



McDowell Education Center

STUDENT HANDBOOK

2025-2026



McDowell Expectations

"Be Responsible. Be Respectable. Be Safe."

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

2025-26 SCHOOL YEAR

JULY 2025						
S	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
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AUGUST 2025						
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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30						

DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
S	M	Tu	W	Th	F	S
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31						

JUNE 2026						
S	M	Tu	W	Th	F	S
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28	29	30				

First Teacher Day	August 4
Professional Development Day (no school for students)	August 5
First Student Day	August 6
Labor Day (no school)	September 1
Professional Development Day (no school for students)	October 10
Fall Break (no school)	October 13–17
Thanksgiving Break (no school)	November 26–28
First Semester Ends	December 19
Winter Break Begins (Dec 22–Jan 2 Winter Break, no school)	December 22

Teacher Day	January 5
Classes Begin for 2nd Semester	January 6
Professional Development Day (no school for students)	January 16
Martin Luther King Jr. Day (no school)	January 19
Spring Break (no school)	March 16–20
Good Friday (no school)	April 3
Professional Development Day (no school for students)	April 6
Last Day for Students	May 20
Last Teacher Day (half day)	May 21

GRADUATION

CSA New Tech at East High School, 7:00 p.m.	May 22
North High School, 10:00 a.m.	May 23
East High School, 1:00 p.m.	May 23

Grading Periods

FIRST SEMESTER

1st Quarter:	August 4–October 10	46	49
2nd Quarter:	October 20–December 19	42	42

SECOND SEMESTER

3rd Quarter:	January 5–March 13	47	49
4th Quarter:	March 23–May 21	41	42.5

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

■ School Closed ■ Special Event Day
○ First/Last Student Day □ First/Last Teacher Day

BCSC 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.

BCSC Vision Statement

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

BCSC Mission Statement

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

Contact Information

Main Office

812-376-4451

McDowell Education Center Webpage

mcdowell.bcscschools.org

Commitment

McDowell Education Center is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Nondiscrimination and Access to Equal Educational Opportunity.

See [**BCSC School Board Policy 2260**](#).

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 of Human Resources

1200 Central Avenue

Columbus, IN 47201

Telephone no. 812-376-4472

Handbook Priority

If there are any deviations or conflicts between the Student Handbook and the Due Process Manual, as adopted by the Board of School Trustees, the provisions in the Due Process Manual will supersede.

General Campus Information

School Hours

School hours are from 7:45 a.m. - 3:00 p.m.
All students should be out of the building by 3:30 p.m.
unless supervised by a staff member.

Regular Bell Schedule

RESOURCE: 7:45 - 8:15

PERIOD 1 : 8:20 - 9:22

PERIOD 2 : 9:25 - 10:21

PERIOD 3 : 10:24 - 11:20

LUNCH : 11:20-12:05

PERIOD 4 : 12:05 - 1:03

PERIOD 5 : 1:06 - 2:04

PERIOD 6 : 2:07 - 3:00

2-Hour Delay Bell Schedule

PERIOD 1 : 9:45 - 10:30

PERIOD 2 : 10:34 - 11:19

PERIOD 3 : 11:23 - 12:08

LUNCH : 12:08-12:53

PERIOD 4 : 12:53 - 1:33

PERIOD 5 : 1:37 - 2:17

PERIOD 6 : 2:20 - 3:00

BCSC SECONDARY STUDENT INFORMATION AND EXPECTATIONS

Enrollment

Only those students residing with a parent or guardian, who are not over 18 years of age (unless there is an IEP in place), or declared emancipated and living within designated district attendance boundaries will be eligible to enroll and attend unless a transfer has been approved by the receiving and/or sending school. To arrange an appointment to enroll, please call the Enrollment Center at 812-376-4463 or 812-376-4492.

Students new to the corporation must be accompanied by a parent/guardian to enroll. Proof of residence and proof of guardianship must be provided at the time of enrollment.

Students who have previously dropped out of school or are over 18 years of age must be approved by an administrator before being allowed to enroll. Any person 16 years old or older, who has not completed two (2) consecutive semesters (including summer school) or more, may be required to complete one successful semester at McDowell and/or summer school before enrolling in regular day school.

Students who are over the age of 18 or who have previously withdrawn from school may be required to meet with a school administrator as part of the enrollment process.

Students participating in the McDowell High School Program or Restart may return to their home high school after completing one successful semester at McDowell and receiving approval from the home school's grade-level Principal or designee. This decision will be based on a review of the student's academic progress, including credits earned, as well as attendance, behavior, and any other relevant factors from their time at McDowell. In order to receive credit, the student must meet the attendance and conduct standards outlined in the McDowell Student Handbook.

Students will be permitted to take fewer than six (6) subjects each semester only with the recommendation and approval of the student's counselor and Principal or designee.

Transfers

When entering high school, there is some flexibility afforded to students when deciding which high school to attend. If a student wishes to enroll in a school other than their designated "home school" (determined by their home address and district boundaries), they must submit a written transfer request to their home school. Students are only provided transportation to the school in which they are districted. If a transfer is approved, transportation is the responsibility of the parent/guardian. Once a transfer is completed students cannot transfer again within the district unless there are extenuating circumstances approved by both building administrations.

Withdrawals

Any student who wishes to withdraw from school for any reason must do so through their grade

level Team/Main Office. In all cases, a signature from the student and a parent or legal guardian is required. The Principal will conduct an exit interview unless the student is transferring to another accredited school. The grade level Principal shall advise the student and the student's parent(s)/guardian that the student's withdrawal from school may prevent the student from receiving or will result in the revocation of the student's driver's license (or learner's permit). Prior to withdrawing a student must complete any obligations, which may include those to teachers, resource centers, the library, and the bookstore.

(Refer to IN Code § 20-33-2-28.5)

Good Standing

A student is considered "in good standing" if:

- The student has passed six subjects in the previous grading period. Semester grades take precedence.
- The student also must not be currently suspended, expelled, or on a behavior contract.
- The student must not be in violation of the BCSC Substance Abuse Policy for Athletic, Extra-curricular, and Co-curricular Activities.
- The student's conduct does not create a disruption in the discipline, good order, moral, or educational environment as defined by the school administration.

