

# Student Handbook

2017-2018

## **C<sup>4</sup> Student Handbook 2017-2018**

### **BCSC Mission Statement**

Deeper Learning is our individualized approach for preparing all learners to succeed in a competitive global economy and democratic society and to tackle the complex issues they will encounter.

### **BCSC Vision**

BCSC demonstrates a community commitment to deeper learning for one . . . and all.

### **C<sup>4</sup> Vision**

C<sup>4</sup> will connect community resources to provide career education for all students while laying the foundation for life-long learning.

### **C<sup>4</sup> Core Values**

We believe . . .

- . . . All people can learn.
- . . . People learn at different rates, in different ways.
- . . . Knowledge expands options for life.
- . . . Continuous improvement is everyone's responsibility.
- . . . Self-esteem is directly related to achievement.

### **C<sup>4</sup> Objectives**

1. Relevant Instruction
  - Active business/industry involvement
  - Competent Staff
  - High-tech equipment, tools, and supplies
  - Actual work atmosphere
2. Up-To-Date Curriculum
  - Competency based
  - Based on Career & Technical-specific skills
  - Updated every three (3) years
3. Open Programs
  - C<sup>4</sup> does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies.

### **Technical Honors Diploma**

The State of Indiana offers students in Career and Technical Education the opportunity to be eligible for a “Core 40 with Technical Honors” Diploma. Students must complete an approved sequence of C<sup>4</sup> CTE courses, including at least one multiple-hour course, to be eligible. For specific details of the requirements of the Technical Honors Diploma, please see your guidance counselor or the C<sup>4</sup> Counselor.

## **C<sup>4</sup> Honor Student**

A C<sup>4</sup> Honor Student award is given to senior C<sup>4</sup> students with strong academic and leadership qualities. To be eligible for designation as a C<sup>4</sup> Honor Student, a student must:

- be a junior or senior who has completed a pathway
- have received an A- or above in each pathway course
- have a home school grade point average of B- or higher
- have no unexcused absences

Those selected as a C<sup>4</sup> Honor Student will receive a pin and a certificate at the annual C<sup>4</sup> Awards Program.

## **Good Standing**

A student is considered "in good standing" and eligible for Work-Based Learning if:

- The student has passed six subjects the previous grading period, no grade below a C- and on target to graduate. Semester grades take precedence.
- The student also must not be currently suspended, expelled, or on a behavior contract by the Deans Office through C<sup>4</sup> or their Home School.
- The student must not be in violation of the C<sup>4</sup>/BCSC SUBSTANCE ABUSE POLICY for ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES. (Includes Home School policies)
- The student is a senior enrolled in the second semester of a two-year C<sup>4</sup> Pathway or anytime during the third year of a C<sup>4</sup> Pathway.
- The student has taken and passed the EPA for their C<sup>4</sup> Pathway.
- The student must be in line with C<sup>4</sup>/BCSC attendance policies. (Includes Home School policies)
- The student's conduct does not create a disruption in the discipline, good order, moral, or educational environment of C<sup>4</sup> Columbus Area Career Connection as defined by the school administration.
- The student's conduct does not reflect discredit upon C<sup>4</sup> Columbus Area Career Connection.

## **Literacy Statement**

Given the pivotal role secondary schools play in developing the intellectual capital for our country's future, it is imperative that time and resources be directed toward teaching literacy to all of our students. In an economy heavily influenced by computerization, the workers who are the most successful are those who can engage in "expert thinking" (i.e., identifying and solving uncharted problems for which there are no rule-based solutions) and "complex communications" (i.e., interacting with others to acquire or interpret information, to explain it, or to persuade others of its implications for action). To perform effectively in these two domains, students must demonstrate a command of critical information in an area along with an understanding of how the information is linked together and how things work. These relationships allow a person to generalize from specific cases to classes of problems - a vital

skill. These trends have very clear implications for how students spend their time in our secondary schools: They need to be taking rigorous classes that prepare them to enter into and successfully compete in this new environment. -

*Dr. Donald Deshler, "Building a Strong Literacy Foundation for High School Excellence".*

### **Advisory Committees**

The C<sup>4</sup> Region 11 Workforce Partnership Board guides the C<sup>4</sup> administrator as well as a program advisory committee for each C<sup>4</sup> career program area.

A career technology education advisory committee is a body of persons, predominantly non-educators, selected because of their knowledge, competence, and experience. This committee advises policymakers and educators on career and applied technology programs, curriculum and equipment, as well as their policies in the community or area.

### **Student Ambassadors**

Each C<sup>4</sup> teacher chooses a class member(s) to represent his or her area of learning as a Student Ambassador. The Student Ambassadors meet each semester and provide valuable student input on various issues facing C<sup>4</sup> programming. This group also leads tours, works the career fairs and open houses, and provides information to those interested in the C<sup>4</sup> program.

### **Enrollment, Transfers and Class Withdraw**

Students should follow their home school enrollment procedure to register for a C<sup>4</sup> class. Students will have two weeks each semester to elect to transfer out of their C<sup>4</sup> program. Most C<sup>4</sup> programs are a year in length which could limit the transfer options. Students who withdraw from a C<sup>4</sup> program within the two week period will not suffer any penalties. Beyond the two week window, students will receive a Withdraw/Fail (W/F) grade on their official transcript.

### **Attendance Policies**

Attendance policies concerning students attending the Columbus Area Career Connection are the same as the attendance policy at the secondary schools of the Bartholomew Consolidated School Corporation. While attending their career program, participating students are subject to the same rules as BCSC students. Students are informed of these regulations at the beginning of school. Work ethics and life-long expectations demand good attendance. All students experiencing attendance problems will begin the next semester/year on attendance probation. C<sup>4</sup> reserves the right to lower student grades for excessive absences. Continued violation of the attendance policy may result in suspension or withdrawal from the C<sup>4</sup> program.

In case of absence, a parent or guardian must call the student's home school during the day the student is absent. This call should be made by noon if possible.

All absences, other than an absence due to being subpoenaed to appear in court, serving as a legislative page, or serving as a worker on Election Day, will count toward the total number of absences allowed.

The C<sup>4</sup> office and teachers keep a record of punctuality and attendance for each student. A student must be present to benefit from the ideas discussed and to carry out his responsibility of contributing to the education of his peers and himself.

Regular attendance is expected of all students. For those under 16 years of age, there is a state law requiring attendance. The official record for absences in any given period of the day shall be

the teacher's record.

In order to receive credit in any class, a student may not exceed 12 absences in a semester. A student who exceeds 12 total absences or three unexcused absences in a semester may audit the course with no credit or grade. All C<sup>4</sup> rules apply to a student auditing a class. If a student chooses not to audit the course or does not follow class rules, he/she will be withdrawn from the course and returned to the home school for reassignment.

