principal will conduct a quick interview and if a withdrawal is still being requested by the student an exit interview appointment with the Principal or designee will be created. During the exit interview, the school principal or designee shall follow the steps described in the procedure language listed below. Prior to withdrawing from a school, a student must complete any obligations, which may include those to teachers, resources centers, the library, the bookstore, and others. The student's Cohort Office should be contacted as soon as possible before the withdrawal meeting.

*As per...(The following supersedes the above language.) ..SECTION 15. IC 20-33-2-28.5, 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:

- (A) 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.

## **21.0 ATTENDANCE**

The Cohort Offices and teachers keep a record of punctuality and attendance for each student.

Regular attendance is expected for all students. The state law requires attendance for all students. The official record for absences for any given period of the day shall be the teacher's records. Any student who arrives at school after 8:00 a.m. should report directly to their respective Cohort Office.

## **22.0 PROCEDURES IN CASE OF FULL/PARTIAL DAY ABSENCE**

In case of absence, a parent or guardian must call their student's Cohort Office as early in the day of the absence as possible. Voice mail is available during non-school hours. Notes will not be accepted without prior approval. If the Attendance Office has not heard from the parent/guardian regarding an absence(s) within two (2) days, the absence may be treated as a truancy.

When the student returns to school following an approved absence the student should report directly to class. Any student returning to or leaving from school during the school day must report to a Cohort Office for an appropriate pass.

## **23.0 EXCUSED ABSENCES**

A. Excused absences are based upon Indiana State Law or Administrative Rules.

Excused absences that count toward student total days of absences as noted in section 39.0

1. Illness or injury requiring absence.
2. Death of an immediate family member.
3. Death of another person when requested by parent or guardian approved by the principal.
4. Special religious observances.
5. Confirmed medical/dental appointments.
6. Participation in state, multi-state, or national competition subject to approval of building principal or designee.
7. Worker on Election Day.
8. College visitation with approval of principal or designee. (Applicable to grades 11 & 12 only).

Excused absences that DO NOT count toward student total days of absences as noted in section 39.0.

1. When subpoenaed to appear in court as a witness in a judicial proceeding.
2. Service as a legislative page in the Indiana General Assembly.
3. Secondary school students who are ordered to active duty with the Indiana National Guard. Such exemption shall not exceed ten (10) days in a school year.

B. For excused absences, a student may make up all work under the following conditions:

1. The request for make-up must be initiated by the student.
2. Following an excused absence, the student will be given a number of school days equal to the number of days of absence to submit make-up work for credit.

C. For extenuating circumstances, students shall submit an extenuating circumstance form at least two days prior to the absence to their Cohort Office.

## **24.0 UNEXCUSED ABSENCES.**

A. All absences not provided for under the Excused Absences policy, shall be considered unexcused. A “truant” is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law.

B. The penalties for unexcused absences within any one semester are as follows:

1. Work missed for a truancy may be completed for credit at teacher discretion.
2. In addition the following disciplinary actions may occur:
  - a. A truancy in any class may result in a conference with an Assistant Principal or Academic Coach, a parent contact, and/or additional disciplinary action.
  - b. Additional truancies in any class after parent contact may result in further disciplinary action.
  - c. A truancy referral may be sent to the Bartholomew County Probation Department.
3. If a student's behavior requires removal from class, they are to report to their Cohort Office. This behavior may result in disciplinary action.
4. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student under the Due Process regulations adopted by the Board of School Trustees. Truancy is defined as absence from school without permission of the parent/guardian.

## **25.0 TARDIES**

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins in that room. Students who arrive 15 minutes or later will be considered unexcused (UNX). Students who arrive at any point during class are allowed to complete work from that class period.

1. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. Students are responsible for prompt arrival to each class. Students may receive the following disciplinary action for tardiness to class:

1st tardy. Verbal warning from teacher

2nd tardy. Teacher conference

3rd tardy. One-day detention will be assigned by the teacher. The teacher should contact parents.

4th tardy. Discipline referral (Teacher) and one day in-school suspension may be assigned or Afternoon School if established.

5+ tardies (in any combination of classes). May result in further disciplinary action by the Cohort Team.

Please note that accumulated tardies will also be based on the entire semester and by the

total in all classes. Each student will begin each new semester with zero tardies. Students who continually have excessive tardies, regardless of semester, will receive further discipline.