Academics

Academic Honesty

Cheating, including but not limited to plagiarism, use of notes without permission, use of AI without permission, copying from another student, or other forms of such dishonest behavior, will be considered a violation of acceptable behavior. Dual credit courses will default to the university.

Grading Information

Grades are completed by semester.

Letter Grade	Percentage
A+	100 - 98
A	97 - 93
A-	92 - 90
B+	89 - 88
B	87 - 83
B-	82 - 80
C+	79 - 78
C	77 - 73
C-	72 - 70
D+	69 - 68
D	67 - 63
D-	62 - 60
F	59 - 0

Homework

School Board Policy C575

Homework is an out-of-school assignment that contributes to the learning process of the student and should fulfill the following objectives:

- to review, remediate, or extend classroom learning; and
- to provide the opportunity for independent learning.

Library

The library offers a wide range of books and resources. We encourage parents to play a role in helping their teens choose books that are appropriate for them. If you are a parent or guardian and have concerns about specific content your child might check out, please contact the librarian.

Field Trips/School Sponsored Trips

School Board Policy C500

Permission must be granted by the administration for any school-sponsored trips, whether taken on school or non-school days. Students are not to drive cars to the field trip location. Parent permission forms must be obtained from the faculty member sponsoring the trip, must be properly signed by the parent, and be presented to the sponsor before a student will be allowed to go on a school trip. These forms should be retained by the sponsor for the year. Students are requested to notify their teachers of upcoming field trips and submit assignments before departure. It is not recommended that students leave cars parked in the lots overnight or for multi-day field trips. The school is not responsible for any damage.

Attendance

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

Students are subject to the requirements of state law and school attendance policies. Fulfilling the requirements of the law and policies is the responsibility of the students and their parent(s)/guardian(s). A student who is absent from school is expected to independently make up any work missed during such absence. Students are not permitted to loiter in any area around the building other than the Commons and cafeteria between the hours of 7:00 a.m. and 3:30 p.m.

Procedure in Case of Absence

- In case of an absence, a parent or guardian must contact the appropriate office by 9:30 a.m. during the day of the absence. Failure to do so will result in the absence being listed as unexcused. Voice mail is available 24 hours per day.
- Students have two (2) days after returning to school to change an unexcused absence to an excused absence with notification from a parent or guardian.
- If a student is absent the day before or after any school vacation, a doctor's statement may be requested to confirm an illness.

Illness

Students may be required to have a written statement from a licensed health care provider to receive an excused absence due to extended illness or excessive absences. If this becomes a requirement, the parent/guardian will be notified in a timely manner. Parents/guardians are encouraged to provide the school with a physician's statement that substantiates any chronic medical problem that would affect a student's regular school attendance or participation in physical education classes.

Attendance and Participation in Extracurricular Activities

Student-athletes must attend the last two blocks of school to participate in extracurricular activities that same day.

Excused Absences

Students may be absent from school for the following reasons:

- Illness or injury requiring absence.
- Death of immediate family member.
- Death of another person when requested by parent or guardian (subject to approval of Principal or designee). This request must be made prior to day of funeral.
- Educational activities approved by the school administration.
- Special religious observations (Ex: Ramadan, Yom Kippur, etc.).
- Confirmed medical/dental appointments. A signed doctor statement must be returned.
- Participation in state, multi-state, or national competition (subject to approval of Principal or designee).
- Subpoenaed to appear in court as a witness in a judicial proceeding.*

- Legislative page in the Indiana General Assembly.*
- Election Day worker.*
- Job shadowing with approval of Principal or designee.
- College visitation is allowed only for grades 11 and 12.
- For part-day illnesses, leaving school must be approved by a nurse or Principal/designee for the absence to be excused.
- Participation in the Indiana State Fair.*
- Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law.

Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to the approval of the grade level team Principal or designee on a case-by-case basis. Family vacations are excluded.

*In accordance with applicable law, students who are absent from school for service as a legislative page, election worker, State Fair participant, or subpoenaed shall be recorded as present on the official attendance record. ([BCSC School Board Policy C175](#))

Excused Absences and Make-Up Work

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

- The request for make-up is the responsibility of the student. Teachers may initiate the process.
- The student is encouraged to complete the work prior to the absence, when possible.
- For excused absences of two or more consecutive days, a parent/guardian may request assignments during the period of the student's absence.
- Following an excused absence, students will be given a number of school days equal to the number of school days of absence to submit make-up work for credit. (Ex: Students who are absent on Monday and Tuesday will make up work on Wednesday and Thursday and turn it in on Friday.)
- There may be no extensions for senior project deadlines due to illness or class absences.

Absences Due to Other Highly Extenuating Circumstances

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

Unexcused Absences

- All absences not provided for under Excused Absences shall be considered unexcused (UNX).
- If a student is over 15 minutes late to class, they will be marked with an unexcused absence.
- Unexcused absences will be addressed by school administration and assigned consequences deemed appropriate for said situation:
- For each unexcused absence of less than a whole day, without prior notification and parental

approval progressive consequences will be determined individually based on number of unexcused absences. Disciplinary action may include, but is not limited to: ISS, lunch/after school detention, Friday School, referral to probation officer or other governmental agencies, removal from class, parent conference, or certified warning letter mailed, etc. Extenuating circumstances will merit review.

Absence Due To Suspension From School

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 grade level Principal or the Principal's designee shall ensure that the student receives:

- Notice of any assignments or school work due.
- Teacher contact information in the event the student has questions regarding the assignments or school work.
- The appropriate 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.

Tardies

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good habits in students. Acceptable excuses for being late to school are student illness, doctor's appointment, or emergency situations at home, accompanied by a parent call. These students will report to their Team/Main Office immediately upon arrival. Students otherwise tardy to class will be deemed unexcused.

If a student is over 15 minutes late to class, they will be marked with an unexcused absence.