Extenuating circumstances involved in these absences will merit review before an Attendance Advisory Committee, in the form of a hearing. The result will determine loss of credit or continuation in the class.

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.

### **C<sup>4</sup> Excused Absences Homework Policy**

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

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

### **ABSENCES DUE TO OTHER HIGHLY EXTENUATING CIRCUMSTANCES**

Students should follow the procedure adopted by their home school for extenuating circumstances absences. Each home school will notify C<sup>4</sup> prior to the absence. Students are responsible for informing their C<sup>4</sup> teacher(s) and completing any missed assignments before the absence when possible

### **Excused Absences**

Students may be absent from school for the following reasons:

1. Illness or injury requiring absence.
2. Death of immediate family member.
3. Death of another person when requested by parent or guardian (subject to approval of principal or designee). This request must be made prior to day of funeral.
4. Educational activities approved by the principal.

5. Special religious observations. (Examples: Good Friday, Yom Kippur, etc.)
6. Confirmed medical/dental appointments. A signed doctor statement must be returned.
7. Participation in state, multi-state, or national competition (subject to approval of principal or designee).
8. Subpoenaed to appear in court as a witness in a judicial proceeding.
9. Legislative page in the Indiana General Assembly.\*
10. Election Day worker.
11. Job shadowing with approval of principal or designee.
12. College visitation is allowed only for grades 11 and 12.
13. For part-day illnesses, leaving school must be approved by nurse or dean for the absence to be excused.

Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to approval from principal or designee on a case-by-case basis.

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

### **Illness**

Students at any time may be required to have a written statement from a licensed health provider to receive an excused absence due to illness, should there be any question relative to any illness. The parent/guardian will be notified of this requirement 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.

### **Unexcused Absences**

- I. All absences not provided for under Excused Absences shall be considered unexcused (UNX).
- II. The penalties for unexcused absences are as follows:
  - A. No credit for daily work missed.
  - B. For each unexcused absence of less than a whole day, without prior notification and parental approval:
    1. First offense - Student may be referred to deans' office.
    2. Second offense - Additional consequence(s) may be assigned by the dean.
    3. Third offense - Student may receive an out-of-school suspension.
    4. Fourth offense - Expulsion may be recommended to the superintendent on the recommendation of an administrator, student's counselor or dean.
    5. An accumulation of more than three (3) unexcused absences in any semester, not including days of suspension, may result in the student's withdrawal from the courses involved with a "WF." He/she will be assigned to a study hall for the classes involved. Extenuating circumstances involved in these absences will merit review.

### **Special Provisions**

1. After five (5) days of absence in a semester course, a notice may be sent to

- parents/guardians and home school.
2. A student who exceeds twelve (12) absences in a semester course may receive no credit in the course. The reasons for the student's absence will be reviewed before a loss of credit occurs.
  3. A student who receives no credit in a course because of exceeding twelve (12) absences in a semester course may audit the class or be assigned back to their home school.
  4. A student or parent/guardian may appeal a decision resulting in the loss of credit in a course to an attendance review committee. The committee will be composed of a C<sup>4</sup> Team Leader or designee, the C<sup>4</sup> Counselor or designee, the C<sup>4</sup> Data Specialist or designee and the student's teacher.

### **Make-Up Work for Suspension**

Students who are suspended from school will be required to make up work (tests, papers, special assignments). No credit will be given for daily work missed. Students who fail to complete the required make-up work will receive zero credit. One day will be allowed for make up for each day of suspension. [Pre-assigned projects, special reports, papers, etc. must be turned in by the original deadline, as assigned by the teacher.] If that deadline occurs during the suspension, the assignment must be turned in the first day the student returns to school.

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

### **Procedures in Case of Absence**

1. In case of an absence, a parent or guardian must call their home school's attendance office by 10:00 a.m. during the day of the absence. Failure to do so will result in the absence being listed as unexcused. Absences, other than an absence due to being subpoenaed to appear in court, serving as a legislative page, or serving as a worker on Election Day will count toward the total number of absences allowed.
2. Students have two (2) days upon returning to school to change an unexcused absence to an excused absence with parent notification.
  1. The day before or after any school recess, a doctor's statement may be requested to confirm an illness.

### **Late Arrival/Early Departure**

Late arrival (tardiness) is looked upon as a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Excessive late arrivals are a detriment to the establishment of such habits and, therefore, cannot be condoned.

Late arrivals will be reported to the home school, just as absences, on a daily basis.

Acceptable excuses for being late to class are student illness, doctor's appointment, or emergency situations at home, accompanied by a parent call. Students otherwise tardy to class will be deemed unexcused.

Penalties for accumulated tardies are:

- A. Three (3) tardies: One (1) detention assigned by teacher
- B. Six (6) tardies: Referred to C4 Counselor for consequence.
- C. Additional Tardies: Referred to home school for consequences.

Early Departures from the school building or school grounds during the school day is not permitted without permission from the appropriate school official. A student who leaves school before the designated time for departure, for any reason, shall be recorded on the student's official attendance record as having an early departure and may be subject to disciplinary action. Failure to obtain permission prior to leaving school will result in an unexcused absence. In the case of a student becoming ill or becoming injured during the school day, the student must report to the school nurse or other designated school official, in the absence of the nurse, who will then contact the parent/guardian if necessary.

### **Permits to Leave School**

- A. All permits to leave school grounds must be requested by a parent or guardian through a call to the deans' office. Leaving the campus without permission is regarded as truancy and will result in a disciplinary penalty.
- B. Students must sign in and out at the C<sup>4</sup> office or with their C<sup>4</sup> Teacher. They will be issued off-campus permits from their school.
- C. Students who become ill at school are to report to the nurse or dean, 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.
- D. C<sup>4</sup> students are not to be at other C<sup>4</sup> locations during school hours without permission from the C<sup>4</sup> office.

### **Community Training**

Students who are required to submit documentation, such as time cards, evaluations, and other paperwork, as part of their training for the following programs:

- Advanced Job Placement
- Interdisciplinary Cooperative Education Placement
- Extended Lab Placement
- School-to-Work Placements

Required documentation must be turned in on a weekly basis. Failure to turn in the required paperwork on time will result in classroom points being deducted, which could result in a failing grade for the class.

Students with an excused absence from school are **NOT** eligible to report to their community placement site the day of their school absence.

### **INTERVENTION PROCEDURES**

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



## **Student Transportation/Driving**

C<sup>4</sup> provides transportation between Columbus East, Columbus North and McDowell to students attending C<sup>4</sup> classes. School bus drivers are to have complete control of all students on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no student is imposed upon or mistreated, and use every care for the safety of the students. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.