## **26.0 PERMITS TO LEAVE SCHOOL**

It is the responsibility of the student to obtain an “off-campus permit” from the Cohort Office prior to leaving campus during assigned school hours. Failure to get an “off-campus permit” before leaving campus may result in an unexcused absence. When the student returns from off campus, the student must sign in through their Cohort Office.

## **27.0 STUDENT VEHICLES**

Only CNHS students may use the areas designated for student parking and must obey parking and driving regulations. Students are to leave their vehicles and the parking lot immediately after parking and then enter the building. Students are not to be in the parking lot during assigned school hours without permission from a Cohort Office or a pass from a teacher. Students driving to or from the lot during lunch must drive with caution to pedestrians and other cars. Administration will reserve the right to alter parking/driving privileges during the course of the year.

Students must park vehicles properly. Illegal parking, parking in restricted areas, parking in non-designated areas, or blocking entrances may result in disciplinary action. Students shall not, at school, on school property, or at school activities have visible on their motor vehicle any written material, either printed or in their own handwriting, that is racially disruptive or would cause a reasonable person to be intimidated. (Examples include, but are not limited to, material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi, or any other “hate” groups that support racial violence. This list is not intended to be all-inclusive.) Violations will result in disciplinary action. North High School is not responsible for damages or theft to vehicles on school grounds. Driving privileges may be revoked and other disciplinary sanctions enacted for inappropriate behavior. There is a 15 MPH speed limit on school property.

## **28.0 HALLWAY CONDUCT**

Students should allow free passage. All students are expected to show courtesy in the hallways. Students in the hallways during class time must be in possession of a staff-issued hall pass.

No students are to be in the stairwells.

## **29.0 FRIDAY SCHOOL**

Friday School is an alternative to exclusionary discipline measures that doesn't interfere with the student's learning time during the school week but allows students to remain in the learning environment during that time and receive instruction and assignments. Friday School will be most Friday's 3:30 p.m. - 5:15 p.m. in the Large Group Instruction Room (LGI) (not on Fridays before a holiday break).

A student, who has been assigned Friday School, must complete it by the due date indicated on the Friday School notice. Continued failure to complete detentions as assigned will be reported to Cohort Offices and appropriate disciplinary action will be taken.

## **30.0 RESTORATIVE PRACTICES**

CNHS is committed to using Restorative Practices to help modify challenging behaviors. Restorative Practices are the process by which an individual acknowledges wrongdoings, takes steps to repair harm, and is welcomed back into the school community. This process fosters a culture that elevates dialogue and values relationships.

## **31.0 DETENTION**

A student, who has been assigned a detention, must complete it by the due date indicated on the detention notice. Detention may be assigned before and after school or at lunch. Failure to complete detention as assigned may result in additional detentions being assigned by the teacher. Continued failure to complete detentions as assigned will be reported to the Cohort Offices and appropriate disciplinary action will be taken.

## **32.0 DRESS AND APPEARANCE**

School dress should be modest, safe, and appropriate. Clothing that some may consider to be fashionable may be inappropriate in a public school setting. The careful regulation of student dress 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 to freedom of expression, but rather encourages students to "dress for success," and come to school properly prepared to participate in the educational process.

1. Clothing must be suitable for all classroom activities, including science labs, physical education, and career or vocational settings. For some classes, special safety apparel or

uniforms may be required. Maintenance of health and safety includes the wearing of shoes, sandals, or boots.

2. Students must have their faces visible at all times, with the exception of medical or religious face coverings.
3. Clothing and accessories such as, but not limited to, slippers, pajamas, and blankets, must be left at home, as should attire that may cause property damage and/or injury.
4. Students must wear clothing including a shirt with pants or skirt, or the equivalent, and shoes. Clothing must have fabric on the sides, the front, and the back. Fabric covering private parts, for example, breasts, buttocks, and genitals, must be opaque, not see-through.
5. Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, gangs (inclusive of clothing colors, symbols, or promotes racial disruptions by bearing a picture, diagram, logo or slogan/language, or other symbol 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 anything immoral or illegal, will be deemed inappropriate and may not be worn in school or at a school function.

### **33.0 ASSIGNED RESOURCE/RESOURCE CENTERS**

Assigned resources are important and valuable instructional time. A student is expected to bring materials to study. Student conduct should contribute to a quiet study environment, and the student should follow instructions provided by the resource supervisor. Students wishing to see other staff members, or wishing to use a resource center or other area, must obtain a pass from the proper authority in advance of the assigned resource time. Students must sign in when visiting a resource center.

