



2019 - 2020

Student Handbook

*McDowell Education Center
2700 McKinley Ave
Columbus, IN 47201
(812) 376 - 4451
www.bcsc.k12.in.us/Domain/1546*



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 STATEMENT

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

BCSC HIGH EXPECTATION OBJECTIVES

- Provide a welcoming and diverse learning culture of respect, fairness and trust
 - Advance a deep community commitment to all learner's health, personal and academic success
 - Enable achievement of core academic knowledge and varied levels of critical thinking
 - Foster multiple perspectives to develop global citizens
 - Provide multiple pathways that intellectually engage all learners
 - Promote and support agile, collaborative learning environments
 - Cultivate a commitment to a life-long learning process for all
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MISSION STATEMENT

The mission of McDowell Education Center is to provide personal relationships in a safe place where all students will be engaged in a respectful, responsible learning environment to promote the best opportunity for current and future success.

MCDOWELL EDUCATION CENTER VISION STATEMENT

McDowell is a safe place where all students will be motivated and engaged in learning, achieving to their best ability in becoming a productive citizen.

GUIDING BELIEFS

- The student is the focus of all educational activity
- The best learning takes place when the student is motivated to learn
- Access to educational options empowers students to take control of their learning
- When academic programs challenge students, the intellectual growth of the earnest student is assured
- When schools are safe and supportive of learners' needs, students can achieve academically, emotionally and socially
- Parents, community agencies and schools are essential partners in the education of our youth

The alternative high school program, division of the Bartholomew Consolidated School Corporation, is open to all students regardless of race, color, religion, national origin, or sex.

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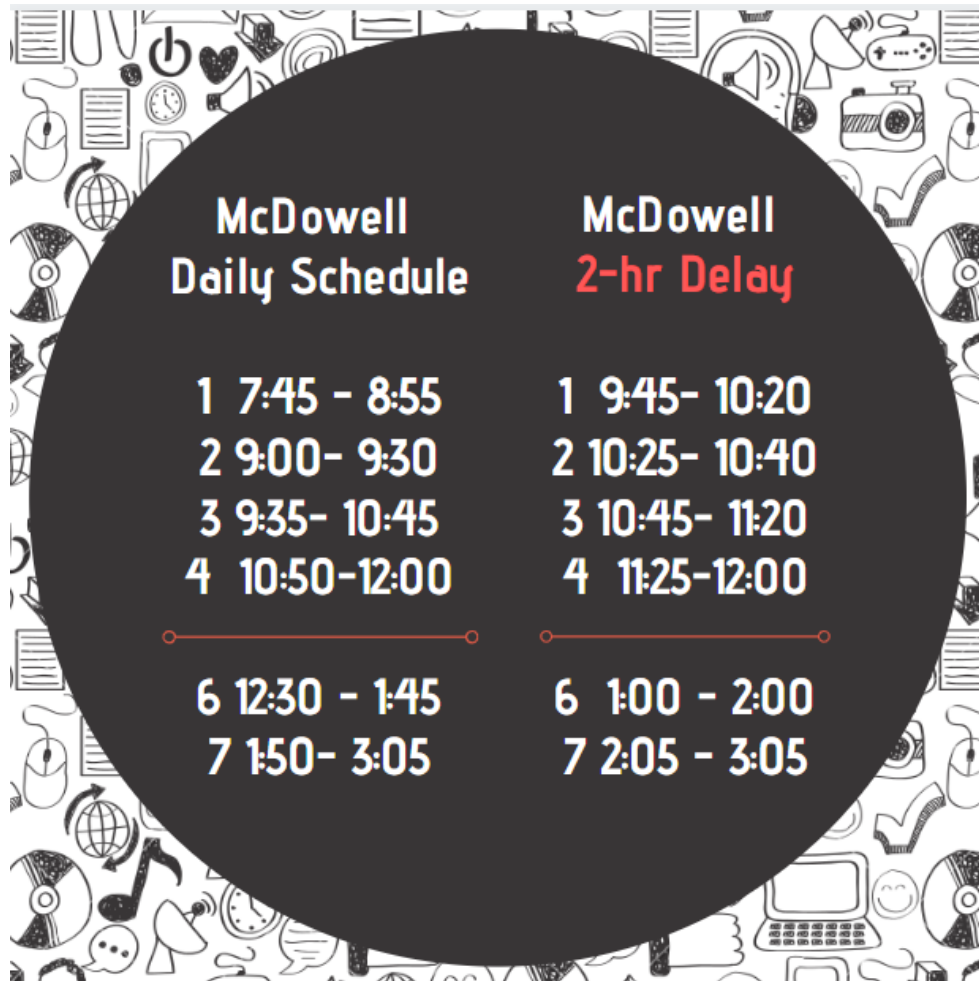
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McDowell Daily Schedule	McDowell 2-hr Delay
1 7:45 - 8:55	1 9:45- 10:20
2 9:00- 9:30	2 10:25- 10:40
3 9:35- 10:45	3 10:45- 11:20
4 10:50-12:00	4 11:25-12:00
6 12:30 - 1:45	6 1:00 - 2:00
7 1:50- 3:05	7 2:05 - 3:05