## **Bus Riding Policies**

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

## **Bus Expectations: Boarding, Riding and Unloading**

### Boarding

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

### Riding

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

### ***When riding the bus please remember:***

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

### Unloading

Be prepared for your stop: backpack/items ready to go.

Wait until bus stops completely and door opens.

Exit single file.

Walk away from bus.

Wait for the bus driver's **point in motion** to cross in front of the bus staying 10 feet away from the bus in the "**danger zone**".

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

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

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

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

### **Misbehavior on the bus**

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

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

#### **1. Written Warning:**

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

## 2. First Offense:

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

In the event of a bus suspension:

- Suspension will take place the following day.
- Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

## 3. Second Offense:

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

In the event of a bus suspension:

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

## 4. Third Offense:

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

- Parent/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

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

For more information on BCSC Transportation policy 8600, please refer to <http://www.neola.com/bartholomew-in/>.

C<sup>4</sup> is designed to accommodate over 1200 students in one- and two-hour classes. Located in three buildings, C<sup>4</sup> facilities include classrooms, laboratories, offices, and other instructional resource areas. The following transportation guidelines apply.

- Each home school provides transportation to these three facilities, as outlined in the corporation liability policy.
- Local BCSC students MUST catch the first available bus to their C<sup>4</sup> class locations.
- Rotation schedules are posted at each facility location.

Only students with special permission from the home school attendance office and from the C<sup>4</sup> Counselor or designee are permitted to drive to class or ride with another student. Students with special permission to drive or ride must carry an off-campus permit to Drive/Ride Letter on all days that they are permitted to drive.

Students with a formal school-to-work training agreement are permitted to drive to the community placement site only as outlined in the training document, signed by students, site supervisor, teacher, and parent.

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, 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.)

### **Policy for Driving without Permission**

C<sup>4</sup> believes that driving without permission is a serious offense that carries a tremendous liability. Therefore, the following C<sup>4</sup> policy is in effect for all students.

#### First Offense – Driving without permission

Any student who drives without permission to any C<sup>4</sup> class will:

1. Contact a parent/guardian by phone immediately.
2. Contact the home high school to report the incident.
3. Ride the bus back to the home school and make arrangements to retrieve the vehicle after school hours.

#### Second Offense

Driving without permission a second time, the above procedures will be followed as well as scheduling a conference with home school staff and parents/guardians to decide the student's standing in the C<sup>4</sup> class.

### **Driving with Permission: Parking**

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 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.

Columbus East High School, Columbus North High School, and McDowell Adult Education Center are not responsible for damages or theft to vehicles on school grounds. Driving privileges may be revoked and other disciplinary sanctions enacted for inappropriate behavior.

### **Cosmetology Rules**

Due to the nature of this class, including extra self-discipline and time requirements, students must have good attendance, display appropriate behavior, and promote a positive attitude at all times. Students who do not meet these requirements will lose their opportunity to receive personal services during class time.

In the event that a C<sup>4</sup> Cosmetology student completes all course requirements, including the 1500-hour requirement before the end of the school year, the student will still be required to attend the Cosmetology program in Columbus. Special scheduling arrangements may be made that shorten the day or allow for community placement or job shadowing. Failure to follow individual class rules will result in disciplinary action that may include: detention, zero for the day with a call home, or in-school suspension within the C<sup>4</sup> classroom.

### **Dropping or Changing a Course**

Changes are not made in C<sup>4</sup> and applied technology programs unless errors have been made. Such changes may be made only with the approval of the students, parents and home school counselor. The deadline for such changes is two weeks after the start of the semester. Any student dropping a course without approval after the first two weeks will receive a WF for the course. A grade WF is the equivalent to a grade of F when class rank is determined. If a class is dropped, the student will be assigned back to the home school.

### **Testing Program**

Assessment and reporting of technical skill attainment and improvement is required by the Carl D. Perkins Career and Technical Education Act of 2006. Assessment data is required to be reported specifically in the local level of performance core indicator 2S1 – Technical Skill Attainment. To meet this requirement, C<sup>4</sup> students will be required to participate in third party end of course assessments to measure individual skill attainment. This end of course assessment will occur during the month of April.

WorkKeys testing assessment is available through C<sup>4</sup> as an avenue for students to qualify to earn a Technical Honors Diploma. To prepare for this test, students can practice on KeyTrain. Both the KeyTrain and WorkKeys are available on-line. Students can register for both any time their junior or senior year through C<sup>4</sup>.

### **PowerSchool Parent Portal**

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information system (SIS) that is specifically developed for parents and students. PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected. Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students.

## **Human Rights Policy**

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.) Violation of this policy shall result in disciplinary action by school authorities, with specific circumstances weighed carefully by school authorities.

## **Students Rights and Responsibilities**

Public Law I.C. 20-8 shall govern the student’s rights and responsibilities as amended in the brochure distributed by the BCSC superintendent's Office and School Board. \*While there is no formal grievance procedure for issues other than attendance, inquiries should be made to the home school administration. C<sup>4</sup> Columbus Area Career Connection, administered by the Bartholomew Consolidated School Corporation, has a policy that is currently being practiced. C<sup>4</sup> does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies.

See inside back cover for *contact information*.

## **Student Conduct**

A major purpose of C<sup>4</sup> Columbus Area Career Connection is to establish a climate in which all students are able to learn without disruption and interference. Consequently, all students at C<sup>4</sup> are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior which will allow our school to accomplish, with maximum effectiveness, its primary purpose - the provision of the best educational opportunity for each of you. These guidelines are based upon I.C. 20-33-8 of the State of Indiana and the BCSC School Board Policy.

## **Video Surveillance Cameras**

To help ensure the safety and security of students, staff and patrons, please be aware that security cameras have been installed in specific interior and exterior areas throughout C<sup>4</sup>/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.

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

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

- (1) during the school day or a school event and/or on school equipment and violate a discipline rule that the student has been given notice of; or
- (2) when a published rule of the act being (a) unlawful and (b) resulting in (i) an interference with school purposes/functions or (ii) the need to remove the student to restore order or protect persons on school property

(See IC 20-33-8-15.)

### **Positive Behavior Interventions and Supports (PBIS)**

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

The purpose of implementing Positive Behavior Interventions and Supports at C<sup>4</sup> Columbus Area Career Connection is to:

- \* Promote positive community relationships
- \* Create positive school culture and climate
- \* Produce responsible and productive citizens
- \* Intentionally teach behaviors that support the C<sup>4</sup> Expectations
- \* Track behavioral data more closely for use in effective decision making
- \* Create consistency amongst adults and students
- \* Create accountability for all staff and students with ongoing support

The jurisdiction of C<sup>4</sup> extends to any activity for which it is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

This is a listing of possible offenses at C<sup>4</sup> and the possible sanctions that may be imposed. This listing is meant to be a guide; and factors such as severity, frequency of occurrence, previous offense, and mitigating circumstances are taken into account. The discipline policy is progressive in that failure to alter behavior will result in increasingly stringent penalties. This listing is by no means all-inclusive and offenses not listed will be dealt with on an individual case basis.