Late arrivals to school must sign in at the Team/Main office after 8:00 a.m. Penalties for accumulated tardies are:

- 3 tardies = Teacher contacts parent and writes an office referral.
- 6 tardies = Student is referred to the Academic Coach for consequence.
- Additional tardies: Student is referred to the Academic Coach and may result in further disciplinary actions.

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.

Permits to Leave School

All permits to leave school grounds must be requested by a parent or guardian through a call to the grade level Team/Main Office. Leaving the campus without permission is regarded as truancy and will result in disciplinary action.

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

Students are not to be at any school, other than their designated home school, during school hours without permission from the grade level office.

Truancies

A student who is willfully absent from school without knowledge or consent of the parent/guardian will be regarded as truant.

- The failure of a parent/guardian to provide an oral or written statement for an absence within two (2) school days after the absence from school shall be presumed evidence that the student's absence from school was without the permission or consent of the parent/guardian.

- A truancy in any class may result in a conference with the academic coach, a parent contact, and/or additional disciplinary action.

- For repeated violations, a truancy referral may be sent to the Bartholomew County Probation Department.

A student who is truant from school may not receive academic credit for work missed during the period of truancy and shall be subject to established disciplinary action, which may lead to expulsion from school. For purposes of enforcement of the Indiana Bureau of Motor Vehicles License Revocation Law, truancy is defined as missing one (1) unexcused period of school. (See Motor Vehicle License Issuance/Invalidation.)

Attendance Intervention Procedures

In the event of excessive unexcused absences, intervention procedures may be implemented in an effort to work with parents and students to improve the student's attendance. Intervention procedures may include but not limited to:

- A parent conference.

- A certified letter mailed home.

- A home visit or utilizing the assistance of the school resource officer and/or local law enforcement officials.

- Referral to Bartholomew County Department of Public Welfare, the Juvenile Probation Division, or other agencies.

- Other consequences as determined by the student's Academic Coach.

Behavior/Code of Conduct

Anti-Harassment

(BCSC School Board Policy 5517)

Students learn best in safe, welcoming, and inclusive environments. We expect all students to demonstrate respect in their words and actions toward peers, staff, and visitors. Language or behaviors that demean or discriminate against individuals or groups is strictly prohibited. This includes, but is not limited to, slurs, disparaging images or comments, and symbols of hate. We value civil discourse on a variety of topics and encourage the respectful exchange of differing viewpoints; however, comments or actions that are disparaging, hateful, or harmful will not be tolerated. Our school is committed to maintaining a learning environment free from all forms of unlawful harassment. For specific information regarding our anti-harassment policy, see BCSC School Board Policy 5517.

Bullying BCSC

(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.

(For further guidance see BCSC Board Policy 5517.01)

Dress Code

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.

-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.

-Students must have their faces visible at all times, with the exception of medical or religious face coverings.

-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.

-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.

-Clothing may not violate the anti-harassment policy nor may it violate the discriminatory language policy. Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, sexual, 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. This includes, but not limited to, displays in lockers and in/on vehicles parked on school property.

Student dress will be respected in accordance with the non-discrimination policy. Please see School Board Administrative Guideline ag5511

Substance Abuse

(BCSC Policy A250)

The School Board prohibits the use of tobacco in any form and the use of electronic devices or “vaping” in any building owned or leased by the School Corporation, on Corporation property, or in Corporation owned or operated vehicles. See BCSC Policy A250 for further guidance.

Drug Prevention and Drug Testing

(BCSC Policy C450)

The School Board recognizes that in the course of exploring new ideas and broadening their base of experiences, students might engage in risky behavior resulting in negative outcomes. When this happens, it is the responsibility of the Board, and the staff it employs, to intervene. The use of illegal drugs, alcohol, and tobacco require interventions such as those implemented through this Policy.

In adopting a policy providing for the detection of the use of illegal drugs, alcohol, or tobacco, the Board’s objectives are to:

- Detect and act on a student’s behavior while the effects and consequences are reversible;
- Discourage all members of the school community from using drugs, alcohol, and tobacco;
- Reduce injuries and illness which may be caused by students using drugs, alcohol, tobacco, or e-cigarettes; and
- Educate all students about the harm caused by the use of drugs, alcohol, and tobacco. See BCSC Board Policy A250 and C450 for further guidance).

Wireless Communication Devices

(BCSC Policy po5136)

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 or more parties, including a: cell phone, earbuds, tablet or laptop computer, gaming device, wearable technology, other distraction devices, etc. - during instructional hours is prohibited unless prior approval has been obtained or at the discretion of the teacher. Employing these devices in non-classroom, resource areas, hallways, and cafeteria is permitted as long as it does not hinder the school’s mission or disrupt the learning environment. Furthermore, it is strictly prohibited to utilize electronic recording devices in a manner that is inappropriate or unrelated to educational functions. Unauthorized use of electronic devices for photography or audio/video recording may lead to disciplinary measures.

At any given time, a teacher or staff member may request that electronic devices be turned off and stored away. School personnel may confiscate electronic devices from students who violate these guidelines and transfer them to the students’ appropriate office. Under exceptional circumstances, a student may be granted permission to keep their WCD “On” during school instructional hours with prior approval from school personnel.

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

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

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

3rd offense: 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 one 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 one day Out-of-School Suspension (or school equivalent). WCD is confiscated and returned to a parent/guardian (referral created).

In-School Convocations

The behavior of the student body during convocations should be above reproach. When an outside speaker is on the platform, he/she 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 way the student body conducts itself during a convocation is a reflection of the quality of our school.

Discriminatory Language

[\(BCSC School Board Policy 5517\)](#)

Students learn best in safe, welcoming, and inclusive environments. We expect all students to demonstrate respect in their words and actions toward peers, staff, and visitors. Language or behaviors that demean or discriminate against individuals or groups are strictly prohibited. This includes, but is not limited to, slurs, disparaging images or comments, and symbols of hate. We value civil discourse on a variety of topics and encourage the respectful exchange of differing viewpoints;

Code of Conduct

The student code of conduct is a set of guidelines and expectations established to promote a safe, respectful and productive learning environment. The following behaviors are prohibited, and the (possible) consequences for exhibiting such behaviors are listed below this section.

