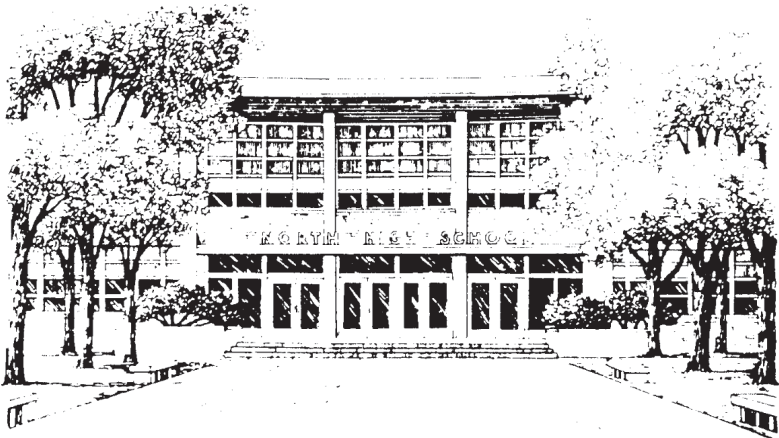


# Columbus North High School

1400 25th Street  
Columbus, Indiana 47201  
812/376-4431



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# COLUMBUS NORTH HIGH SCHOOL

**Principal's Office/Administration**

812/376-4431

**Deans Office/Discipline & Attendance**

812/376-4251

**Counseling Center**

812/376-4292

**Athletic Office**

812/376-4265

**C4 Office**

812/376-4240

**Columbus North Web Page**

[www.bcsc.k12.in.us/northhs](http://www.bcsc.k12.in.us/northhs)

**BCSC CRISIS HOTLINE**

812/379-7710

## 2014-2015 BCSC CALENDAR

<b>July</b>	30 .....	Freshman Orientation
<b>July</b>	28, 29, 30, 31 .....	New Student Registration
<b>August</b>	4 .....	First Student Day (full day)
<b>September</b>	1 .....	Labor Day
<b>October</b>	6-17 .....	Fall Recess
<b>November</b>	27-28 .....	Thanksgiving Recess
<b>December</b>	19 .....	First Semester Ends
	22 .....	Winter Recess Begins
<b>January</b>	5 .....	Staff Meetings
	6 .....	Second Semester Begins
	19 .....	Martin Luther King Day Holiday (no school)
<b>March</b>	16 – 20 .....	Spring Break (Protected)
	23 - 27 .....	Snow Make-up Days
<b>April</b>	3 .....	Good Friday (Snow Make-up Day #1)
<b>May</b>	25 .....	Memorial Day
<b>June</b>	2 .....	Last Day for Students
	6 .....	Commencement (1:00 p.m.)

### REGULAR SCHEDULE

1	7:45 - 8:30	
2	8:36 - 9:21	
3	9:27 - 10:12	
4	10:18 - 11:06	
5	<b>Lunch</b>	A 11:12 - 11:57
5		B 11:31 - 12:22
5		C 11:57 - 12:42
6	12:48 - 1:33	
7	1:39 - 2:24	
8	2:30 - 3:15	

### 2-HOUR DELAY SCHEDULE

1	9:45 - 10:13	
2	10:19 - 10:47	
3	10:53 - 11:21	
4	11:27 - 11:55	
5	<b>Lunch</b>	A 12:01 - 12:46
5		B 12:20 - 1:11
5		C 12:46 - 1:31
6	1:37 - 2:05	
7	2:11 - 2:39	
8	2:45 - 3:15	

### HOMEROOM SCHEDULE BDT

1	7:45 - 8:26	
2	8:32 - 9:13	
3	9:19 - 10:00	
4	10:06 - 10:47	
BDT	10:53 - 11:23	
5	<b>Lunch</b>	A 11:29 - 12:12
5		B 11:44 - 12:23
5		C 12:12 - 12:54
6	1:00 - 1:41	
7	1:47 - 2:28	
8	2:34 - 3:15	



Dear Bull Dog Student:

Welcome to the 2014-15 school year at Columbus North High School. North offers you a wide variety of instructional and extra-curricular activities and encourages your active participation in as many as possible.

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

1. Informational

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

2. Instructional

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

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

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## **I. STUDENT SERVICES**

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

#### **MISSION**

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.

#### **VISION**

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

#### **CORE VALUES**

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

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

#### **CNHS AIMS**

High Academic Expectations and Achievement

Open, Constructive Communication

A Clean, Safe, Quality Facility

### **2.0 GENERAL INFORMATION**

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

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

**2.3 Songs.** The school has two songs, "Alma Mater" showing loyalty to the school and pride in it, and "Cheer Song" urging school teams on to victory.



**“Alma Mater”**

Of all the many high schools  
There’s one we think is best.  
To it we’ll e’er be loyal  
It’s name is N.H.S.

On! On! On to victory! Onwards to fame!  
May we always laud her proud and perfect name.  
Let us always keep Columbus leading all the rest.  
We love and praise our Alma Mater  
Hail to N.H.S.