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

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

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

**Bullying** - C<sup>4</sup> is committed to providing a safe, positive, productive, and nurturing education environment for all of its students. C<sup>4</sup> 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 includes physical, verbal, and psychological abuse, gestures, comments, threats, or actions

which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited.

Any observed or alleged incidents should be reported immediately. All complaints of alleged bullying will be investigated. If determined to be a bullying incident, parents/guardians of the targeted student(s) will be notified of the alleged incident and investigation. If the nature of the incident is an illegal act, the incident will be reported to local law enforcement.

**Cell Phones** - Phones AND electronic devices may be used with teacher approval. Usage violation of this policy may result in confiscation of phone with a warning followed by parent pickup after the second offense.

When cell phones or other electronic devices are brought to school, the phone and the digital information stored therein are subject to search if there is reasonable suspicion of inappropriate actions which interfere with the educational process. (Refer to Board Policy 5771.)

**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 as a violation of acceptable behavior. The following will apply:

- First offense: Failure of test, assignment, etc. and parent contact by teacher.
- Second offense in same class: F for the 9-week period.
- Third offense in same class: No Credit for the class.

**Combative Acts or Gestures** - Argumentative and/or aggressive behavior or actions that may reasonably lead to a fighting situation.

**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.

**Displaying or Distributing Disruptive Items Without Permission** - Displaying flags, banners, or other symbols, which may be disruptive and are unauthorized is prohibited. Passing out written or pictorial materials on school property without the permission of the C<sup>4</sup> Director or the designee, or passing out materials in a disruptive manner is not allowed. 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.

**Dress at School** - Students are expected to wear their clothing and to manage their appearance in such a manner that does not disrupt the educational setting, interfere with health or safety, promote vulgarity, create health risks, or racial disruptions.

T-shirts, necklaces, rings or other items with violence/gun, gang/violent group symbols, images



or slogan denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial disruption, or slogans promoting sexual connotations, alcohol or drugs which promote an attitude or perception that is inconsistent with the school mission may not be worn at school. Students will be referred to the deans’ office.

Additionally, students may not wear chains longer than 12 inches, hats, bandanas, sunglasses. Hats and other head coverings are to be removed when entering the building and stored in a book bag or locker until the end of the day. They may not wear tops/shirts revealing bare back, shoulders, or midriff. No tank tops, spaghetti strap tops, pajamas, slippers, or extremely short shorts/skirts or baggy pants revealing undergarments are allowed. Students may be asked to put on additional clothing or be removed from class until return time to their school.

**Drug and Alcohol Violations** - See Substance Abuse.

**Drug Paraphernalia** - Students are not allowed to possess drug paraphernalia. Violations of paraphernalia with residue may result in suspension or expulsion from school. Such students may be subject to the same school and legal rules that cover using, distributing, or possessing a substance that looks like or is represented to be a controlled or illicit substance. Violations of paraphernalia without residue will result in a consequence assigned by the C<sup>4</sup> office.

**Electronic Devices** – See Cell Phones in this section.

**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 extracurricular activities. Any violation of school rules or inappropriate behavior may result in discipline.

**Failure to Accept Assigned Punishment** - Refusal by a student to complete punishment assigned by an administrator or his/her 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.

**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 combatant and is expected to try to avoid any combative action. Students are to report any problems with other students to the deans’ office.

**Fireworks/Explosives** - Having, selling, or giving away any explosives or fireworks is prohibited. This includes, but is not limited to, smoke bombs, firecrackers, cherry bombs, live ammunition, and any manufactured/homemade explosive 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.

**Gang Affiliation/Activity** - The use of gang symbols, graffiti, or recruitment or any sign that may be construed as of 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 or 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 or stairwells without permission (written pass). No students may sit on the floor or on the stairways.

**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 the reasonable, fair, and proper directions or instructions of a school official or staff member (administrator, teacher, custodian, bus driver, cafeteria worker, etc.).

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

**Loitering** - Being in, around, or adjacent to the school building without permission. Loitering includes the following:

1. Being outside classrooms when class is in session.
2. Being in any unauthorized place in the building without permission.
3. Being in a parking lot without permission.
4. Being in front of the school without permission.
5. Congregating/standing on property adjacent to school property during school time.

**Lying** - The intentional telling of false stories or giving false information.

**Misuse of School Property/Vandalism** - Using school property for any purpose other than that for which it was intended will not be tolerated. 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.

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

**Plagiarism** - Any act of directly copying another's work from a book, the Internet, etc.

**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 that student.

**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 a 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) an interference with school purposes/functions or (ii) the need to remove the student to restore order or protect persons on school property. (See IC 20-33-8-15)

**Sexual Misconduct** - Touching others in ways that would be considered sexually expressive/offensive (embracing, kissing, fondling, etc.). Sexual misconduct would also include willful exposure, showing or revealing parts of the human body in such a manner that

embarrasses or offends other people or causes disruption to others in the school (“mooning”, “streaking”, or “flashing”); having or sharing material of a sexual nature, obscene acts or gestures, other behavior that would be construed as sexually offensive.

**Skateboarding** - Skateboards and rollerblades are not to be used on school property during school hours, nor are they to be carried. They must be stored in a student locker during the school day. Bicycles and scooters are not to be used during school hours.

**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.

**Substance Abuse Policy** - No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.

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

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

Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered/taken there.

The following conduct is criminal under Indiana Code and school officials are required to report such conduct - on school grounds, or within 1000 feet of school grounds - in writing to a law enforcement officer.

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.

7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
10. Knowingly or intentionally possessing marijuana, hash oil or hashish.

Should the above occur, the following will apply:

- A. 1st Offense - recommend expulsion to the superintendent. The expulsion will be waived if the student and parent/guardian meet the following criteria:
  1. Student will be suspended from school for a minimum of five days.
  2. Student cannot return to school until he/she meets with the Substance Abuse Director for a preliminary assessment of chemical use, and in compliance with recommendations\* of the Substance Abuse Director and school officials:
- \* Possible recommendations from the Substance Abuse Director and school officials:
  - a. Return to school after five-day suspension.
  - b. Chemical use assessment administered by professional outpatient drug/alcohol counselor(s).
  - c. Assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug/alcohol education for student and/or parents via certified outpatient counselor(s) or qualified school personnel.
  - d. Inpatient treatment commensurate with family's ability to pay for service.
- B. 2nd Offense (cumulative grades 7-12) - School officials will recommend expulsion to the superintendent.

Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics.

Disposition: 1st offense: Recommendation\* of expulsion to superintendent.

- \* If the dealing offense consists of "sharing" unauthorized drugs/alcohol with peers, then school officials and Substance Abuse Director will have the discretion of recommending to the superintendent the waiving of expulsion providing that the various criteria are met as outlined in A, steps 1 & 2.

Any incident that is in clear violation of Indiana State Statute shall be reported to the Columbus Police Department.

### **Canine Searches**

Any BCSC Principal including the C<sup>4</sup> Director may request a canine search. To support this search, the Principal/C<sup>4</sup> Director shall provide facts and circumstances to the Superintendent or designee which would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building or student vehicles in a school parking lot. (BCSC 5-6-5-1)

**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. Any paraphernalia may result in a consequence assigned by the deans' office.

**Use of Tobacco on School Grounds and Buses**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences for the user and the nonuser and is, therefore, of concern to the C<sup>4</sup>/BCSC School Board (Board).

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco in school buildings, on school grounds, at school activities, and on school buses at all times. At the direction of the Superintendent, staff shall remove ashtrays and other materials that support the use of tobacco from the Board's facilities, and, when necessary, post signs stating that smoking and any other use of tobacco are prohibited by State law.

**Trespassing** - Persons on school property without a valid reason will be asked to leave and warned not to return. Failure to leave or return 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 be suspended or expelled.

**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.

**Verbal Abuse/Inappropriate Language** - Verbal abuse consists of addressing another in a disrespectful, insolent, defiant or antagonistic manner. 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.

**Weapons** - Possession, use, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited. Guns, knives, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, pepper spray, paint guns, even toy guns or facsimile thereof are prohibited. Students are reminded to remove hunting weapons from their vehicles before entering school property, which is also a violation. (IC 20-33-8-15)

**Possible Consequences for Misbehavior at C<sup>4</sup>**

Every effort is made at C<sup>4</sup> to insure 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 regular scheduled activities. This could include social probation, which would exclude a student from school-related activities.

**Alternative Program** - Certain behaviors may warrant program changes made at C<sup>4</sup> or referrals to other corporation programs outside the school building. C<sup>4</sup> reserves the right to invoke a Pass/Fail grading option for students who are in serious violation of rules, students who have been terminated from a community placement and/or students who have serious attendance issues.

**Classroom Suspension** - A teacher may suspend a student from an individual classroom for one class period. Repeated offenses may result in withdrawal from the class with no credit and a failing grade as determined by the C<sup>4</sup> office.

**Detention** - Any staff member may assign detention. 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 C<sup>4</sup> office. Repeated failures will be addressed with progressively stringent consequences. Continued failure to meet obligations will result in withdrawal or charges being filed under the due process regulations.

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

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

1. Student misconduct.
2. Substantial disobedience
  - a. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
    1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
    2. Off school grounds at a school activity, function, or event; or
    3. Traveling to or from school or a school activity, function, or event.

Students who are expelled may not attend another Indiana school until the expulsion expires (IC20-33-8-30).

As a part of Due Process, students may appeal an expulsion (IC 20-33-8-19).

**In-School Counseling** - A student will be referred to the C<sup>4</sup> counselor for individual sessions concerning problems of an academic, attendance, community placement issues or personal nature. It is hoped that such interaction will result in the successful resolution of the student's problem.

**In-School Suspension** - Located at Columbus East High School, Columbus North High School, and McDowell Adult Education Center, a highly structured, controlled, and supervised study environment to which students are assigned either for one or several days. While in this program, students will receive all classroom assignments and will complete this work for **credit**. Any student who fails to comply with the in-school-suspension rules will receive out-of-school suspension.

**Loss of Privileges** - Removal from one or more special school activities.

**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 extracurricular activities. These days **MAY** count toward the twelve absence days allowed in a class. (IC 20-33-8-3-14)

**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 C<sup>4</sup> Director** - Certain behaviors may result in other sanctions approved by the C<sup>4</sup> Director. 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.

**Substance Abuse Program** - As detailed in the Offenses section, all violations of substance abuse or use are reported to and dealt with by the Substance Abuse Coordinator. Students who feel they need to share a problem concerning substance abuse may contact their counselor or the Abuse Coordinator directly (812/376-4449). In order to help promote a drug free environment, C<sup>4</sup> Columbus Area Career Connection campuses may be subject to periodic canine searches. These will be requested by the administration in accordance with approved BCSC School Board Policy.

### **Safety Rules and Guidelines**

Students must conform to all safety rules and guidelines established for their program area. Any student not cooperating will be withdrawn from the class with a WF.

- A. Eye protection: Safety glasses, goggles, face shields, or helmets are provided in



the needed program area. Students must wear these at all times as directed by their instructor. Students will be charged a replacement fee for deliberate misuse of these items.

- B. Ear protection (noise exposure): Continuous, high-level noise can be a serious health hazard. People who work in industrial noise and other loud environmental settings need ear protection from the noise. Protective earplugs are available from the nurse or instructor.
- C. Safety gloves and sleeves: Safety gloves and sleeves are provided for student use in classes where extreme heat and/or sparks are present such as welding and machine trades. Students are required to wear this apparel when working in these conditions.

## **ANIMALS ON SCHOOL CORPORATION PROPERTY**

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

### Vaccination, Licensing and/or Veterinary Requirements

All animals, including service animals, admitted or housed on School Corporation property or brought on School Corporation property on a regular basis must meet every health and Inoculation requirement set forth In State law and local regulation or ordinance, including but not limited to a current rabies vaccination.

### Animals in Schools and Elsewhere on School Corporation Property

Animals, other than an animal performing the role of service animal, shall be limited to those necessary to support specific curriculum-related projects and activities. An animal that **is** poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate a risk of Injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the animal. This evaluation may result in a decision that despite the educational value of the animal's presence, the educational value does not outweigh the risk of injury to a person.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the principal may permit animals other than service animals to be present in a School Corporation school to support curriculum-related projects and activities only under the following conditions:

- A. The staff member seeking approval to have an animal in his/her classroom shall:
  - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
  - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
  - 4. keep the surrounding areas in a clean and sanitary condition at all times.
- B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified

health-related or other concerns.

Except where an animal is serving as a service animal, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

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.