### **34.0 SUSPENSIONS**

#### **34.1 IN-SCHOOL-SUSPENSIONS**

Students will be assigned in-school suspension by the Assistant Principals or Assistant Principal's Designee. Students are required to be in school during the regular hours and will be reassigned to the in-school suspension room for the regular class schedule. Students must complete the daily work assigned while they are on in-school suspension. Time for lunch

will be provided. In case of illness or cancellation of school, in-school suspension will be extended the appropriate number of days.

### **34.2 OUT-OF-SCHOOL-SUSPENSIONS**

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.
- (4) A student may be allowed to make up missed tests or quizzes when the student returns to school.

Expulsion proceedings may be initiated if a student exceeds ten (10) days of out-of-school suspension during the school year. A suspended student is not to be within 1000 feet of campus unless authorized by school officials and may not participate or attend any school event or function during the suspension period. This includes events or functions on a weekend, holiday, or scheduled vacation.

Out-of-School Suspension Homework Process:

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;
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.

(IC 20-33-8-18)

### **34.3 GROUNDS FOR SUSPENSION AND EXPULSION (I.C.20-33-8-14 (2022))**

The following are the 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.

#### **Jurisdiction**

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.

### **35.0 STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE (SUBSECTION A)**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
- 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection

with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.]

- a. Exception to Rule 11. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed on how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products, or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activities that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;

- c. disobedience of administrative authority;
- d. willful absence or tardiness of students;
- e. engaging in speech or conduct, including clothing, jewelry, or hair style that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
- f. violation of the school corporation's acceptable use of technology policy or rules;
- g. violation of the school corporation's administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device.

28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner that constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

31. Violate the “Online Acceptable Use Policy” (See section 51.0). Alter, change, or use any other electronic method to enter, control, change, or view any part of the BCSC network. This includes operating and controlling software for individual computers or operating and controlling software or servers or associated devices. Students shall not use BCSC technology which may result in the disruption of the school process.

32. An accumulation of offenses or repeated failure to comply with school expectations may lead to disciplinary action including detention, suspension, or expulsion. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is

necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which take place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

33. Be in illegal possession of school keys, make unauthorized entry into the building, or misuse school property.
34. Engage in public display of affection beyond holding hands.
35. Drive, ride, or be in/on a motorized vehicle during the school day without authorization.
36. Violate the "On-line Acceptable Use Policy" (See section 51.0); alter, change, or use any other electronic method to enter, control, change, or view any part of the BCSC network. This includes operating and controlling software for individual computers or operating and controlling software or servers or associated devices. Students shall not use BCSC technology which may result in the disruption of the school process.
37. An accumulation of offenses or repeated failure to comply with school expectations may lead to disciplinary action including detention, suspension, or expulsion. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which take place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
38. The student's rights and responsibilities shall also be governed by Indiana Code 20-8.1-1-5.1-1 et. seq. as amended, 20 U.S.C. 8001, 20 U.S.C. 8002, and the brochure distributed by the Superintendent's Office and School Board.

### **36.0 ANTI-HARASSMENT (BCSC SCHOOL BOARD POLICY 5517.01)**

It is the policy of the board of school trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all school corporation operations, employment opportunities, 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 occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the corporation environment.

The board will vigorously enforce its prohibition against unlawful harassment (see definition above), which is based on race, color, national origin, sex (including transgender status, sexual orientation, and/or gender identity), religion, disability, military status, ancestry, or genetic information that are classes protected by federal and/or state civil rights laws (hereinafter referred to as "protected classes"), and encourages those within the school corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment.

All corporation employees, including administrators, professional staff, and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment that the employee observes or which is reported to the employee.

The board will investigate all allegations of unlawful harassment (see definition on page 1) occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment and, in those cases where unlawful harassment is substantiated, the board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment (see definition on page 1) occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, corporation employees who fail to report any incident of alleged unlawful

harassment (see definition on page 1) occurring in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the corporation environment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "corporation community" means students, administrators, teachers, and staff, as well as board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the board.