**“Cheer Song”**

Cheer, cheer, for old North High.  
Shake down the echoes, cheering her name.  
Send the volleyed cheer on high.  
Shake down the thunder from the sky.  
What though the odds be great or small  
Old North High will win over all.  
While her loyal sons are marching onward to victory!

- 2.4 Master Calendar.** The master calendar for the school year is kept by the assistant principal for student activities or his designee. (Please note that facilities request must be completed using the current BCSC online process.) This calendar should be consulted before any dates are decided upon or any location in school chosen for any school function.
- 2.5 Good Standing.** A student is considered “in good standing” if:
- i) The student has passed six subjects the previous grading period. Semester grades take precedence.
  - ii) The student also must not be currently suspended, expelled, or on a behavior contract by the Deans Office.
  - iii) The student must not be in violation of the BCSC SUBSTANCE ABUSE POLICY for ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES..
  - iv) The student’s conduct does not create a disruption in the discipline, good order, moral, or educational environment of Columbus North High School as defined by the school administration.
  - v) The student’s conduct does not reflect discredit upon Columbus North High School.

**2.6 Evacuation Drills.** Evacuation crisis, and fire drills are held on a regular schedule, and every room has a specific pattern of evacuation. Each student should be familiar with the pattern for any room he occupies. The P.A. system or warning bell will be used in case of tornado or disaster drills. If the P.A. system is inoperative, a portable unit will be used according to a predetermined plan.

**2.7 Library Media Center:** The mission of the CNHS Library Media Center is to teach students to be effective users of ideas and information. The Library Media Center provides access to a quality collection of popular young adult fiction and informational texts in a variety of formats. A professional library staff member is always on hand to assist patrons with their information needs.

**Collection:** The library houses over 20,000 print books, audiobooks, e-books, databases, and periodical literature. Patrons may access the library catalog and the library's electronic resources from the CNHS Virtual Library: [www.bcsc.k12.in.us/northlibrary](http://www.bcsc.k12.in.us/northlibrary).

**Circulation Periods:**

- **General Collection: 3 weeks**
- **Graphic Novels: 1 week**
- **Reference: Overnight**
- **Back Issues of Magazines: 1 week**

**Lost & Late Book Fees:** Students are responsible for the replacement costs of lost and damaged items. Students with overdue materials lose library privileges and owe late fees of ten cents a day per book. (Overdue fines are capped at \$2.00 per book. In lieu of paying overdue fines, students may opt to work in the library one class period per overdue item.)

**Hours & Visits:** Open 7:30 A.M. – 3:45 P.M.

- All students have access to the library before and after school.
- Students should always have a pass and a purpose for visiting the library.
- The student ID card is also the library card. Students must present their ID cards to the front desk attendant. (Replacement IDs are available for \$2.00.)
- When entering and exiting the library, students must check-in at the front desk.
- Students should return to class upon completion of their library business.

- Students seeking a quiet place to read may request a Reader's Pass; this 10-day pass provides opportunities for students to read independently in the library during their scheduled Resource class time.

**Computer Usage:** Laptops are available for student use. Students may request a laptop at the front desk. Students must follow the BCSC Technology Use Policy as outlined in section 51.0 of the student handbook.

**Behavior:**

- Students must respect other students, staff, and library materials.
- Students must respect the library as a quiet area.
- Other than bottled water, students may not have food or drinks in the library.
- Students should leave furniture as placed.
- Students must follow all school rules and regulations as outlined in section 48.0 of the student handbook.

The Media Center strives to be a quiet, comfortable place to study, conduct research, and enjoy leisure reading. The Library Media Staff encourages students to ask for assistance and make recommendations for acquisitions and improving services.

**2.8 Bookstore.** The school bookstore is located on the first floor near the center of the front hallway of the building. It is open Monday through Friday during posted hours to 2:00 PM. In addition to the regular school supplies such as pens, pencils, paper, and notebooks; paperbacks and workbooks are also sold throughout the school year.

**Textbooks.** Students may pay for textbooks or other required class materials in one or more of the following ways:

1. **Rental** - Books are rented to the student for a fraction of the cost of the book. When a student rents a book, he is held responsible for it. If it is lost, damaged, or stolen, the student must pay replacement cost of the book. If a student receives a book that he feels is badly damaged or marked, he should report the condition to the bookstore at once so that he will not be held responsible when the book is returned.
2. **Purchase** - Some books are not rented, particularly paperbacks, workbooks, or books for specialized or small classes. A student may wish to sell these books to other students when he is finished with them. The bookstore does not handle used books for resale.

**Textbook Assistance.** A student who qualifies for free or reduced lunches due to family income may also receive state adopted text material at no charge. Class fees and other supplementary material may be billed to the student. Textbook assistance applications are available and should be approved by the earliest part of the school year as possible. The approval is good for the school year.

**Delinquent Fees.** Delinquent fees will be reported to Student Services for collection unless a payment schedule is arranged and carried out at the Bookstore. This will be done four weeks after the start of each semester. If fees remain unpaid, the matter will be referred to Small Claims court. Seniors must have all obligations completed one week before graduation practice.