- 1. Immunizations (Policy #5320):** Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations. A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP): <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parents and/or doctor signature every year.
- 2. Emergency Care.** Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.
- 3. Illness:** Students experiencing illnesses at school notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.  
**Criteria for sending a student home or when to keep the student at home:**
  - Temperature of 100 degrees or more
  - Vomiting and/or diarrhea
  - Inflamed eye with drainage
  - Severe pain
  - Persistent cough
  - Open, draining sores
- 4. Disease Management:** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc should notify the C<sup>4</sup> Office each year at the beginning of school. The C<sup>4</sup> Counselor will notify the nurse and all parties including the parent/guardian and student to meet to create an individualized health plan for the school year. Supplies for the student may be kept in the nurse's office.
- 5. Medication. (Policy #5330)** 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:
  - An order from the physician is required for prescription medications to be given at school.
  - Medication should be in the original and properly labeled container.
  - Written permission from a parent/guardian is required for an over the counter medication to be given at school.
  - Prescription or non-prescription medications must be renewed each school year.

- Any medications not picked up at the end of the school year will be destroyed.
  - Medications cannot be transported on the bus. Please drop them off at the nurse's office.
  - A physician order is required for a student to self carry medication.
- 6. Lice:** The most common symptom of lice is itching. Parent/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.
- 7. Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.
- 8. Permits to the Nurse's Office:** Any student, except in an emergency, who wishes to go to the Nurse's Office, must have a permit issued by the teacher in the room from which the student will be absent. After obtaining a permit from the teacher, the student goes directly to the Nurse's Office. If the Nurse's Office is closed, students should report to the Dean's Office.
- Visits to the Nurse's Office are counted as an absence from each class missed.
  - If a student becomes ill and needs to be sent home, parental permission is obtained by the nurse prior to the student leaving school.

### **Accidents and Insurance**

Any student injured at school will be given first aid and an accident report will be filled out and recorded. Parents are asked to complete the Emergency Medical Release Form that will enable the student to be treated in the event that parents cannot be notified. No medication (including aspirin or non-aspirin pain reliever) may be dispensed to a student without written instruction from a physician.

Any accident occurring on school premises is to be reported to the nurse of the home school. A record of each reported accident is filed in the nurse's office.

Any parent who does not want his/her child to receive emergency first aid care should notify the school nurse. An "objector's form" signed by the parent will be placed on file.

Each student should know the name of his/her family doctor. The school nurse should be notified by telephone of existing health conditions that warrant her attention.

C<sup>4</sup> Columbus Area Career Connection does not provide insurance for students. It is the responsibility of the parent to provide for this care. Parents are encouraged to carry medical insurance for their son or daughter.

### **Internet Policy**

Bartholomew Consolidated School Corporation (BCSC)/C<sup>4</sup> will be providing your student with access to current technologies including the Internet and access to the BCSC/C<sup>4</sup> computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your student receives an account number and password, it

is extremely important that s/he abide by the enclosed agreement that is to be signed by both the child and the parent.

Our goal is to provide an Internet environment that is safe and appropriate for all of our students. Bartholomew Consolidated School Corporation/C<sup>4</sup> currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to their grade level.

At the beginning of each school year, your student's C<sup>4</sup> teacher will discuss the appropriate use of technology including the use of the Internet. The district's Technology Acceptable Use Policy, Web Publishing Guidelines, and Safe Use of the Internet Guidelines will be reviewed. Students will be expected to follow the rules established in these guidelines. Your local school may implement additional Internet and computer use procedures to make the experience safe and engaging for students. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

Because the use of the Internet is becoming an integral part of learning and our society at large, all students are granted access when they are enrolled in our schools. If you DO NOT want your student to have access to the Internet, please contact the C<sup>4</sup> Director and access will be declined. If assignments require the use of the Internet, alternatives will be provided. If the entire class is Internet-based, the student will be required to find another C<sup>4</sup> class or return to their school for a full day schedule.

Bartholomew Consolidated School Corporation/C<sup>4</sup> is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet brings with it the potential availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel are putting great effort into ensuring appropriate access, we cannot guarantee that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy **7540.03 - INTERNET USE** or you can request a copy from the C<sup>4</sup> office and they will be mailed to you. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Proper use of the Internet is a joint responsibility of students, parents, and employees of the school corporation. BCSC/C<sup>4</sup> retains the right to review and edit any materials downloaded, stored, or used on school computers. Before connecting to the Internet, students must first notify

their teacher, teacher assistant or librarian. Violations of the policies will be dealt with seriously. Violators will be subjected to the loss of computing privileges and the normal disciplinary procedures of BCSC/C<sup>4</sup>, including referral to police authorities. Use of information obtained via the Internet is at the student's own risk. Bartholomew Consolidated School Corporation/C<sup>4</sup> denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

The Corporation (from here on to include C<sup>4</sup>) has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the BCSC School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, or unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

E-mail accounts are provided to students of the Bartholomew Consolidated School Corporation, including C<sup>4</sup> Columbus Area Career Connection, in support of specific instructional programs. The access to and use of these e-mail accounts is a privilege and not a right. The goal of the student e-mail accounts is to promote innovation and excellence by using email for research, resource sharing and communication. E-mail accounts will be offered to the students at C<sup>4</sup> on a limited basis.

#### **Student E-mail Account/itslearning Acceptable Use**

E-mail accounts are provided to students of C<sup>4</sup> (BCSC) in support of specific instructional programs. The access to and use of these e-mail accounts is a privilege and not a right. The goal of student e-mail accounts is to promote innovation and excellence by using e-mail for research, resource sharing and communication.

Usage of C<sup>4</sup> (BCSC) e-mail account is a privilege, not a right and inappropriate use will result in loss of network privileges, disciplinary action and/or referral to legal authorities.

- E-mail is to be used for school assignments and school related business only. Personal use of the e-mail account is considered a violation of this policy.
- Electronic mail is not guaranteed to be private. BCSC/C<sup>4</sup> personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.

- Be polite. Do not write or send abusive, harassing, insulting or threatening messages to others.
- Do not forward chain letters, jokes or other e-mails not related to school.
- You may not swear, use vulgarities or any other inappropriate languages.
- Sending or attaching documents containing pornographic, obscene or sexually explicit material is not allowed.

### **Technology Use Policy**

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

### **FAMILIARITY WITH THE BCSC TECHNOLOGY HANDBOOK**

Students and parents must read The Bartholomew Consolidated School Corporation Technology Handbook (located under the "For Students" and "For Parents" tabs or at [www.bcsc.k12.in.us/technology\\_handbook](http://www.bcsc.k12.in.us/technology_handbook)). The handbook reviews issues that relate to the use of student-owned and BCSC-owned technology including: student access, internet safety, network use, loss, theft, or vandalism, music, videos, games, or programs, and student activities which are strictly prohibited.

Replacement of a lost or damaged device will be based on its fair market value. The repair of equipment due to damage, abuse or neglect will be based on the actual repair cost.