ELIGIBILITY & ENROLLMENT

STUDENT ELIGIBILITY GUIDELINES (Student Profile)

- Student intends to withdraw before graduation
- Student has failed to comply academically and would benefit from the alternative educational program
- Student is a parent or expectant parent and needs support with the traditional school day
- Student is employed and employment is necessary for support and interferes with the traditional school day
- Student feels disconnected/disengaged from a traditional school setting

STUDENT ENTRANCE PROCEDURE (Home School Collaboration)

- Student meets with counselor (at homeschool). Counselor completes a McDowell Alt Ed Referral.
- Alternative and home school staff collaborate in the intake process meeting with the parent/guardian and student to set goals, go over expectations with the student and parent/guardian, create a combined schedule, and develop an Individualized Success Plan.
- Student must meet the “student profile” criteria (see above).
- Student entering McDowell will keep their:
 - a. earned credits from his/her home high school
 - b. graduation plan for remaining diploma requirements
- Student will meet testing required for graduation (i.e., ISTEP+10)
- Student success will be evaluated after first quarter of enrollment and student may have the option to remain at McDowell in the smaller learning community.

ACADEMICS & ATTENDANCE

McDOWELL ATTENDANCE POLICY

Regular attendance is critical to success in classes. Student expectations include:

Absences:

- Students have 5 days per quarter for illness, funerals, doctor appointments, or other reasons needed to miss school.
- Extenuating circumstances will merit a review, but must be accompanied with documentation.
- Any absences after 5 will be considered unexcused unless the student has a written doctor’s note, letter of incapacity, or a nurse’s assessment

Consequences that may occur:

- May result in further disciplinary action.
- Parent conference
- An Attendance Letter will be sent home to the parent(s)/legal guardian and possibly a legal notice depending on the number of absences.
- Student will fill out an attendance contract with the guidance counselor.

- Student may lose privilege of attending McDowell and be recommended to return to home school or Restart.

6 or more class periods missed in one class:

- Students may not receive credit in that class
- The reasons for the absences will be reviewed before a loss of credit occurs.
- Students will have the opportunity to request an attendance review meeting to evaluate their situation, this gives the student an opportunity to plead their case. It is the student's responsibility to request the attendance meeting. Until a decision is made, the student should continue attending McDowell classes.

ATTENDANCE REPORTING

In the case of an absence, a parent or guardian must call the office **(812) 376 - 4451** to report.

ATTENDANCE 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.

