BCSC
TOGETHER WE LEARN



BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

ELEMENTARY STUDENT HANDBOOK

WWW.BCSCSCHOOLS.ORG

2026 / 2027

MISSION:

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

VISION:

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

CORE BELIEFS:

BCSC will ensure a balanced, intentional, and forward-looking approach to meet the following objectives:

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

Purpose of this Handbook

This handbook provides students, parents, and guardians with guidelines, expectations, and resources to support a successful educational experience in our BCSC elementary schools. It aims to promote a safe, inclusive, and engaging learning environment for academic achievement, personal growth, and responsible citizenship among all students. More details can be found in the comprehensive list of School Board Policies located on the district's website, **bcscschools.org**.

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2026-2027 CALENDAR

BCSC
TOGETHER WE LEARN

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

2026-27 SCHOOL YEAR

First Teacher Day	August 3
Professional Development Day *(no school for students)*	August 4
First Student Day	August 5
Labor Day *(no school)*	September 7
Professional Development Day *(no school for students)*	October 9
Fall Break *(no school)*	October 12–16
Thanksgiving Break *(no school)*	November 25–27
First Semester Ends	December 18
Winter Break Begins *(Dec 21–Jan 1 Winter Break, no school)*	December 21
Teacher Day	January 4
Classes Begin for 2nd Semester	January 5
Professional Development Day *(no school for students)*	January 15
Martin Luther King Jr. Day *(no school)*	January 18
Spring Break *(no school)*	March 15–19
Good Friday *(no school)*	March 26
Professional Development Day *(no school for students)*	March 29
Last Day for Students	May 19
Last Teacher Day *(half day)*	May 20

GRADUATION

CSA New Tech at East High School, 7:00 p.m.	May 21
East High School, 10:00 a.m.	May 22
North High School, 1:00 p.m.	May 22

Grading Periods		*Student Days*	*Teacher Days*
FIRST SEMESTER			
1st Quarter:	*August 3–October 9*	*46*	*49*
2nd Quarter:	*October 19–December 18*	*42*	*42*
SECOND SEMESTER			
3rd Quarter:	*January 4—March 12*	*47*	*49*
4th Quarter:	*March 22—May 20*	*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*

JULY 2026

S	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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1/6/26

ENROLLMENT

Please visit the BCSC Enrollment Center Website for detailed and helpful information for the online enrollment process, enrollment center information, language support, and required enrollment documents.

Change of Student Information

Contact the school office as soon as possible if there is any change of address and/or phone number (home or emergency). If this move takes you out of the school district:

- make the teacher and the school office aware;
- return all textbooks and library books; and
- notify the bus driver.

Proof of Residency and Re-Enrollment

Each year, BCSC checks the status of where students reside. As part of this process, the school will contact parents/guardians to confirm the address on file. If the address has changed, the parent/guardian must provide proof of the new address. Acceptable documents include a recent utility bill, lease agreement, or medical bill that shows the parents'/guardians' name and current address. In instances where there is a need to verify a student's address, the school may request proof of residency at any time. Please visit www.bcscschools.org for additional information.

ACADEMICS

Grading Information

The Growth Model Report Card (GMRC) is the tool teachers use to provide meaningful communication to parents/guardians regarding a student's growth on a set of identified standards. Growth Model Report Cards communicate specific strengths of individual students while also providing targeted areas where improvement is necessary. Parents/Guardians and students can view scores in real time throughout the quarter via Parent Portal.

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 school library provides recreational and resource books and materials for school stakeholders. It is a privilege and a responsibility to borrow materials. Students are expected to properly care for and promptly return all borrowed materials. Overdue lists are issued periodically. Parents/guardians are responsible for paying for lost or damaged materials. A refund will be given if a book is later found and returned. Please inform your school librarian if there are any materials you prefer your student not to check out.

Field Trips/ School-Sponsored Trips

School Board Policy C500

School trips are extensions of learning. Students may be charged a reasonable cost for trips, but no student will be prevented from participating solely because of an inability to pay. During the trip, all applicable board policies apply to all parties. Parents/Guardians must submit a signed permission form for their student to attend field trips. This form is

available in the school's annual welcome packet. Chaperones can not use private automobiles for transportation on school trips unless previously approved by the principal.