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

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

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

Cheating - Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, or other forms of such dishonest behavior will be considered a violation of acceptable behavior. See academic dishonesty BSCS Policy. The following will apply:

-First offense: No credit for disputed assignment or activity will be given to a student who violates the Academic Honesty Policy. Teacher will contact the parent to discuss the incident. Referral submitted by teacher.

-Second offense in the same class: No credit for disputed assignment or activity will be given to a student who violates the Academic Honesty Policy. Teacher will contact the parent and schedule a conference to discuss the incident. Referral submitted by teacher.

-Third offense in the same class: A failing grade for that term will be given for the course where academic dishonesty occurred on the third offense. The student may be removed from the class.

Combative Acts or Gestures - Argumentative and/or aggressive behavior or actions that may reasonably lead to a physical confrontation.

Computer use - Any school computer is the property of the school corporation. Damage or misuse of computers: deleting files, changing programs, tampering with software, etc., or physical damage to hardware is a serious offense. Likewise, student files and programs are their property and any misuse of these will be addressed. See BCSC's Student Responsible Use Policy.

Drug and Alcohol Violations - See Substance Abuse ([BCSC Policy C450](#)).

Drug Paraphernalia - Any device or item used for consumption or use of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. Students are not allowed to possess drug paraphernalia. Violations of paraphernalia with residue may result in suspension or expulsion from school. Students may be subject to the same school and legal rules that cover using, distributing, or possessing a substance that looks like or is represented to be a controlled or illicit substance. Violations of paraphernalia without residue will result in a consequence assigned by the Assistant Principal.

Extortion - Forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.

Extra-Curricular Activities - All school rules apply during all extra-curricular activities. Any violation of school rules or inappropriate behavior may result in discipline.

Failure to Accept Assigned Discipline - Refusal by a student to complete punishment assigned by an administrator or his designee or teacher when a student has violated a school rule.

False Alarms/False Reporting - Making a report, attempting to pull, or pulling an alarm for a fire or bomb when neither exists may result in a recommendation to the superintendent for expulsion.

Fighting - Disagreement between two or more students in which physical contact takes place. Any

encounter in which physical injury takes place will be considered a serious offense. A student may not become an aggressor, become offensive, or become a combatant and is expected to try to avoid any combative action. Students are to report any problems with other students to the Assistant Principal.

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

Forgery - Writing the name of another person, or altering a name, time, date, or grade. Allowing another person to do this for you is also forgery.

Gambling - Playing any game of chance or skill involving the exchange of anything of value.

Criminal Organizations and Criminal Organization Activity - Please see [BCSC Policy 5840](#).

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

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

Improper Hall Conduct - Running, shoving, or loud boisterous behavior, or being in the halls, stairwells, or locker level without permission. Students may not sit on the floor or congregate anywhere on gallery level. Students are also prohibited from congesting hallways by sitting (in the hallway) anywhere else in the building.

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

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

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

Lanyards - 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 correct grade level lanyard around their neck with their own school-issued 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.

Littering - Disposing of paper or other trash in an unacceptable manner either in the building or on the school grounds.

Loitering - Being in, around, or adjacent to the school building without permission. Loitering includes hallways, bathrooms, gym area, parking lot, stairways, etc. Escalating consequences will be assigned to students addressed for loitering. This also includes the following:

- Being outside classrooms when class is in session.
- Being in any unauthorized place in the building without permission.
- Being in a parking lot without cause and/or permission.
- Being in front of the school without cause and/or permission.
- Congregating/standing on property adjacent to school property half an hour before/after and during the school day.
- Congregating in any area when you are supposed to be in class.
- Lingering in the bathroom for an extended period of time and/or not using the bathroom for its intended purpose.

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

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

Motor Vehicle Parking Violations - Driving to school and parking on school property is not a right, rather a privilege. All students who drive and park on school property are expected to follow all the laws of the State of Indiana regarding the operation of a motor vehicle.

-Only BCSC 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 an administrator or a pass from a teacher. Students driving to or from the lot during lunch must exercise caution around pedestrians and other cars. Administration will reserve the right to alter parking/driving privileges during the course of the year. Distracted driving in the parking lot and on school grounds during the school day and while attending school sponsored events may result in disciplinary action.

-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.

-BCSC 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 10 MPH speed limit on school property.

-In addition, the following regulations apply:

-Students are not to drive cars during academic hours unless permission has been obtained from the

Team/Main office.

-Students who drive to school must park on school grounds in the designated STUDENT parking lot, in appropriate parking places, one vehicle per space.

-Lock your parked vehicle. The security of your vehicle is your responsibility.

-Student vehicles may be subject to search by school personnel if there is a reasonable suspicion that drugs, alcohol, stolen property, or any other contraband might be present in the vehicle that may pose a threat to the school environment. See Search and Seizure.

-Enforcement – The Team/Main Office shall conduct enforcement of parking violations.

Obscene/Profane and Inappropriate Language - Language that is considered offensive or may be of a sexual nature. This may be communicated by verbal, written, or physical gestures.

Public Display of Affection - Public display of affection is not permitted.

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

Refusal to Identify Self - Failure to provide proper identification or refusing upon request to give the correct name when asked by a member of the school staff may result in disciplinary action.

Repeated Failure to Comply, Follow Directions, or Violations - After a number of instances, the act of repeated inappropriate behavior shows a pattern of defiance, noncompliance, and unwillingness to cooperate with the school. Repeated inappropriate behaviors constitute a very serious infraction.

Restroom Misconduct - Using the facilities in a manner for which they are not intended (littering, loitering, flooding, unsanitary acts, etc.).

Search - 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 in violation of the school rules. This search may occur when the student's actions occur: (1) during the school day or a school event and/or on school equipment and violate a discipline rule that the student has been given notice of; or (2) when a published rule of the act being (a) unlawful and (b) resulting in (i) interference with school purposes/functions or (ii) the need to remove the student to restore order or protect persons on school property. ([See BCSC Policy C550](#))

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

Skateboarding - Skateboards and rollerblades are not to be used on school property. They must be stored in a student locker during the day. Bicycles and scooters are not to be used during school hours (including lunch) unless being used specifically to leave campus.