ATTENDANCE & TARDY POLICY

Regular attendance is extremely important to maintain consistency in a student's instructional program and to qualify to earn credit. In accordance with BCSC policy, a student involved in a drug/alcohol treatment program will not be penalized for these absences. To remain an active credit student he/she needs to be enrolled in three consecutive hours of classes. The governing body of BCSC, Indiana Code Section 14.IC 20-33-2-17.5, may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity and non-classroom activity must meet all the following conditions:

- (1) is consistent with and promotes the educational philosophy and goals of the school corporation and the Indiana State Board of Education.
- (2) facilitates the attainment of specific educational objectives.
- (3) is a part of the goals and objectives of an approved course or curriculum.
- (4) represents a unique educational opportunity.
- (5) cannot reasonably occur without interrupting the school day.
- (6) is approved in writing by the school principal.

Make-Up Work:

- The request for make-up work demonstrates student responsibility. Teachers may initiate the process.
- Students are encouraged to use itsLearning and/or e-mail teachers for make-up work.
- When possible, students are encouraged to complete work prior to the absence.

- For excused absences of 2 or more consecutive days, a parent/legal guardian may request assignments during the period of absence.
- Students will be given a number of school days equal to the number of absences to submit make-up work.
- In an unexcused absence, no credit may be given for daily work missed.
- Illness, funeral, doctor appointment, or other parent approved reasons may be counted as an excused absence.

Make-Up Work for Suspensions:

- If students are suspended from school, they will be required to make-up work (tests, papers, special assignments).
- Students should complete all make-up work to help achieve mastery in courses.
- Students will be allowed one day for each day suspended to turn in make-up work.
- Failure to complete make-up work could result in lower grades.

Definition of Daily Work:

- 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.

PERMITS TO LEAVE SCHOOL

- All permits to leave school grounds must be requested by a parent or guardian through a call to the main office. Leaving the campus without permission is regarded as truancy and will result in disciplinary action.
- Students must sign in and out at the main office. They will be issued off-campus permits if proper permission has been given. Permits are issued only from the main office.
- Students who become ill at school are to report to the nurse, or main office, who will contact a parent if he/she feels the student should go home. Students leaving school without permission will be considered truant and the absence will be unexcused.

ACADEMIC HONESTY

Students should practice moral behavior and honesty in their classes. **Academic integrity is a commitment to not lie, cheat, or steal in academic endeavors.**

CLASS SCHEDULE CHANGES

Changes may be made in class schedules through the first three days of class with the approval of the home school counselor. After that, a student may only drop a class.

GRADING POLICY

As we are basing students' grades on standards for each discipline, final grades are first and foremost determined by our teachers' professional opinion of students' work against those

standards, not based solely on mathematical calculations. Teachers have been trained in analyzing evidence of that learning using a variety of methods. Please don't hesitate to inquire how grades are/were determined.

MCDOWELL SENIOR PROJECT

All BCSC students are required to complete a Senior Project. Alternative Education at McDowell offers a Senior Project course. Successful completion of this course will meet the district requirement for graduation.

CONDUCT & EXPECTATIONS

POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORTS (PBIS)

PBIS is a systems approach adopted by BCSC in order to prevent and respond to discipline challenges. PBIS helps to create and maintain safe learning environments where all individuals can focus on our business of teaching and learning. McDowell students are truthful, respectful, and kind demonstrating appropriate the behaviors of the PBIS expectations posted around the school and in the classrooms. McDowell behaviors, procedures, and ideas for managing behaviors/consequences are outlined in the McDowell level infraction system. Students should take responsibility for their own actions.



The following are some of the serious offenses that may result in dismissal for the remainder of the session (this list is not meant to be all inclusive):

1. Damage, or attempted damage, to school or private property.
2. Use, possession, or being under the influence of drugs or alcohol, or mood altering chemical substances.
3. Possession of any object which may be considered a weapon.
4. Possession of drug paraphernalia (items intended for ingesting, testing, or enhancing the effect of a controlled substance.)
5. Fighting, if the student instigates the fight or fights back. Students who refrain from active participation in a fight will not be dismissed.
6. Intimidation, violence, or any conduct which would disrupt the school.
7. Harassment, slurs, hate crimes or discrimination, especially on the basis of race, national origin, or sex.
8. Level 3 offenses of the McDowell level infraction system (see page 13).