Assessments
School Board Policy C275
BCSC students participate in statewide achievement tests to assess growth and learning opportunities, including the following:

- **IREAD**, a reading assessment given to 2nd and 3rd graders designed to measure foundational reading skills based on Indiana Academic Standards;
- **ILEARN and ILEARN Checkpoints**, given to 3rd, 4th, 5th, and 6th graders. ILEARN measures student achievement and growth according to Indiana Academic Standards;
- **Universal Screening for Dyslexia**, administered to all kindergarten, 1st, and 2nd grade students annually to identify those who may be "at some risk" or "at risk" for learning characteristics of dyslexia.

Curriculum Materials
School Board Policy po5513
BCSC elementary students are provided with curricular materials at no cost. Textbooks remain the property of the school corporation, and students are responsible for keeping track of these items and returning them in good condition. Parents/Guardians are responsible for covering the cost of materials that are lost, stolen, or damaged. Fees for unreturned, lost, or damaged materials may vary by subject and grade level.

ATTENDANCE

All students are required to attend school during the days and hours it is in session, unless exempted under other provisions of state law. Daily attendance will be appropriately recorded. Repeated unexcused absences may lead to disciplinary actions. Truancy is defined as willful refusal to attend school as required by the compulsory attendance law *(refer to School Board Policy C175).*

Reporting an Absence
School Board Policy C175
The school office should be contacted **EACH** morning a student is absent. A message may be left before and after school hours. A note will be accepted within two (2) days of a student's return to school. Absences will be considered unexcused without a phone call or note. A doctor's statement may be required in specific cases. Parents/Guardians can access student attendance records through Parent Portal. Attendance is recorded using the following:

Attendance Codes
In Attendance (INS)
Not in Attendance/Excused (EXC)
Not in Attendance/Unexcused (UNX)
Expelled (XPD)
Tardy (T)
E-Learning Day (VIR)
Out-of-School Suspension (SUS)
In-School Suspension (INS)
Not in Attendance/Excused by Statute (XMT)

Excused Absences
The following absences shall be considered excused:

A. Illness verified by a note from the parent/guardian;
B. Illness verified by a note from a physician;

C. Recovery from accident;
D. Professional appointments—Parents/Guardians are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.;
E. Death in the immediate family or of a relative;
G. Observation or celebration of a religious holiday;
H. Military-connected families' absences related to deployment and return;
I. FFA or 4-H activities (if student is in good academic standing); and
J. Such other good and just cause as deemed necessary **by the superintendent or designee** and/or permitted by law.

Unexcused Absences
An unexcused absence is any absence not covered under the definition of excused absence.

Absences Due to Other Highly Extenuating Circumstances
Parents/Guardians will submit a request for an excused absence due to highly extenuating circumstances and for participation in a non-school-sponsored state, multi-state, or national competition on the official form obtained from the school office.

BEHAVIOR/ CODE OF CONDUCT

It is the responsibility of students, teachers, and administrators to maintain a learning environment that:

- allows teachers to communicate effectively with all students;
- allows all students in the class the opportunity to learn;
- has consequences that are fair and developmentally appropriate;
- considers the student and the circumstances of the situation;
- allows respect for personal and others' property; and
- promotes exemplary personal standards of courtesy, decency, and honesty.

The principal can assign discipline to students subject to BCSC administrative guidelines and the student's due process right to notice, hearing, and appeal. Teachers and other BCSC employees with authority over students can address student conduct in all situations and all places of learning (*refer to School Board Policy C350*).

Anti-Harassment and Bullying
School Board Policy A100 and C200
Students learn best in safe, welcoming, and inclusive environments. All students are expected 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. BCSC schools are committed to maintaining a learning environment free from all forms of unlawful harassment. Harassment and bullying are strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse and when it is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when a school group is using the school; 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.

Dress Code

Please help your student dress in a way that does not:

- present a hazard to the health or safety of the student or others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to BCSC property; or
- prevent the student from achieving his/her educational objectives because of blocked vision or restricted movement.

Student dress will be respected in accordance with the non-discrimination policy outlined on page 15 of this handbook.

Drug Prevention and Testing

School Board Policy C450

All students, regardless of age, who exhibit behavior that leads school authorities to have reasonable suspicion that they are under the influence of a controlled substance may be immediately required to submit to a drug/alcohol test administered at the school's expense. Items in a student's possession may also be tested.

Wireless Communication Device

School Board Policy A301

Elementary students are not permitted to have a wireless device at school for instructional purposes. If a device is brought to school, it should be placed with the homeroom teacher for the duration of the school day. Applicable changes in state law will take precedence in the event of any discrepancies published in this handbook. *(refer to Indiana Code I.C. 20-26-5-40.7)*

Care of School Property

School Board Policy po5513

Parents/Guardians are asked to encourage their children to take pride in their school. Students are responsible for keeping all BCSC learning environments clean, safe, and presentable.