Stealing - Taking something that belongs to the school or another person without permission.

Student Property - Unauthorized possession and/or use of another student's property or vandalism to another student's property is not permitted.

Theft - Theft or attempted theft of any property belonging to the school, its staff, students, or any other individual is strictly prohibited. This includes, but is not limited to, taking or attempting to take

school property, private property, or any other belongings without the owner's permission. Additionally, possessing stolen goods, regardless of whether the student was involved in the theft, is also prohibited.

Throwing Of Objects - Throwing any object at any time is prohibited.

Tobacco Products - Students are prohibited from possession/use of any tobacco products or paraphernalia. Paraphernalia may result in a consequence assigned by the Assistant Principal. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, vape, snuff, or any other matter, substance, or innovation that contains tobacco or nicotine.

Trespassing - Persons on school property without a valid reason will be asked to leave and warned not to return. Failure to leave or returning to school property after a warning will result in the police being notified and trespassing charges being filed.

Unauthorized Entry/Possession of Keys - Any student making unauthorized entry or possessing a key or keys to any part of the building without permission is violating the security of the school and may lead to suspension or expulsion.

Verbal Confrontation/Provocation - A student shall not approach another person in a confrontational, provocative, or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical or verbal aggression.

Weapons - The possession, use, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited on school property. This includes, but is not limited to, guns, knives, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, pepper spray, paint guns, Tasers, handguns, stun guns, chemical weapons, destructive devices (including bombs, incendiary grenades, Molotov cocktails), rockets with a propellant charge of more than four ounces, and even toy guns or facsimiles thereof. Students are reminded that hunting weapons must be removed from their vehicles before entering school property, as possession of these items on school grounds is also a violation of state policy (IC 20-33-8-15).

Possible Consequences for Misbehavior

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

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

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

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

Classroom Suspension - A student may be suspended from an individual class for one class period. Repeated offenses may result in withdrawal from the class with no credit and a failing grade as determined by the Assistant Principal.

Campus Community Service - A student may be assigned physical work activity such as collecting litter on school grounds, cleaning tables in the cafeteria, etc. The parent will be notified as to the time

and nature of this physical work assignment. Demeaning or dangerous work activities will not be assigned.

Friday Detention & Friday After-School - Any staff member may assign detention, or non-school-no-spare-time make-up. The staff member will allow one week for completion of the detention. Failure to complete detention will result in a parent call from the assigning teacher. Further failure to complete detention will result in consequences assigned by the Assistant Principal or Academic Coach. Repeated failures will be addressed with progressively escalating consequences. Continued failure to meet obligations will result in withdrawal or charges being filed under the due process regulations. Detention meets after school, and students must be there the whole time to receive credit for having served. Failure to bring materials, sleeping, or causing any kind of problem will result in removal and will not count as a completed detention.

In-School Counseling - A student will be referred to his/her counselor for individual sessions concerning problems of an academic or personal nature. It is hoped that such interaction will result in the successful resolution of the student's problem.

Loss of Privileges - Removal from one or more special school activities. This would include restricting a student to campus during the lunch hour, assignment to study hall, restriction to certain resource centers, as assigned by Assistant Principal.

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

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

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

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

Stay Away Agreements - A written agreement signed between students having conflict in an effort to resolve and avoid future peer conflict. Violations of the stay away agreement may result in additional consequences.

Student Search and Seizure - See Search and Seizure

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

Suspensions and Expulsions

In-School Suspension - A highly structured, controlled, and supervised study environment to which students are assigned either for one or several days. While in this program, students will receive all

classroom assignments and will complete this work for credit. Any student who fails to comply with the in-school suspension rules will receive Out-of-School Suspension.

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

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:

- notice of any assignments or school work due;
- teacher contact information in the event the student has questions regarding the assignments or school work; and
- 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.
- student shall be allowed to make up missed tests or quizzes when the student returns to school.

Expulsion - Expulsion from school for up to one school year in accordance with [Student Discipline Policy 5600](#). Expelled students may not attend any other school in the corporation. Students pending expulsion or expelled students lose the privilege of attending extra-curricular and school-sponsored activities for the duration of the expulsion. Students pending expulsion will continue to be provided the opportunity to complete assignments online until the final outcome has been determined from the Expulsion Hearing.

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

- Student misconduct.
- Substantial disobedience
- The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - On school grounds immediately before or during school hours.
 - Immediately after school hours.
 - 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.
- Students who are expelled may not attend another Indiana school until the expulsion expires. (IC 20-33-8-30)
- As a part of Due Process, students may appeal an expulsion. (IC 20-33-8-19)
- Unauthorized Presence During Suspension or Expulsion - A suspended student may not be on school grounds or attend any school function during the suspension. An expelled student caught on school grounds is subject to trespass charges.

School Safety

Search and Seizure

(BCSC Policy C550)

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 and BCSC Policy C550 for further guidance)

Visitors

Students may not bring visitors to school. However, should an exception be made, the student must have made prior arrangements at least two days in advance with either their grade level Principal or academic coach. Failure to do this will result in the visitor being asked to leave. Parents and other adults must check in at the main office upon their arrival.

Safety and Security

A safe and secure learning environment is the responsibility of both the students and the staff. For safety purposes, all exterior doors will remain locked during the school day except for the main entrance doors, which is where all guests should enter. BCSC schools utilize the SafeVisitor management software. Visitors must provide a valid driver's license or photo ID to be vetted in the SafeVisitor system. Visitor badges must be worn at all times.

-Parents/guardians/visitors wishing to visit the school should make arrangements in advance with the school

-Students not enrolled in the school will not be permitted to spend any portion of the school day in the building unless approved by the Principal.

-All visitors are expected to dress appropriately (follow the student dress code) when visiting the school and/or accompanying a class on a field trip.

-BCSC welcomes parents and guardians for lunch with their student(s). After completing the check-in process, visitors will be directed to follow the school's lunch visitor expectations and procedures.