**ALL STUDENTS WILL HAVE ACCESS TO INTERNET AND E-MAIL UNLESS A PARENT OR GUARDIAN SUBMITS, IN WRITING, A STATEMENT REVOKING THIS PRIVILEGE. THIS WRITTEN STATEMENT SHOULD BE TURNED IN TO THE C<sup>4</sup> OFFICE, 1200 CENTRAL AVENUE, COLUMBUS, IN 47201**

### **ONE TO ONE TECHNOLOGY USE AGREEMENT Student Responsible Use Policy**

Purpose: C<sup>4</sup>/Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

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

## **RESPONSIBILITIES**

The student will:

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

## RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School-issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the C<sup>4</sup>/BCSC asset tag or the manufacturer serial number and model number tag.

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

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



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

## **COMPUTER DAMAGES**

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by C<sup>4</sup>/BCSC up to the full cost of a replacement device.

BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
  2. Lending equipment to others other than one's parents/guardians.
  3. Using equipment in an unsafe environment.
  4. Using equipment in an unsafe manner.
  5. Ignoring common sense guidelines delineated above.
- ★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
  - ★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
  - ★ Access to a C<sup>4</sup>/BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the C<sup>4</sup>/BCSC technology agreements outlined in this document.

## **Tolerance Warning Policy**

C<sup>4</sup> Columbus Area Career Connection is committed to addressing issues of tolerance toward harassment, intimidation, slurs, violence, hate crimes, and discrimination on the basis of race, religion, disability, creed, gender or national origin including limited English language and other differences. All students and employees of C<sup>4</sup> have the right to personal safety, a productive and dignified learning environment, and freedom from harassment, intimidation, slurs, violence, hates crimes, and discrimination.

C<sup>4</sup> will maintain accurate records of any incidents of discrimination, violence, or harassment. Incidents in violation of school behavior codes will be immediately addressed and records filed with the C<sup>4</sup> office. Violations may result in detention, suspension, or withdrawal from the C<sup>4</sup> program.

Violation of the following will result in an automatic multiple day suspension or expulsion:

1. Gang activity
2. Electronic devices
3. Racial slurs
4. Substance abuse
5. Violence/Physical altercation
6. Weapons

#5840 Criminal Organizations & Criminal Organization Activity – Please see Policy 5840 on the BCSC Website.

**Gang Affiliation/Activity**- The use of gang symbols, graffiti, or recruitment 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.

**Weapons**- Possession, use of, selling, or giving any item that is or can be construed to be a weapon is strictly prohibited! Guns, knives, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, even toy guns etc. are prohibited. Students are reminded to remove hunting weapons from their vehicles before entering school property, as this is also a violation.

### **Student Hazing Policy**

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at any time. Hazing shall be defined as performing any act of initiation into any class, group, or organization that causes or creates a substantial risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual shall not lessen the hazing prohibition. Bullying means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate or harm the other student.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### **Anti-Harassment Policy (IC 20-33-8-13.5)**

General Policy Statement - It is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment. For purposes of this policy, "Board" means Board or its designee. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other

school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Corporation.

C<sup>4</sup> will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religion/creed, disability, or any other unlawful basis, and encourages those within the educational community as well as third parties who feel aggrieved to seek assistance to rectify the problems. C<sup>4</sup> will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, C<sup>4</sup> and all involved school corporations will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “C<sup>4</sup>” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contactors, or other personal subject to the control and supervision of C<sup>4</sup>.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on school property (e.g., visiting speakers, parents, etc.) vendors doing business with, or seeking to do business with, C<sup>4</sup>, and other individuals who come in contact with member of the C<sup>4</sup> community at school-related events/activities (whether on or off School Corporation property).

#### Other Violations of the Anti-Harassment Policy

C<sup>4</sup> will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report of complaint of harassment.

### **Definitions**

**Sexual Harassment** - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

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

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

school corporation community and posted in appropriate places throughout the school corporation.

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

**In-School Counseling** - A student will be referred to the C<sup>4</sup> Counselor for individual sessions concerning problems of an academic, career or personal nature. It is hoped that such interaction will result in the successful resolution of the student's problem or concern. When necessary and appropriate, the student's home school counselor will be notified and included in the resolution process.

### **BCSC/C<sup>4</sup> Complaint Resolution Process**

Step 1 Complainant addresses complaint to teacher or appropriate staff member for discussion. If resolution not attained or assistance is needed, direct complaint to C<sup>4</sup> Director.

Step 2 C<sup>4</sup> Director will arrange a meeting with the complainant and staff member to discuss complaint.

Step 3 If complainant or subject of the complaint is not satisfied with the resolution, superintendent, or designee, will meet with complainant and appropriate representatives from the school to resolve complaint.

Step 4 ~If complainant is not satisfied with resolution, complainant completes a formal Complaint Resolution form and sends it to the office of the Superintendent or designee.  
~ Confirmation of that complaint has been received is mailed within five (5) days.  
~ Complaint is referred to the Complaint Resolution Committee.

Step 5 Superintendent, or designee, facilitates Complaint Resolution Committee meeting to resolve complaint.

Step 6 Complaint Resolution Committee recommends appropriate action to superintendent.

Step 7 Superintendent determines what action to take.

Step 8 Superintendent notifies complainant and the subject of the complaint in writing of the action taken within seven (7) days.

Step 9 If complainant or subject of complaint is not satisfied with the resolution, they may make an appeal in writing to the Board of School Trustees.

### **Notification of Rights Under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or reliable student believes are inaccurate. Parents or eligible students may

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S./ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

#### FERPA and Disclosure of Student Directory Information

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

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

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

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

### **Priority Handbook**

If there are any deviations or conflicts between the C<sup>4</sup> Student Handbook and the Due Process Manual, as adopted by the Board of School Trustees, the provisions in the Due Process Manual will prevail.

Attendance, discipline and other policies may differ between BCSC/C<sup>4</sup> and District #41 schools. The C<sup>4</sup> Director and/or C<sup>4</sup> Counselor will confer with partnering schools to arrive at the most appropriate discipline for the student(s) involved. Every effort will be made to ensure that discipline for an incident involving students from different schools will be equitable.

### **Permission to Drive Letter Explanation**

The C<sup>4</sup> Permission to drive letter is used only when a student needs to drive for a C<sup>4</sup> reason. The student’s home school handles any appointments, home school activities, family request, etc.

This C<sup>4</sup> Permission to Drive/Ride Letter is teacher driven and shall follow the C<sup>4</sup> process.