Civility and Decorum

School Board Policy A350

BCSC is dedicated to maintaining a supportive learning environment free from disruptive conduct and treating one another with civility, courtesy, and respect during all school operations, programs, and activities, including on school grounds or at school-sponsored events. Respectful dialogue amongst employees, parents/guardians, and other members of the public is welcomed and even encouraged.

Firearms, Weapons, and Destructive Devices

School Board Policy A200

Indiana law prohibits individuals from possessing, storing, making, or using certain dangerous weapons in or on school property. No person may have a firearm or knife in or on school property, unless specific exceptions apply.

Moment of Silence and Pledge of Allegiance

School Board Policy po8801.01 and 8801.02

There shall be a daily observance of a moment of silence and an opportunity for students to voluntarily recite the Pledge of Allegiance.

School Discipline Plan
School Board Policy C350 and C375
Conduct is closely related to learning, and an effective instructional program requires an orderly school environment that reflects students' behavior. The principal may discipline students to improve and/or to modify behavior. Detention, in-school suspension, suspension, and/or expulsion can all be administered to create a positive learning environment for all. Parents/Guardians will be notified if the above are administered to a student.

Seclusion and Restraints with Students
School Board Policy C400
Student seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed.

SCHOOL SAFETY

The safety of students and staff is a priority. Each school has developed a comprehensive plan for response to emergency situations. The complete emergency response document is available for parents'/guardians' review in the school office. In the event of an emergency, including evacuation without return to the building, the parents/guardians receiving site will be shared with families via ParentSquare.

Student Search and Seizure
School Board Policy C550
We recognize the obligation to balance the privacy rights of our students with the responsibility to provide students, faculty, staff, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.
Searches of students shall be permitted:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when a school group is using the school;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

Security & Visitors
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 child's teacher.
- Children not enrolled in the school will not be permitted to spend any portion of the school day in the building unless the principal and teacher have approved it.
- 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. After completing the check-in process, visitors will be directed to follow the school's lunch visitor expectations and procedures.
- Only students enrolled in each school may play on the playground during school hours. Parents/Guardians and visitors are not to go to recess with their children for the safety and security of all.

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

Volunteers/Field Trip Chaperones

All volunteers at BCSC must obtain a criminal history check. This includes volunteers in the classroom and for field trip chaperones. Forms are available in the office at no cost to the volunteer and on the BCSC website. The completed background check is valid for the entire school year and must be renewed annually.

Criminal Organizations and Criminal Organization Activity

School Board Policy G125

BCSC prohibits criminal organization activity and similar destructive or illegal group behavior on school corporation property, school buses, and at school-sponsored functions.

SERVICES

Food Services

Meal Assistance

Meal assistance (breakfast and lunch) is available to all BCSC students who meet federal income qualifications. Free/Reduced meal applications may be submitted online. Use the following link for Meal Assistance Forms and Food Services resources: https://www.bcscschools.org/departments/food-services. Paper applications may be requested at your school office.

Students are considered 'paid' eligible students and will be charged full-price meals until the meal assistance applications have been processed and approved. It is recommended each student **start the school year with two (2) weeks of lunch money in their account** to avoid charges and allow time for applications to be processed and approved. Families must reapply each school year to continue receiving meal assistance. **Please fill out one (1) application per household**. Free/Reduced lunch applications may be submitted any time of the year to receive lunch assistance.

Payment Options

Debit System

All BCSC cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner and to reduce the amount of cash on hand at each location. The system operates on a pre-pay basis, so students can deposit funds in advance of use. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits can be made at the school cafeteria by cash, online at MySchoolBucks.com, or by a personal check made payable to the school cafeteria. Please indicate your child's name and or student identification number on the check. A processing fee will be charged for deposits made through MySchoolBucks.com to cover the third-party processing company's fees.

Charges

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. Parents/Guardians may set up a free account with MySchoolBucks.com to monitor meal spending, view account purchase history, or set up alerts for notifications if a student's account balance is low. Automatic payments can also be set up to cover balances before a student's account balance runs low. Significant negative account balances shall not be permitted. A significant negative account balance is any balance owed exceeding $20.00. If a student has a negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, and the cost of that meal shall not accrue to their

negative lunch account. A la carte items, including extra entrees, may not be charged. If a student repeatedly arrives at school without lunch money, food service employees must report it to the building principal. Notices will continue to be sent home until the balance is paid in full.