Emergency Drills

Drills are held regularly to help ensure the safety of the students. These drills include fire, tornado, earthquake, and "Run, Hide, Fight."

Non-School Hours

Unless a student is under the supervision of a teacher, they should enter the building no earlier than 7:00 p.m. All students should exit the building no later than 3:30 p.m., unless under the supervision of a BCSC staff member.

Food Services

Cafeteria

Cafeteria use begins daily with the serving of breakfast at 7:15 a.m. and will end at 7:40 a.m. No food will be sold after 7:40 a.m. Students should return all dishes, milk cartons, and trash to the return windows. If a tray has been taken, it must be returned to the return window. Do not leave anything on the table.

A plate lunch and ala carte menu are available daily. Ala carte prices are varied and posted in the cafeteria. The student price for breakfast and lunch fluctuate yearly and will be available to families before the start of each school year. Students may only charge three lunches. 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. 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.

Freshmen are required to eat in the cafeteria area and remain in designated areas in the building during the assigned lunch period. Proper conduct is expected. Upper-classmen 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 choosing to leave campus are expected to behave in an appropriate manner and are subject to disciplinary action should their behavior become disruptive. Loitering at 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 area.

In order to comfortably accommodate a large number of students, it is necessary that the cafeteria rules be properly observed.

Cafeteria Violations

Behavior that disrupts a school's dining service, including, but not limited to:

- Throwing food or other objects.
- Leaving lunch tray or litter on tables.
- Sitting on the tables.
- Running or loud/disruptive behavior.
- Removing food from the cafeteria and/or eating food in other areas.
- Pushing, shoving, teasing, or cutting in line.
- Tampering with another student's lunch.

Meal Assistance

Meal assistance (breakfast and lunch) is available to all BCSC students who 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 each student start the school year with two (2) weeks of lunch money in their

account to avoid charges and to allow time for applications to be processed and approved. Meal assistance forms are effective for one school year. Families must reapply each school year for meal assistance. Please fill out one application per household.

Free/Reduced lunch applications may be submitted any time of the year to receive lunch assistance. Use the following link for Food Services resources:

www.bcscschools.org/departments/food-services

Charges

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. Students may not carry a significant negative lunch balance (more than \$20). 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. Students with a negative balance will not be permitted to purchase a la carte items. If food service staff suspect that a student may be abusing this policy, a written notice will be provided to the guardian. 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.

The school corporation may charge a processing fee to recoup costs from a third party processing company.

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. Please update the school nurse during the school year if your child has any health changes. If your child is diagnosed with a communicable disease like chicken pox, please notify the school nurse as soon as possible.

Immunizations

[\(BCSC School Board Policy C525\)](#)

Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. If you have a religious or medical exemption, we must have a parent's and/or doctor's signature every year.

Emergency Care

In the event of an emergency, the nurse or school official will contact parents/guardians using contact information listed in PowerSchool.

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 more
- Inflamed eye with purulent drainage or crusting
- Severe pain
- Persistent severe cough
- Open, draining sore
- Vomiting and/or diarrhea (more than 1 episode in 24 hrs)

Medication

[\(BCSC School Board Policy C525\)](#)

In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to pupils. 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:

- Prescription or non-prescription medications must be renewed each school year.
- 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.
- All medication must be registered and stored in the Nurse's Office. Any medications not picked up at the end of the school year will be destroyed.
- Medications cannot be transported on the bus. Please drop them off at the Nurse's Office.

- A physician order is required for a student to self-carry medication.
- Cough drops are not permitted in elementary school due to the potential risk of choking.

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 for the school year. Supplies for the student may be kept in the Nurse's Office.

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. Head lice are not a sign of poor hygiene and they do not transmit disease.

Screenings

Hearing tests are conducted on 10th grade students. This test is conducted by the nursing staff. Parents are notified by letter of the hearing and vision failures in order that the student may receive further medical assistance.

Permits to the Nurse's Office

Any student, except in an emergency, who wishes to go to the Nurse's Office, must have a pass issued by the teacher in the room from which the student will be absent. After obtaining a pass from the teacher, the student goes directly to the Nurse's Office. If the Nurse's Office is closed, students should report to their Team/Main Office.

-Visits to the Nurse's Office are counted as an absence (UNX) from each class missed if the student did not obtain a pass from a staff member.

-If a student becomes ill and needs to be sent home, parental permission is obtained by the nurse prior to the student leaving school.

If health information is collected regarding a student, BCSC will notify the parent/guardian in writing. This information may be obtained upon request.

Student Rights, Privacy, Equal Access

McKinney Vento Act

The McKinney-Vento Homeless Assistance Act is a federal law that provides important educational rights and services to PreK-12 children and youth experiencing homelessness. Please contact the Principal for assistance with housing needs.

[\(refer to federal law 42 U.S.C. § 11431 et seq\).](#)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights to the student's education records. These rights can be found on the U.S. Department of Education website, including the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Student Records

School Board Administrative Guideline ag8330

The student record is the legal record for each student who is or has attended schools within BCSC. BCSC shall collect, maintain, and use only information necessary for legally mandated school corporation functions.

Parent and Family Engagement (ESSA)

School Board Policy po2281

BCSC recognizes that each student's education is a responsibility shared by the school and the family. Meaningful family support is critical if a student is to achieve his/her potential. Parent/Guardian communication is important and should start with the teacher, with conferences encouraged as a means to facilitate this dialogue. The Elementary and Secondary Education Act (ESEA), as updated by the Every Student Succeeds Act (ESSA) of 2015, defines "parent" to include a legal guardian or any individual acting in loco parentis (such as a grandparent, stepparent, or other person with legal responsibility for the child's well-being).

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight (8) protected areas:

1. political affiliations or beliefs of the student or the student's parent/guardians;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or student's parent/guardians; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
9. PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents/guardians to a student who is eighteen (18) years old or an emancipated minor under state law.

Section 504/ADA Prohibition Against Discrimination Based on Disability

[School Board Policy po2260.01](#)

No discrimination will be knowingly permitted against any individual with a disability solely based on that disability in any of BCSC's programs, activities, policies, and/or practices.