CAMPUS MOVEMENT

Once students arrive on campus they should remain on campus until dismissed. Students should remain in designated or assigned areas.

CELL PHONES / OTHER PERSONAL ELECTRONICS

Notice to parents and students: When cell phones or other electronic devices are brought to school, the phone and all texts or other digital items are subject to search if there is reasonable suspicion of inappropriate actions which interfere with the educational process. (Refer to Board Policy 5771). Cell phones/electronic devices that are seen or heard in class and are not part of teacher-led instruction or create a distraction may be taken from the student **for the remainder of the school day and must be picked up by the parent/guardian**. Office phones are available for use when necessary

CHILD CARE

Students should consult the counselor, Route 21 staff, or apply to Bright Beginnings for childcare options instead of bringing young children to classes at McDowell. If childcare is not available, the student may be asked to leave school for that day.

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 director or her/his designee, or passing out materials in a disruptive manner is not allowed. Videotaping, taking photos and use of camera devices on campus requires permission. 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.

DRESS CODE

Make good choices with clothing to not distract or offend others by following their home schools dress code and exercise good judgment and taste in clothing. In the interest of health and safety, students must wear shoes. They must also refrain from wearing clothing that is suggestive, offensive, or that is discriminatory in nature. Students may be provided alternative clothing if dressed inappropriately or if their appearance presents a disruption to learning.

DRIVER'S LICENSE

McDowell adheres to the state legislation regarding invalidation of a student's driver's license for students under 18.

"A student who is expelled from school, who is suspended from school a second time in a school year, or who has withdrawn from school must be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver's license or permit which has been issued to a student."

Individuals who re-enroll in school must be in good attendance for 30 or more days before the driver's license will be validated.

EMERGENCY SCHOOL CLOSING

Any emergency school closing will be announced on WCSI 1010AM, WKKG 101.5 FM, OLDIES 104.9, QMIX 107.3, KORN 102.9 and most Indianapolis television stations and on the Bartholomew Consolidated School Corporation webpage (www.bcsc.k12.in.us). When BCSC schools are closed due to inclement weather, the McDowell Education Center will also be closed. Parent/Guardian and students can also join e-alerts and receive emergency BCSC information by text message, please see BCSC web page for information.

EXPECTANT PARENT/PARENTING

Young mothers may be allowed a three-week maternity leave from school following delivery. New fathers will be allowed a two-day paternity leave with no penalty, providing they can provide proof of paternity. Mothers and fathers are encouraged to work with Route 21.

FOOD & DRINK

Other than water in a clear plastic container, food and drink is restricted to the café. Exceptions include teacher directed and supervised celebrations. Food and drink is never to be around laptops or other school technology.

SOCIAL MEDIA

Twitter, Instagram, Snapchat, Facebook, or other social networking members: When issues from social networks are brought to school and cause a disruption that interrupts the educational environment, the originator may be suspended.

STUDENT SEARCHES

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:

- 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
- 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 20-33-815.)

TRANSPORTATION/PARKING

School bus transportation can be provided for students attending McDowell. **In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.**

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 re-assign 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/>.

The city bus stops at several locations near the building and students can ride free of charge to and from school with proper identification and parent permission.

Student Drivers/Parking

Courtesy should be observed in the parking areas. Student parking for alternative ed high school students is located in the **west parking lot**. Parking spaces in front of McDowell along McKinley Ave are for visitors and cosmetology customers.

Students may only go to their cars/parking lot during school hours with permission, or to leave campus. Students should not: block a driveway; park so that someone cannot back out; park/drive in the grass; or, park in a reserved parking space. Cars inappropriately parked will be ticketed or towed away in accordance with respective city ordinances. McDowell students cannot transport other students without written permission from parent/guardian and the parent/guardian of the student they will be transporting. McDowell Education Center is not responsible for damages or theft to vehicles on school grounds. Driving privileges may be revoked and other disciplinary sanctions enacted for inappropriate behavior.