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

### **Other violations of the anti-harassment policy**

The corporation also will 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 unlawful harassment (see definition on page 1) or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment (see definition on page 1).
- C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment (see definition on page 1), when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by federal civil rights laws. It is defined as any unwanted and

repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, and may involve:

- A. Teasing;
- B. Threats;
- C. Intimidation;
- D. Stalking;
- E. Cyberstalking;
- F. Cyberbullying;
- G. Physical violence;
- H. Sexual violence;
- I. Theft;
- J. Sexual, religious, or racial harassment;
- K. Public humiliation; or
- L. Destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. Places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

## **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education 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 individuals.
- 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. Sexual violence, including physical and/or sexual 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, which 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. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- J. Inappropriate boundary invasions by a corporation employee or other adult member of the corporation community into a student's personal space and personal life;
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Note: sexual conduct/relationships with students by a corporation employee or any other adult member of the corporation community are prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in i.c. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under i.c. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under i.c. 35-42-4-9. The issue of consent is irrelevant with regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave 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.

### **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 activity. Such harassment may include but is not limited to conduct 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 activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, surname, 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; 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. Such harassment may include but is not limited to conduct 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 activity. Such harassment may include but is not limited to conduct 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. Such harassment also may include but is not limited to conduct directed at or pertaining to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Students, members of the corporation community, and third parties are encouraged to promptly report incidents of unlawful harassment to an administrator, supervisor, or other corporation official so that the board may address the conduct before it becomes severe, pervasive, or persistent. All corporation employees, including administrators, professional staff, and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other corporation-level official who receives such a complaint shall file it with the corporation's anti-harassment compliance officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the corporation community or third parties who believe they have been subjected to unlawful harassment by another member of the corporation community or a third party are entitled to utilize the board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with policy 5517.01 – bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work or learning environment and may have constituted unlawful harassment based on "protected classes", the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the compliance officers who shall investigate the allegation in accordance with this policy.

The following person has been designated to handle inquiries regarding the non-discrimination policies of the corporation or to address any complaint of discrimination:

Civil Rights Compliance Officer

Assistant Superintendent For Human Resources

812-376-4472

1200 Central Avenue

Columbus, IN 47201

### **37.0 BULLYING (BCSC SCHOOL BOARD POLICY 5517.01)**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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, 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, or the superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

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. Reports may be made to those

identified above. Staff members who fail to report bullying or who fail to investigate when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

### **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.

### **Safe School Committee.**

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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Legal

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

## **38.0 POSSESSING A FIREARM OR DESTRUCTIVE DEVICE**

No student shall possess, handle, or transmit any firearm or a destructive device on school property.

A. The following devices are considered to be a firearm under this rule.

1. Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

B. For purposes of this rule, a destructive device is:

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

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

*A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.*

**38.1** The penalty for possession of a firearm or a destructive device is suspension for up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **39.0 POSSESSING A DEADLY WEAPON**

No student shall possess, handle, or transmit any deadly weapon on school property.

- A. The following devices are considered to be deadly weapons for purposes of this rule.
  1. A weapon, Taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  3. A biological disease, virus, or organism that is capable of causing serious bodily injury.

The penalty for possession of a deadly weapon is up to ten (10) days suspension and expulsion from school for a period of up to one (1) calendar year.

The superintendent *shall immediately* notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

## **40.0 UNLAWFUL ACTIVITIES**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **41.0 UNDERGROUND STUDENT PUBLICATIONS/STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS**

Underground Newspapers. While students have and should exercise the right of free speech in publications in addition to the CNHS Media which includes but is not limited to: LOG and THE TRIANGLE, these rights must be exercised responsibly. When ideas and causes are espoused or criticized, even highly controversial ones, in a manner where evidence and logic are conspicuous, then First Amendment rights are served. Students shall be subject to disciplinary action for the distribution, on school grounds or at school-sponsored activities, of any written or graphic materials which:

- A. are obscene or pornographic;
- B. are libelous, slanderous, or defamatory under state law;
- C. invade the privacy of others;
- D. contain an expression that is false and not otherwise protected by laws relating to freedom of expression;
- E. contain insulting words, or verbiage which injures or harasses other people and which are inconsistent with the shared values of a civilized social order (e.g., threats of violence or defamation of a person's race, religion, ethnicity, national origin, symbols, paintings, images, logos, slogans, material, and articles that are racially disruptive or would cause a reasonable person to be intimidated including, but not limited to, anything that denotes the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi, or any other "hate" groups that support racial violence. This list is not intended to be all-inclusive, etc.);
- F. advocate the commission of unlawful acts or violation of Board policy or regulations or which causes a material and substantial disruption of the orderly operation of the school;
- G. school equipment and supplies shall not be used for publication of non-curricular written or graphic materials.