Nondiscrimination and Access to Equal Educational Opportunity.

See **[BCSC School Board Policy 2260](#)**.

Transportation

Transportation / Bus Riding Policy

- 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.
- Bus drivers will pick up/drop off only at scheduled assigned stops.
- Students will ride only on assigned buses unless prior authorization has been granted.

Bus Expectations

Boarding the Bus

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

Riding the Bus

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

When riding the bus please remember:

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

Unloading the Bus

- Be prepared for your stop: backpack/items ready to go.
- Wait until the bus stops completely and the door opens.
- Exit single file.
- Walk away from the bus.
- Wait for the bus driver's point in motion to cross in front of the bus, staying 10 feet away from the bus in the "danger zone".

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

- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.

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

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

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

Misbehavior on the Bus

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.

Documentation will be sent home with the student for parent/guardian signature. This allows transportation and schools to have up to date information in a timely manner. The sheet with the parent signature is the student's pass to get back on the bus. If the student fails to return his discipline form, the driver will assess the situation and may elect to transport the student to school noting there will be future consequences.

Anytime there is direct physical contact such as fighting or a serious threat to safety, we may need to deviate from the norm. If there is reason for deviating from the normal procedure, the Principal or designee will need to be notified. If they are unavailable, then please notify the Transportation Manager.

Parents/guardians should note that any damage by your child to the school bus, personal or public property is your responsibility per [BCSC School Board Policy 8600](#).

Extra-Curricular

Athletic Program Policies

Eligibility

- BCSC High Schools are members of the Indiana High School Athletic Association (IHSAA) and are governed by its by-laws.
- A student must be enrolled in at least six (6) full-credit courses or the equivalent. It is highly recommended that a student-athlete be enrolled in at least seven (7) classes.
- A student must have received passing grades in at least six (6) full-credit courses or the equivalent during the student's previous grading period (semester grades take precedence).
- A student who is, or will be, 20 years old prior to or on the scheduled date of the IHSAA state finals in a sport will be ineligible for athletic competition in that sport.
- A student must have a current IHSAA Pre-Participation Physical Evaluation form, Concussion, Cardiac Arrest form, Consent/HIPPA, Emergency Contact, and BCSC Extra-Curricular Consent form on file in the Athletic Office before the first practice (Seven (7) forms total-All located on the Athletic website or the Athletic Office).
- If a student is ill, the student must be in attendance by his/her 3rd/7th block and remain in attendance through the end of the school day to be eligible to participate in practices or athletic contests. Students who are ill on Friday CAN participate on the following Saturday. Due to several different pathway options in BCSC High Schools, if there is an attendance question, the Athletic Director and Principal will determine the student's ability to participate on a given day.

Concussions

- Indiana Law (IC 20-34-7) requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student-athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the Athletic Office for IHSAA sanctioned sport-athletes. Athletes who participate in a club sport must return the form to their club coach. The forms are available online or in the Athletic Office.
- The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury 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, and not less than twenty-four (24) hours have passed since the student-athlete was removed from play.
- The Athletic Trainers, as part of the Sports Medicine Team, administer the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) baseline test to student-athletes. This test is the most widely used and most scientifically validated computerized concussion evaluation system. ImPACT provides trained clinicians with neurocognitive assessment tools and services that have been medically accepted as state-of-the-art best practices -- as part of determining safe return to play decisions.

Student Discipline Rules and Regulations Concerning Athletics

Establishment of Rules

Reasonable rules governing the conduct and discipline of students who participate in athletic activities sponsored by the corporation shall be established by each head coach, subject to approval by the school's athletic director and Principal. To the fullest extent practicable, such rules shall be reduced to writing and made available to students at the opening of a sports season.

Causes for Discipline

Reasonable disciplinary action may be imposed upon students for violation of rules governing the conduct of students who participate in athletic activities. Suspension of athletic participation beyond five (5) school days, or permanent expulsion for a sport season, may be used for the following:

- Insubordination or failure to follow any reasonable rule or direction of a coach;
- Failure to attend practices or games;
- Unsportsmanlike conduct which disrupts or interferes in any material way with practices or games; or
- Any conduct set forth in I.C. 20-8-1-5, that constitutes grounds for expulsion or suspension from school.

Procedure

In the event that a head coach is considering the suspension of a student (for more than five (5) school days) or permanent expulsion for a sport season from any athletic participation, the head coach shall work with the Athletic Director using the following procedure:

- The coach shall cause an investigation to be conducted and make a reasonable attempt to determine the facts relative to such impending discipline.
- The coach shall inform the student of the allegation constituting the cause for the impending discipline.
- The coach shall provide the student an informal opportunity to explain his/her conduct.
- The coach shall determine the facts relevant to such discipline and shall inform the student of such facts;
- The coach shall provide the student's parents, guardians, or legal custodians a written statement as to the reason for such discipline and shall provide the Principal and athletic director with a copy; and
- The athlete and parents, guardians, or legal custodians shall be informed that a conference with the coach, athletic director, or Principal may be held upon request within five (5) days of imposition of discipline.

Substance Abuse Violations Concerning Athletics, Extra and Co-Curricular Activities

This is a summary and the complete version may be obtained from the coach/sponsor.

Rule: A student shall not use or consume, have in his/her possession, buy, sell or give away any paraphernalia, illicit chemical or product, or any substances represented to be a banned, illegal, or controlled substance. Penalties for use, possession, buying, selling, or giving away banned substances or those items represented as banned substances are suspension and expulsion.

Paraphernalia with residue is a direct violation that will lead to expulsions and suspensions.

Paraphernalia without residue can lead to days suspended out of school and this may affect athletic, co-curricular, and extracurricular participation.

- This rule will apply to all BCSC students - elementary, middle school, and high school.
- This rule is in effect 365 days a year for school or non-school events.
- The penalties herein are cumulative. Thus, if the first violation occurred in the sixth grade, the

student would follow the procedure under the first violation. If the same student had a violation as an 11th grader, then the student would follow the procedure under penalties for subsequent violations.