Students shall not have visible on their motor vehicle any written material, either printed or in their own handwriting, that is racially disruptive or would cause a reasonable person to be intimidated. Examples include but are not limited to: material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial violence. This list is not intended to be all-inclusive.

USE OF TOBACCO PRODUCTS

In order to protect all students from an environment that might be harmful to them, the School Board prohibits the use of tobacco by students in school buildings or school grounds. In addition, students are prohibited from use of tobacco in the area surrounding the school property. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigars, cigarettes, electronic cigarettes/vaporizers, **Juuls**, pipes, chewing tobacco, snuff or any other matter, substance, or innovation that contains tobacco or nicotine. Students who use tobacco and/or visibly display possession of tobacco products in violation of this policy are subject to the consequences of McDowell’s Level Infraction System.

VISITORS

All visitors and guests must report to the main office upon arrival. A state issued ID is required for our check-in procedure.

WORK PERMITS

McDowell adheres to the state legislation regarding work permits (effective July 1, 2005) that states, that students under 18 years of age who have dropped out of high school will be unable to obtain a work permit or will have a current work permit revoked. Individuals who re-enroll in school must be in good attendance for 30 or more days before the work permit will be issued.

Students can apply for work permits in the McDowell office (between the hours of 8:00 am -2:00 pm). Please allow some time for the paperwork to be completed. We strongly urge students to drop off work permit paperwork before school starts and pick up the completed work permit after class. Students should apply for a work permit at their home school (North/East/CSA) if they attend classes there. If this is the first job, a birth certificate must be submitted to verify age. Parent or guardian signature is required on the "Intent to Employ" form.

McDOWELL LEVEL INFRACTION SYSTEM

Level One

Definition	Behaviors may include, But are not limited to:	Procedures	Ideas for managing behavior/consequences
<p>Behaviors that:</p> <p><u>do not</u> require administrator involvement</p> <p><i>and</i></p> <p><u>do not</u> significantly violate the rights of others</p> <p><i>and</i></p> <p>do not appear chronic</p>	<ul style="list-style-type: none"> ● Not following directions ● Using inappropriate language on an isolated incident ● Not participating in class ● Making inappropriate noises ● Running in the hallway/common areas ● Minor public displays of affection ● Minor disruption of learning environment ● Disrespect of staff or students ● Use of electronic device without staff permission ● Cell phone seen or heard in class without staff permission ● Tardiness & Absences ● Sleeping in Class 	<ul style="list-style-type: none"> ● Inform student of the rule violated ● Teach & describe the expected behavior ● Have student demonstrate expected behavior ● Document student's behavior 	<ul style="list-style-type: none"> ● Verbal warning ● Contact parents /guardian ● Proximity ● Preferential seating ● Nonverbal signals or cues ● Time away to control emotions ● Refer to attendance & tardy policy

McDOWELL LEVEL INFRACTION SYSTEM

Level Two

Definition	Behaviors may include, But are not limited to:	Procedures	Ideas for managing behavior/consequences
<p>Behaviors that:</p> <p>violate the rights of others</p> <p><i>or</i></p> <p>put others at risk or harm</p> <p><i>or</i></p> <p>are repeated Level 1 behaviors</p> <p><i>or</i></p> <p>require administrative involvement</p>	<ul style="list-style-type: none"> ● Repeated Level 1 behaviors ● Repeated tardiness and absences. ● Cheating ● Continual use of electronic devices without permission ● Going to car during school hours without permission ● Vandalism ● Leaving classroom during class without permission ● Repeated use of inappropriate language ● Roughhousing / horse play without injury. 	<ul style="list-style-type: none"> ● Inform student of rule violated ● Notify appropriate agencies, law enforcement, SRO (School Resource Officer) ● Send student to office with referral form and attach any relevant documentations ● Teach & describe the expected behavior ● Have student demonstrate expected behavior ● Contact parent/guardian ● Consultation with team, support staff, & colleagues for management ideas 	<ul style="list-style-type: none"> ● Verbal warning ● Loss of privileges ● Detention ● Assigned seating ● Verbal discussion/correction with student ● Referral to attendance review panel ● Contact parents/guardian ● Conference with parent/guardian ● Confiscate items ● Refer to attendance & tardy policy ● Remediation Opportunity ● Friday School ● ISS ● OSS

**Disruptive behaviors are incidents where the teacher must stop what they are doing to redirect and/or address behavior.