A meal account becomes inactive after 52 weeks with no deposits or withdrawals. If a positive balance in the account exceeds $15, it will be returned to the account owner. If attempts made to refund the balance have been unsuccessful, the balance will be transferred to the corresponding school fund or, if such transfer is inappropriate, to the school corporation general fund.

Vegetarian Options

BCSC Food Service has a variety of vegetarian options for students. Vegetarian options are marked with a "V" on the menu. Please contact your cafeteria manager for additional options.

Treats at School

For the safety and welfare of all children, treats for birthdays brought to school must be store-purchased and individually wrapped. Please contact your child's teacher before sending any treats to school. The Food Services Department has birthday party packages available, should you want to use them. You may call the school cafeteria for details.

Health & Wellness

School Board Policy C525

A nurse is available to all students during the school day for first aid and emergency care and to assist in managing care for chronic health conditions. Please update the school nurse during the school year if your child has any health changes. If your child is diagnosed by a physician with a communicable disease, please notify the school nurse as soon as possible.

Illness

Students experiencing illnesses at school notify the school nurse or teacher. The nurse then assesses the student. If the student is determined to be too ill to remain in the classroom, the parents/guardians are 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 degrees or more
- Inflamed eye with drainage
- Persistent cough
- Open, draining sores
- Vomiting and/or diarrhea
- Severe pain
- Lice (Live bugs)

Students can return to school when fever-free for 24 hours without medication or when vomiting/diarrhea has stopped. A student who develops reddened eyes with thick, yellow drainage may return after being seen by a physician, and when eyes are clear after 24 hours, with a note from the physician.

Information regarding Meningococcal disease, causes, symptoms, and spread can be found on the Health Services page on the BCSC website.

Immunizations

Indiana law and BCSC policy require written documentation of immunizations from a physician or the Health Department for all students. A complete list of all school immunization requirements can be found on the BCSC website under Health Services. Religious or medical exemptions must be renewed every year.

Medication

Indiana law requires schools to observe certain safeguards when administering medication to students. All medication must be registered and stored in the nurse's office. If the nurse is to administer medicine to a student, the following procedures will be observed:

1. Written permission from parents/guardians is required for any over-the-counter medication to be given at school.
2. Prescription or non-prescription medications must be renewed each school year.
3. Medication should be in the original and properly labeled container.
4. All medications 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.
5. Medications cannot be transported on the bus. Please drop them off at the nurse's office.
6. A physician's order is required and must be on file in the nurse's office for a student to self-carry medication. Refer to Policy C525 for a complete list of requirements.

Cough drops are not permitted in elementary school due to the potential risk of choking.

Screenings

The state-required health screenings are listed below. Parents/Guardians are notified by letter of the hearing and vision failures for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.

Required Screenings:	**Administered by:**
Hearing Screening (Grades 1, 4)	School Nurse/Speech/Hearing Therapist
Vision Screening (Grades 1, 3, 5)	School Nurse/Optometrists

Recommended Screening: (for which a form will be sent home for parent/guardian(s) permission)

Dental Screening (Grades 2, 5)	Administered by a Dental Hygienist from the Health Department

Medical Conditions

Students with chronic health conditions, such as asthma, allergies, diabetes, or seizures, should notify the nurse at the beginning of each school year. The nurse, parents/guardians, and student should meet to create an individualized health plan for the school year.

Nutrition

School Board Policy A275

The Child Nutrition & WIC Reauthorization Act of 2004 mandates that all school corporations with a Federally Funded Meal Program develop and implement wellness policies that address nutrition and physical activity. Good nutrition and regular physical activity affect the health and well-being of students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health

and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Physical Activity and Physical Education

School Board Policy A275

BCSC supports the health and well-being of students by promoting physical activity through physical education, recess, and other physical activity breaks; before- and after-school activities; and walking and bicycling to school.

School Counselor

All BCSC schools have a counselor to help students achieve their highest mental, emotional, and social growth. A student may participate in individual, small group, or classroom activities. The school counselor collaborates with students, parents/guardians, staff members, and community agencies to assist students in achieving personal and school goals. Students and parents/guardians are encouraged to contact the school counselor to discuss issues affecting student performance. A parent/guardian will be notified if a staff member identifies the need for ongoing counseling services for a student. If BCSC contracts with an outside agency for counseling services, a parent/guardian will be notified, and parent/guardian permission will be obtained first.

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 Policy E175

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.

Personal Property

Parents/Guardians of former students may be given the opportunity to retrieve personal property from the school.

Parent and Family Engagement (ESSA)

School Board Policy H100

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 parents/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 parents/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 A100

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.