- After confirmation of a violation, the student will lose eligibility to participate in athletic, extra-, and co-curricular activities for one calendar year from the date of the confirmation.
- The student will be referred to the Student Assistance Director for help and assessment. If the Student Assistance Director's guidelines are met, eligibility can be re-established.
- BCSC policy requires students in athletic, extra-, and co-curricular activities to have drug testing consent forms signed and be a part of the random drug testing procedure.

Penalties for Athletics, Extra, and Co-curricular Substance Abuse Violation(s)

First Violation (if the Student Assistance Director's guidelines are met):

- The student shall lose eligibility for scheduled contests for the next ten (10) program days for all athletic, extra-, and co-curricular activities that they are participating in at that time. If a contest does not occur in those ten (10) days (5 non-practice, 5 practice but no games), the student will then miss the next scheduled contest. If the student is not in an activity when the infraction occurs, then the student will serve the penalty when the activity begins. If the student is an athlete, then they will serve the penalty when that athletic season begins, even though he may have previously served a penalty from an extra- or co-curricular activity.
- The student must be free of all illicit chemicals and substances as determined by the Substance Abuse Director through an appropriate screen before eligibility is re-established.
- If the student fails to follow the conditions of the probationary period, the student will become ineligible for participation in all athletic, extra-curricular, or co-curricular activities for the remainder of the probationary period.

Subsequent Violations (If the Student Assistance Director's guidelines are met):

- The probationary period will last for one calendar year from the date of confirmation.
- The student will be suspended from all scheduled athletic, extra-curricular, and co-curricular contests for 20 program days.
- If a contest does not occur in these 20 days (10 practice, 10 practice but no games), the student will miss the next scheduled game.
- The student must be free of all illicit chemicals and substances as determined by the Substance Abuse Director through an appropriate screen before eligibility is re-established.
- If the student fails to follow the conditions of the probationary period, the student will become ineligible for participation in all athletic, extra-curricular, or co-curricular activities for the remainder of the probationary period.
- If another substance-abuse violation occurs during the probationary period, then the student will lose eligibility for all activities for one year from the date of that confirmation.

BCSC cheerleaders are considered as support groups for fall and winter athletic teams to cheer at football games in the fall and basketball games in the winter. They will be involved in planning and coordinating various spirit activities during the year. Cheerleaders will follow the same guidelines and expectations as all other student/athletes.

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

- BCSC High School students (in good standing) may bring an approved guest if the student registers the guest with the appropriate school official within the deadline given by the school.
- The guest must conform to all school rules regarding dress, appearance, and conduct.
- A guest must be enrolled in 9th-12th grade or get permission from administration prior to attending the dance. Guests must be under 21 years of age and in good standing.

Junior-Senior Prom

A BCSC High School student in good standing who wishes to bring a non-BCSC High School student to the Junior-Senior Prom as a date MUST register the guest with the school. The registration must be completed in the appropriate 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 BCSC High School approved six (6) semester graduation plan may be a part of the prom the same year as the approved application.) The BCSC student must purchase a ticket for the guest at the time of registration. All guests must be under the age of 21.

Communication

Administrative/student announcements may be communicated via Canvas and Parent/StudentSquare.

Parent Square is the communication tool used throughout 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.

Emergency School Closings

Parents/Guardians will receive a message via ParentSquare if there is an early release, school delay, or school closing. Check the BCSC website at <https://www.bcscschools.org/> for information. For the safety of students during inclement weather, schools may be closed, dismissed early, or have a two-hour delay in starting. Families should be prepared for any of these situations. Students and staff must know the alternative plan for students in case of an emergency school closing. Inclement weather such as snow, icy roads, or other Local Weather Alerts may delay buses. When this is the case, you can expect delays on most routes. If the delay is due to a serious problem while students are on the bus, parents/guardians will receive a notification.

Parent Portal

All BCSC parents/guardians can access student grades and progress reports by registering with Parent Portal. Utilize the information at the following link to learn how to register: Parent Portal Registration Information.

Parent Square

ParentSquare is the one central tool for communication, including newsletters, eAlerts, and messages to BCSC families. It provides quick translation for families on content and messages. ParentSquare lets users set notification preferences (app, phone, email, etc.) so that families and staff can receive messages how they prefer. ParentSquare supports safety for everyone by archiving messages to and from users. Families, teachers, and administrators can access ParentSquare via www.parentsquare.com, or the phone app.

BCSC staff will communicate with students and families using the district's official communication platforms: BCSC email, school phone, Canvas, and ParentSquare. If your student is contacted by a BCSC employee through any method outside of these official channels, please notify the school Principal immediately.

Facilities

Animals on Corporation Property

[\(BCSC School Board Policy po8390\)](#)

Animals are only permitted on school grounds in accordance with BCSC School Board Policy po8390.

AHERA Information

In accordance with the US EPA's AHERA Standard

(ref. 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

Indoor Air Quality

Each school facility is to meet criteria established by the ISDH. 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.

Pest Control and Use of Pesticides

[\(BCSC School Board Policy 8432\)](#)

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.

Vehicles Idling

[School Board Policy po8615, G225, and Administrative Guideline ag8615](#)

Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes unless under the exceptions portion of this policy.

Lockers

Students can request a locker in the Team/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)

Security 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.

Technology

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 elarning@bcsc.k12.in.us.

In conjunction with [BCSC School Board Policy A300](#)

Complaints and Concerns

School Board Policy 9130

Students and parents/guardians are encouraged to resolve concerns, questions, or complaints by addressing them at the lowest appropriate level. The following steps should be followed in order, unless the situation requires immediate escalation:

1. Speak directly with the person most closely involved.
2. If the issue is not resolved, contact the Building Principal.
3. If additional support is needed, submit a written concern to the Superintendent. If the matter remains unresolved, submit a written request for a hearing to the School Board.

Special Situations

- Serious concerns, such as safety-related issues, may be taken directly to the Principal or Superintendent.
- Concerns regarding library or instructional materials follow a separate, formal review process.
- Concerns about the Superintendent should be directed to the School Board.