**Repeated disruptive behavior is 2 or more

McDOWELL LEVEL INFRACTION SYSTEM

Level Three

Definition	Behaviors may include, But are not limited to:	Procedures	Ideas for managing behavior/consequences
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<p>Behaviors that:</p> <p>Violate BCSC policies</p> <p><i>or</i></p> <p>violate Indiana policies or laws</p> <p><i>or</i></p> <p>repeated Level 2 behaviors</p> <p><i>or</i></p> <p>requires immediate administrative involvement</p> <p><i>or</i></p> <p>Significantly violate the rights of others</p>	<ul style="list-style-type: none"> ● Repeated Level 2 behaviors ● Possession, use or distribution of tobacco products, drugs, alcohol, and other illegal substance during school hours ● Leaving school campus during school hours without permission ● Destruction of school property or other personal property ● Threatening others ● Bullying ● Fighting or physical injury of another person or animal ● Hazing ● Possession of hate, violence or gang literature or symbols on school property ● Possession of weapon or look alike weapon ● Making racial, ethnic, religious, or sexual slurs ● Drawing pictures that illustrate violent behaviors towards others ● Repeated tardiness and absences ● Failure to serve detention/iss/oss ● Inappropriate physical contact ● Inappropriate sexual behavior 	<ul style="list-style-type: none"> ● Inform student of rule violated ● Notify appropriate agencies, law enforcement, SRO (School Resource Officer) ● Send student to office with referral form and attach any relevant documentations 	<ul style="list-style-type: none"> ● Behavior contract if appropriate ● Contact parents/guardians ● Conference with parents/guardian ● Loss of privileges ● ISS ● OSS ● Restitution ● Referral to appropriate agencies, that may include but not limited to: law enforcement, probation dept, Dept. of Motor Vehicles, Division of Family & Children and/or Prosecutor's Office ● Refer to attendance & tardy policy ● Remediation opportunity
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**Disruptive behaviors are incidents where the teacher must stop what they are doing to redirect and/or address behavior.

**Repeated disruptive behavior is 2 or more

BCSC POLICIES AFFECTING STUDENTS/PARENTS

The following are policies of the Bartholomew Consolidated School Corporation which are adhered to at McDowell Education Center Campus.

TECHNOLOGY USE POLICY

Proper use of the Internet is a joint responsibility of students, parents, and employees of the school corporation. McDowell Education Center retains 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 Corporations 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 McDowell 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 McDowell Education Center including referral to police authorities. Use of information obtained via the Internet is at the students own risk. McDowell Education Center denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

BCSC ONE TO ONE TECHNOLOGY USE AGREEMENT

Acceptable Use Policy

PURPOSE

Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device (computer) 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 issued these one-to-one (1:1) devices. Additional rules may be added as necessary and will become part of this policy.

EXPECTATIONS

Our expectation 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.

STUDENT RESPONSIBILITIES

The student will:

- Adhere to these guidelines each time the device is used at home and school.
- Charge the 1:1 device at home nightly, bringing it to school each day with a full charge.
- 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.

- Respect the Internet filtering and security measures included on the device. All students on 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.
- Back up important data files regularly.
- Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
- 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.
- 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.
- Transport device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).
- Provide personal own headphones and/or ear buds as needed for school related work.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

STUDENT RESTRICTIONS

The student will not:

- Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
- Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
- Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- 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 device viruses and other malicious software.

- Tamper with device hardware or software, attempt to unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
- 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.
- Modify or remove the BCSC asset tag or the manufacturer serial number and model number tag.

CARE OF DEVICES

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

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

DEVICE DAMAGES

If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device. BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others other than one's guardians/guardians.
- Using equipment in an unsafe environment or manner.
- Ignoring common sense guidelines listed above.