Non-Discrimination and Access to Equal Educational Opportunity

School Board Policy A100

BCSC does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

TRANSPORTATION

Bus Schedules

Check the BCSC website for the latest bus information: www.bcscschools.org. Inclement weather, such as snow, icy roads, or other Local Weather Alerts, may delay all buses. When this is the case, you can expect delays on most routes. *Should your bus run later than its regularly scheduled time, please view the delay information on the Stopfinder app.* If the reason for the delay is due to a serious problem while your child is on the bus, you will receive a notification.

Bus Riding Policy

Children may be required to walk a reasonable distance to a bus stop. Please note that 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 (5) 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.
- If seats are assigned, go to the assigned seat, fasten seat belt, and remain seated.

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.

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 ten (10) feet away from the bus in the "danger zone".

Safety when riding the bus:

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

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 parents'/guardians' signature. This allows transportation and schools to have up-to-date information in a timely manner. The sheet with the parent/guardian 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.
- Parents/Guardians should note that any damage by their child to the school bus, personal, or public property is the parent's/guardian's responsibility per BCSC School Board Policy *po8600*.

EXTRACURRICULAR ACTIVITIES

Corporation-Sponsored Clubs & Activities

School Board Policy po2430 and H125

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests that may be available in BCSC's courses of study. Such activities, as well as extra-curricular or activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the board, and directed by a staff advisor.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Corporation-sponsored activities shall be available to all students who elect to participate, receive consent from a parent/guardian, and meet eligibility standards.

COMMUNICATION

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.

When inclement weather or other emergencies occur, BCSC may use different types of instructional days to continue learning. These may include eLearning Days, which are more flexible and allow students to complete posted lessons and assignments independently without attending live class sessions, or Virtual Days, which follow a set schedule and include live, real-time instruction, real-time attendance tracking, and student participation throughout the day. Expectations for attendance, pacing, and assignment completion vary based on the type of instructional day used and will be communicated by the school.

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.

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 register: Parent Portal Registration Information.

Canvas
Canvas is BCSC's web-based Learning Management System. Each student and teacher has access to this resource. Students can log in to their accounts with any internet connection and device inside and outside school. Canvas will allow students to access and interact with learning resources. To access the site, students must sign into their BCSC Google accounts.

FACILITIES

Animals on School Corporation Property
School Board Policy G275
Animals, unless authorized service animals, are only permitted on school grounds with permission from the principal.

Environmental Protection Agency (EPA)
In accordance with the US EPA's AHERA Standard (*ref: 40 CFR 763.80*), all information concerning asbestos-containing materials in the schools is available for review and copying by students, staff, and guardians during regular business hours.

Indoor Air Quality
School Board Policy G200
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 should contact:

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

Pest Control and Use of Pesticides
School Board Policy G250
Prior to the application of pesticides within any building or on school grounds, the parents/guardians who have registered for prior notice shall receive notification to be received no later than two (2) school days before the application unless an emergency is declared.

No Tobacco
School Board Policy A250
BCSC prohibits the use of tobacco, e-cigarettes or “vaping,” in any building owned or leased by the school corporation, on corporation property, or in corporation-owned or operated vehicles.

Vehicles Idling
School Board Policy 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.

TECHNOLOGY USE

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
    - Students will be issued a Chromebook
    - Students will be issued a compatible charger
    - 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 parents/guardians (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.

I understand that my parent/guardian will be billed for damages or losses to my device and the accessories issued to me.

Suggested Device Care Guidance

- Charge your device every night with the charger that was issued with the Chromebook
- Clean the screen with a microfiber cloth
- If you use a cleaning spray, spray it on the cleaning cloth and not the device
- Keep the device away from food or drinks
- Make sure nothing is stacked on top of or placed in between the device
- Store the device in climate-controlled spaces
- Remove headphones carefully when you finish using them

If you have any questions or concerns, email elearning@bcsc.k12.in.us. In conjunction with BCSC School Board Policy A300.

COMPLAINTS AND CONCERNS

Resolving Concerns and Complaints

School Board Policy H225

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.
4. 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.

SIGNATURES

All required signature pages for student releases and acknowledgments will be included in their school's annual welcome packet, including a statement that students and families have received and reviewed this student handbook. All required signature pages should be reviewed, signed, and returned by the designated deadline.

For all school board policies and administrative guidelines, please visit www.bcscschools.org. BCSC policies, as adopted by the Board of School Trustees, and applicable changes in law will take precedence in the event of any discrepancies published in this handbook.