### **41.1 DISTRIBUTION OF MATERIALS**

Students wishing to distribute any written or graphic material to the student body or any significant segment of the student body shall notify the building principal (or a designee) of their intent and obtain his approval to distribute at least two (2) school days prior to the time of the planned distribution.

If distribution is approved, students may distribute at the entrances or exits during the thirty (30) minute time period immediately before the commencement of school or after the end of

the school day. Students may also distribute during a school's lunch hour in the school's lunch room, or from a location designated by the building principal. Students may not distribute at any other locations (including classrooms) or at any other time without the permission of the principal.

Students must distribute in a manner that does not materially or substantially interfere with the operation of the school. The principal (or a designee) may halt distribution if in his opinion, the distribution materially or substantially interferes with the proper and orderly operation of the school or any school activity or if the material being distributed is, because of its content, prohibited under this policy. No student may be compelled or coerced to accept any materials being distributed. Students distributing materials are responsible for picking up materials they have distributed which are discarded in the area of distribution.

Students distributing written or graphic materials in violation of this policy may be subject to disciplinary action.

## **42.0 SUBSTANCE ABUSE**

The following applies to all students attending school or school-sponsored events (i.e., field trips, athletic events, etc.). Due process will be followed. Proper law enforcement authorities may be notified when controlled substances or alcohol are involved.

### **42.1 UNDER THE INFLUENCE AND/OR POSSESSION**

Under the influence of alcohol, authorized 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 evidences a use or intent to use such substance in a manner other than its normal 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.

Disposition:

1st Offense. Principal shall complete a request for expulsion; however, such request 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 (5) days.
2. Student may be required to take a drug test.
3. During the five (5)-day period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Student Assistance Coordinator 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 Coordinator. Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Student Assistance Coordinator 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.

4. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement.

\*Possible recommendations from the Student Assistance Coordinator and school officials:

- A. Chemical use assessment administered by professional outpatient drug/alcohol counselor(s).
- B. 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.
- C. Inpatient treatment commensurate with the family's ability to pay for services.

2nd Offense. The principal may recommend to the Superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and the first semester of the following school year.

## **42.2 UNDER THE INFLUENCE AND/OR POSSESSION**

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 such distribution.

Disposition. The principal will recommend to the Superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year, subject to the provisions of IC 20-8.1-5-11(f).

## **42.3 PARAPHERNALIA**

Students are not allowed to possess drug paraphernalia. Drug paraphernalia are items intended for ingesting, testing, or enhancing the effect of a controlled substance.

Violations of paraphernalia with residue may result in suspension or expulsion from school. Such 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.

Violations of paraphernalia without residue may result in detention, suspension, or expulsion from school.

1. 1st Offense. Detention, in-school suspension, or comparable suspension with parent contact.
2. 2nd Offense. Out-of-school suspension and meeting with the Student Assistance Coordinator.
3. 3rd Offense. Expulsion from school.

**Canine Searches.** Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the superintendent or designee which would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building or student vehicles in a school parking lot. (BCSC 5-6-5-1)

#### **43.0 CRIMINAL ORGANIZATIONS & CRIMINAL ORGANIZATIONAL ACTIVITY**

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

The following definitions apply to this policy:

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

1. either:
  - a. promotes, sponsors, or assists in; or
  - b. participates in; or
2. requires as a condition of membership or continued membership, the commission of a felony or an act that would be a felony if committed by an adult, or the offense of battery.

B. **Gang Activity** means to knowingly or intentionally actively participate in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee

and the school safety specialist. The principal or designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

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

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

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

The principal or designee shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal or designee also shall provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents and discuss the availability of intervention services.

Support services may include one or more of the following:

A. Gang awareness education that shows promise of effectiveness based on research.

The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.

- B. Culturally and/or linguistically appropriate services/supports for parents and families.
- C. Counseling coupled with mentoring for students and their families.
- D. Community and faith-based organizations and civic groups.
- E. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- F. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- G. School-sanctioned/facilitated extracurricular activities.

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

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

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and the policy shall be posted on the corporation website.

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

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

D. Consider integrating Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

Adopted 5/23/16

#### **44.0 WIRELESS COMMUNICATION 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:

##### **High School Recommendation:**

**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:** Friday detention (or school equivalent) and WCD is confiscated and returned to a parent/guardian (referral created).

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

(referral created).