LOANER DEVICES

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

ACCESSORIES

If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

CONSEQUENCES

Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

WEAPONS

Possession, use, handle, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited. Including but not limited to, guns, knives, tasers, stun guns, chemical weapons, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, pepper spray, paint guns, toy guns or facsimile thereof are prohibited, also including destructive devices – bombs, incendiary grenade, Molotov cocktail, rocket with a propellant charge of more than four ounces. Students are reminded to remove hunting weapons from their vehicles before entering school property, which is also a violation. (IC 20-33-8-15)

DRUG SCREENING

Required Drug Testing:

When there is reasonable suspicion that any McDowell student is under the influence of alcohol or drugs while in attendance at school, the student will be referred to the director's designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug or alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed therein.

Any secondary student who violates the paraphernalia policy at school must submit to a drug test administered under school supervision. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs and the following consequences will apply.

Positive Tests:

If the student is under age 18, the results of the test will be provided to the parent(s) or guardian(s), and to the Student Assistance Director. The Student Assistance Director will work with parents of this student to provide evaluation and/or treatment as indicated. Students age 18 and older, who have a positive test, will be dismissed from the program for the remainder of the semester.

CANINE SEARCHES

Any BCSC principal or director may request a canine search. To support this search, the 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 vehicle in the school parking lot.

STUDENT HAZING / HARASSMENT / BULLYING

Hazing activities are prohibited at any time. Hazing is defined as acting, pressuring, or requiring another, including the victim, to perform an act of initiation into any class, group, or organization that causes a substantial risk of mental, emotional, or physical harm. Regardless of any permission, consent, or assumption of risk by an individual, it is still hazing. Individuals 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 the law. (Copies of policy 5516 can be obtained in the main office.)

All students, administrators, teachers and staff share responsibility for avoiding, discouraging, and reporting harassment issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e. sexual harassment, bullying, etc.). Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. (Copies of policy 5517 can be obtained in the main office.)

Specifically regarding racial harassment or intimidation, 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.

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. Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at any time.

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.

AHERA ANNUAL NOTIFICATION

In accordance with the US EPA's AHERA Standard (ref: 40CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

INDOOR AIR QUALITY

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

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment (ref: BSCS Policy #2260). Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, including limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

Civil Rights Compliance Officer
Assistant Superintendent of Human Resources
1200 Central Avenue
Columbus, IN 47201
Telephone no. 812-376-447

NOTIFICATION OF RIGHTS UNDER FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 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 to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent of 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.

1. 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.

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.

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.

An individual with a disability who attends a school event will be permitted to be accompanied by a service animal in accordance with Policy 9160 - Public Attendance at School Events. If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

I.C. 16-32-3: Rights of Blind and Other Physically Disabled Persons

28 CFR Part 35: Justice Department Nondiscrimination on the Basis of Disability in State and Local Government Services

29 CFR 1630: EEOC Regulations Implementing the ADA as amended

34 CFR Part 104: Section 504 of the Rehabilitation Act, 29 U.S.C. 794

34 CFR Part 300: Individuals with Disabilities Education Act (IDEA)

511 IAC 7-43-1(1)(2)(B): Related Services for Students

VIDEO SURVEILLANCE CAMERA

To help ensure the safety and security of students, staff and patrons, please be aware that security cameras have been installed in specific interior and exterior areas throughout BCSC schools. Behavior may be monitored on school property and/or adjacent property. Actions recorded on these cameras may be used as evidence in disciplinary and legal actions.