1. The C<sup>4</sup> Teacher shall issue the drive letter when there is a curriculum reason for a student driving to C<sup>4</sup>.
2. This letter is not to be used for students who have a personal need, such as an appointment.
3. The teacher shall complete the Drive/Ride Letter in ink; pencil will not be accepted.
4. The teacher will begin this process at least two (2) days before the requested drive date.
5. The teacher shall provide complete and accurate information when completing the Letter.
6. The teachers shall be specific about when the student will be driving to C<sup>4</sup>.
7. The teacher shall be specific about where the student will be driving (destination).
8. The teacher shall be specific about why the student will be driving.
9. The teacher who issues the Drive/Ride Letter is the first to sign the form.
10. Once the teacher has completed the letter and his/her signature, the letter is given to the student to obtain the remaining signatures in the order listed.
11. The Parent/Guardian is the second signature which indicates their approval for their student to drive.
12. School representative (Vice Principal or Dean) is the third signature which informs the home school and signifies their approval for the student to drive.
13. The final approval comes from C<sup>4</sup> Office personnel at either East or North. The student



will be required to provide his/her driver's license as a part of the final approval.

For questions, please contact the C<sup>4</sup> Student Services offices at East (I-135) or North (1419). Students will be reminded of the policy as follows:

- A. First offense for driving or riding without permission will result in :
  - 1. Notifying the parent/guardian by phone immediately.
  - 2. Contacting the home high school to report the incident.
  - 3. Riding the bus back to the home school and making arrangements to retrieve the vehicle after school hours.
- B. 2nd Offense will follow the above procedure as well as scheduling a conference with home school staff and parent(s)/guardian(s) to decide the student's standing in the C<sup>4</sup> class.



**C<sup>4</sup> Columbus Area Career Connection**

Gene Hack, C<sup>4</sup> Director

1200 Central Avenue

Columbus, IN 47201

(812) 376-4240

*Copy of Drivers*

*License Here*

**Permission to Drive/Ride Letter**

Teacher will complete letter in ink

Minimum of 2 days before driving

Date: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

C<sup>4</sup> Class: \_\_\_\_\_ Teacher Contact: \_\_\_\_\_

email address

**Has Permission to (Check only one)**

\_\_\_\_\_ Drive

\_\_\_\_\_ Ride with \_\_\_\_\_

\_\_\_\_\_ Drive & Bring \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

Why: \_\_\_\_\_

Time away from school: \_\_\_\_\_

**REQUIRED SIGNATURES:**

Signatures must be received in the order listed below, with the **last being #4.**

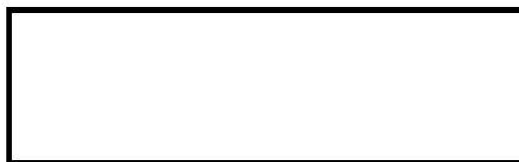
A copy will be on file in the C<sup>4</sup> Student Services Office.

1 C<sup>4</sup> Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

2 Parent/Gdn: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

3 School Rep: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

4 C<sup>4</sup> Columbus Area Career Connection



Stamp & Initial Here

**Nondiscrimination and Access to Equal Educational Opportunity** (See BCSC Policy 2260)  
Bartholomew Consolidated School Corporation/C<sup>4</sup> are committed to equal opportunity and do not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, 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.  
If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Assistant Superintendent, Human Resources, Bartholomew Consolidated School Corporation, Office: 812-376-4472

**Indoor Quality Air Control**

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**

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

## **C<sup>4</sup> Directory**

### **Bartholomew Consolidated School Corporation**

(Administrator of C<sup>4</sup> Columbus Area Career Connection)

1200 Central Avenue

Columbus, Indiana 47201

Dr. Jim Roberts, Superintendent,

(812)376-4220

Teresa Heiny, Ass't Superintendent-HR Title IX Coordinator,

(812)376-4472

### **C<sup>4</sup> Columbus Area Career Connection**

1400 25th Street

Columbus, Indiana 47201

Gene Hack, Director

(812)376-4240

To address attendance problems or general questions about Career Education -

Teresa Weichman, C<sup>4</sup> Counselor

(812)376-4433

### **Brown County High School**

Box 68

Nashville, Indiana 47448

Dr. Laura Hammack, Superintendent

(812)988-6601

Shane Killinger, Principal

(812)988-6606

Katherine Janowski, C<sup>4</sup> Counselor

(812)988-5407

### **Columbus East High School**

230 S. Marr Road

Columbus, Indiana 47201

Mark Newell, Principal

(812)376-4369

Kristin Schuetz, C<sup>4</sup> Counselor

(812)376-4498

### **Columbus North High School**

1400 25th Street

Columbus, Indiana 47201

David Clark, Principal

(812)376-4431

Patrick Pemberton, C<sup>4</sup> Counselor

(812)376-4248

### **Crothersville High School**

109 North Preston Street

Crothersville, Indiana 47229

Dr. Terry Goodin, Superintendent

(812)793-2601

David Schill, Principal

(812)793-2051

Kaitlyn Richey, Counselor

(812)793-2051

**Edinburgh**

300 S. Keeley Street

Edinburgh, IN 46124

Dr. William A. Glentzer, Superintendent

(812)526-2681

Kevin Rockey, Principal

(812)526-5501

Traci Foltz, C<sup>4</sup> Counselor

(812)526-5501

**Greensburg High School**

1000 E. Central Avenue

Greensburg, IN 47240

Tom Hunter, Superintendent

(812)663-4774

Grant Peters, Principal

(812)663-7176

Caroline Keel, C<sup>4</sup> Counselor

(812)663-7176

**Hauser Jr./Sr. High School**

Box 24

Hope, Indiana 47246

Shawn Price, Superintendent

(812)546-4422

James Mayer, Principal

(812)546-4922

Carmen Mann-Lynch, C<sup>4</sup> Counselor

(812)546-4421

**McDowell Adult Education Center**

2700 McKinley Avenue

School within BCSC

Columbus, Indiana 47201

Andrea Quick, Director

(812)376-4451

Angie Ulm, C<sup>4</sup> Counselor

(812)376-4451

**North Decatur High School**

3172 N SR 3

Greensburg, Indiana 47240

Johnny Budd, Superintendent

(812)663-4595

Charlie McCoy, Principal

(812)663-4204

Barb Lecher, C<sup>4</sup> Counselor

(812)663-4204

**Seymour High School**

1350 W. Second Street

Seymour, Indiana 47274

Robert Hooker, Superintendent

(812)522-3340

Greg Prange, Principal

(812)522-4384

William Harmon, C<sup>4</sup> Counselor

(812)522-4384

**South Decatur High School**

8885 S SR 3

Greensburg, Indiana 47240

Johnny Budd, Superintendent

Jim Jameson, Principal

Carrie Hess, C<sup>4</sup> Counselor

(812)663-4595

(812)591-3330

(812)591-3330

**Columbus Signature Academy New Tech**

2205 25<sup>th</sup> Street

Columbus, IN 47201

Mike Reed, Principal

Megan Shaff, C<sup>4</sup> Counselor

(812)376-4595

(812)376-4595

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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.