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

## **45.0 CAFETERIA/LUNCH BCSC FOOD SERVICE DEPARTMENT GUIDE TO LUNCH**

Freshmen are required to eat and remain in the cafeteria area during the assigned lunch period. Proper conduct is expected. Students (Grades 10-12) who choose to stay on campus must remain in designated areas and conduct themselves in a proper manner. Trays and trash must be returned to the dish room window. Students (Grades 10-12) choosing to leave campus are expected to behave in an appropriate manner and are subject to disciplinary action should their behavior become disruptive. Loitering in businesses and/or residences may result in a loss of off-campus privileges. Students who return to the building with food during the lunch hour must eat in the cafeteria.

### **45.1 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. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school.

#### **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](http://MySchoolBucks.com), or a personal check made payable to the school cafeteria. Please indicate the 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 three lunches. Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly until 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 assistance.

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

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

### **VEGETARIAN OPTIONS**

BCSC Food Service has a variety (21 entrees) of vegetarian entrée options to choose from, in addition to the wide variety of fruits, vegetables, and salads served daily. Your student may request a vegetarian option by notifying the café by 9 a.m. 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.

- Updated lunch prices can be found on the school corporation website.

### **CNHS CAFETERIA MANAGER**

Caitlin Glassburn 812-376-4263

BCSC FOOD SERVICE DIRECTOR

## **46.0 BCSC TECHNOLOGY USE POLICY**

### **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 cleaning spray, spray it on the cleaning 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](mailto: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) \_\_\_\_\_

## **47.0 MOTOR VEHICLE/ATTENDANCE POLICY**

A student who is expelled from school or who is suspended from school a second time in a school year, or who has withdrawn for any reason other than financial hardship, may 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. If requested, the principal will meet with the student and his parents to determine financial hardship. In the case of an expulsion, second suspension from school, or withdrawal, the student's license or learner's permit will be invalidated for 120 days or the end of the semester (whichever is longer) or until the student reaches the age of 18.

SECTION 18. IC 20-33-2-11, AS ADDED BY HEA 1288-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]. Sec. 11.

- (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:
  - (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
  - (3) identified in the information submitted to the Bureau of Motor Vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
  - (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
  - (2) the procedures under which subsection (a) will be administered; and
  - (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC

- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
  - (1) February 1; and
  - (2) October 1;of each year the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.
- (g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b).

## **48.0 SCHOOL BUSES**

**(Developed By the BCSC Transportation Dept. April 2019...)**

### **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 the 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 the seat when the bus is in motion.

### Riding

Back to back, seat to seat,

Feet to the floor, and out of the aisle.

Backpack in your lap or in front of you in your space.

Hands to self and away from the 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 with backpack/items ready to go.

Exit single file.

Walk away from the bus.

Wait for the bus driver's point of 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 and 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: ets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.*

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

### **Misbehavior on the Bus**

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

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

**1. Written Warning:**

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

**2. First Offense:**

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

**3. Second Offense:**

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

In the event of a bus suspension:

- Suspension will take place the following day.

- Parents/guardians will be provided a yellow copy of the School Bus Incident Report.
- After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by the parent/guardian and returned to the bus driver, the student may board the bus and ride.

A bus contract notifying the student, parent/guardian, and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

4. Third Offense:

Upon notification to the principal by Transportation of the student's third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year.

- Parents/guardians will be provided a white copy of the School Bus Incident Report noting the 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/>

## **49.0 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

Cell 812-374-6936

## **50.0 AHERA NOTIFICATION**

In accordance with the U.S. 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.

## **51.0 PEST CONTROL AND USE OF PESTICIDES**

See School Board Policy 8432 on the BCSC website. Prior to the application of pesticides within any building or on school grounds, the parents who have registered for prior notice shall receive notification to be received no later than two (2) school days prior to the application unless an emergency is declared.

## **52.0 FERPA AND DISCLOSURE OF STUDENT DIRECTORY INFORMATION**

FERPA allows disclosure of appropriately designated “directory information” without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student’s name, photograph, date of birth, dates of attendance, grade level, and participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and school-assigned email accounts school attending.

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

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

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

## **53.0 NOTIFICATION OF RIGHTS UNDER FERPA.**

General policy statement

## Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parents of reliable students believe are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want to be 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

**00 Maryland Avenue, SW**

Washington, DC 20202-4605

**Please visit [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us) to find School Board Policies and Administrative Guidelines**

#### **54.0 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.