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

Policy #5840

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

The following definitions apply to this policy:

- A. Criminal Gang means a group with at least three (3) members that specifically: (I.C. 35-45-9-1)

1. Either
 - a. promotes, sponsors, or assists in; or
 - b. participates in, or
 2. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. (I.C. 35-42-2-1)
- B. Gang Activity is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law (I.C. 20-33-9-10.5), a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and/or the principal's designee may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

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

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

The principal or designee shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal or designee shall provide the parent(s), guardian(s), or guardian(s) ad litem of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parent(s), guardian(s), or guardian(s) ad litem includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal or designee also shall provide intervention and/or relevant support services. The principal or designee shall inform the

parent(s), guardian(s), or guardian(s) ad litem of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

- A. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
- B. Culturally and/or linguistically appropriate services/supports for parents and families.
- C. Counseling coupled with mentoring for students and their families.
- D. Community and faith-based organizations and/or civic groups.
- E. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- F. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- G. School sanctioned/facilitated extra-curricular activities.

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

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

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

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

- A. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

- B. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly utilizing the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

- C. Coordinate resources and funding opportunities to support gang prevention and intervention activities.

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

BCSC MEAL PRICE LIST
2019-20

Secondary Breakfast	\$1.35 / Entree only \$1.25	Adult Breakfast	\$1.85
Secondary Plate Lunch	\$2.80 / Entree only \$2.00	Adult Plate Lunch	\$3.50

BCSC FOOD SERVICE DEPARTMENT
GUIDE TO LUNCH

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our customers. This flyer is designed to provide basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school. A listing of cafeteria managers, their school location and phone number can be found on this flyer.

DEBIT SYSTEM

All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or MasterCard at MySchoolBucks.com, or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

CHARGES

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. **Students may only charge 3 lunches.** Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly till the balance is paid in full. Schools will provide an alternative meal of a complimentary peanut butter or sunflower butter sandwich, vegetable, fruit, and milk until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than \$25.00 not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

MEAL ASSISTANCE

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications has been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. **It is recommended each student start the school year with two weeks' worth of lunch money in their account to avoid charges and to allow time for applications to be processed.** Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

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

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

VEGETARIAN OPTIONS

BCSC Food Service has a variety (21 entrees) of vegetarian entrée options to choose from, in addition to the wide variety of fruits, vegetables, and salads served daily. Your student may request a vegetarian option by notifying the café by 9am for lunch service that day. Vegetarian options available may be viewed on the Food Service Department Tab on the BCSC home web page or you may contact the school café for a list of entrees.

BCSC CAFETERIA MANAGERS

SECONDARY

- Columbus Signature Academy New Tech - Debbie Pierce 375-6701
- East High School - Brandy Burton 376-4340
- McDowell Education Center - Cynthia Dilling 418-0913
- North High School - Carol Heitman 376-4263

FOOD SERVICE DIRECTOR

- Nancy Millsbaugh, RD,CD 376-4462

Bartholomew Consolidated School Corporation

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



JULY 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2020						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2020						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019-2020 CALENDAR DATES

August	6	First Teacher Day
August	7	First Student Day
September	2	Labor Day (no school)
October	7-11	Fall Break (1 week)
November	27-29	Thanksgiving Break
December	20	First Semester Ends
December	23	Winter Break Begins (Dec. 23-Jan.3 Winter Break no school for students)
January	3	Teacher Day (no school for students)
January	6	Classes Begin for 2nd Semester
January	20	Martin Luther King Jr. Day (no school)
March	9-13	Snow Make-up Days**
	**	Snow Make Up Day #1 will be on Monday of the Snow Make-Up Days week
March	16-20	Spring Break (no school)
April	10	Good Friday (no school)
May	25	Memorial Day (no school)
May	28	Last Day for Students
May	29	Last Teacher Day
May	29	Graduation: CSA New Tech at CEHS, 7:00pm
May	30	Graduation: North High School-10:00 a.m.
May	30	Graduation: East High School-1:00 p.m.

Grading Periods Student Days Teacher Days

<i>First Semester</i>		
1st 9 weeks:	August 7--October 4	42 43
2nd 9 weeks:	October 14--December 21	47 47
<i>Second Semester</i>		
3rd 9 weeks:	January 6--March 6	44 45
4th 9 weeks:	March 23--May 28	47 47.5

School Closed
 Special Event Day
 Snow Make-up Day