**Returning Books.** It is the responsibility of each student to rent or purchase his own text and materials and return all rented books or other school-owned material at the end of the semester or school year or at such time as he withdraws from school. (Only those books assigned to each student will be accepted). A different book or book whose identification number has been altered or destroyed will not be accepted.

### 3.0 GENERAL REGULATIONS

**3.1 Activity Fee.** Each student pays an activity fee. This fee should be paid at the time textbook fees are issued. Failure to pay this fee may result in transcripts being withheld. All school fees must be paid prior to the commencement ceremony. For this fee each student receives the school newspaper, a lock for an assigned locker, one identification card, technology consumables, and the student handbook.

**3.2 Lockers.** The activity fee paid by each student covers the cost of rental for a lock for an assigned locker that should be locked at all times. If the lock fails to work, report this to the Main Office so the lock can be repaired or replaced.

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

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

(IC 20-8.1-5.1-25)

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

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

- (1) during the school day or a school event and/or on school equipment and violate a discipline rule that the student has been given notice of; or
- (2) when a published rule of the act 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.)

**3.4 Non-school Hours.** Unless a student is under the supervision of a teacher, he should enter and leave the campus no more than 30 minutes before beginning or after dismissal time. A student in after school detention should leave immediately after dismissal.

**3.5 Telephone.** Parents should not call the student at school except in cases of emergency. A student will not be called to the phone, nor will messages be taken to him except in cases of emergency. Employers should not expect messages to be delivered.

**3.6 Guests of Students.** Students should not bring guests to school. Any visitors to school must be approved by the principal or designee and must sign in at the Main Office. Request should be made 2 days before requested date. There will be no all-day visits.

**3.7 Resource Assignments.** A student is assigned to resource any period he does not have a class. Students should not be scheduled for more than 3 assigned resources.

**3.8 Resource Center Policy:** School resource is an area for learning in which students can obtain academic help. Resource areas are an extension a student’s class time, and respectful classroom behavior should be practiced. Students should be seated and ready to work when the bell rings, with conversation and noise appropriate to the activity and work area. Talking should be respectful to other learners in the work area. Students who leave a specific resource area must have a pass. Each student should be responsible for any personal possessions and project materials, especially when leaving an area. Each student is responsible to follow the direction of the adult supervisors for the resource area.

Responsible behavior focused on learning is the expectation of our Bull Dog culture. Failure to meet these expectations may result in exclusion from using the resource areas or other school consequences.

### **3.9 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.

## 4.0 STUDENT ACTIVITIES

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

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

**4.2 The Student Association.** The Student Association is made up of all students enrolled in North High School. The legislative body of the Student Association is the Student Assembly. The Student Association gives students training in practical citizenship by providing the opportunity for self-government and the opportunity to assist in the organization of the school.

Students in good standing may make application for the general elections in the spring for grades 10-12 and the fall for grade 9. A special work on process is available for up to four students per grade in the fall as described in the Student Assembly Constitution. Election for Student Body Officers will in the spring and will follow the election process described in the student assembly constitution and procedures.

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

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

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

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

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

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

**4.4 Social Events.** Calendar dates for all social events must be coordinated by the assistant principal for student activities.

Parties with refreshments are not permitted in the classrooms or on school grounds during the school day unless the administration grants permission.

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

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

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

**Dances.** All dances are “closed dance” with the following exceptions:

1. A North student (in good standing) may bring an East student if the North student registers the East student with the deans prior to the dance. (There might be North HS Only Dances.)



2. A guest in the home of the North student may attend the dance if the North student registers the guest with the deans 2 days prior to the dance. The guest must conform to all CNHS rules regarding dress, appearance, and conduct.
3. If by prior announcement the dance has been declared an “open dance” for North students, guests may attend who have not attained their 21st birthdays.
4. There must be a prior ticket sale of 250.
5. Exceptions to the above must be approved by the administration.
6. All guests must be under the age of under 21 unless married to the CNHS student.

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

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

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

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

1. Items will contain constructive criticism, praise, appeal, or suggestions which are supported by fact.
2. Items will relate to subjects familiar to and of interest to students of the school.
3. Items that advocate breaking the law, items of questionable moral standards, items of biased political opinion, or items that stimulate racial, religious, or other bias will not be tolerated.
4. Items that hint the writer is voicing opinion other than his own will not be printed. Sponsorship of opinion from outside sources will not be tolerated.

5. Items are to be written with logical reasoning based on a selection of facts.
6. Nothing that is written in anger and/or abuses either a student, a faculty member, or other individual shall be printed. Personal attack will not be tolerated.
7. All items must not violate the rights of privacy or the laws of libel.
8. All items will be accompanied by the signature of the author when submitted to the staff. Authorship must be substantiated before submitting to the print shop. Names of letter writers may be withheld upon the request of the writer once all other requirements are satisfied.
9. **THE TRIANGLE** editor(s) or adviser reserve the right to edit items as they would edit other material for the paper. They must notify the author of such editing, explaining how and why material was edited.

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

**4.6 The Club Program.** Each club must meet the following basic requirements:

1. It must have open membership (no voting).
2. It must have a definite series of worthwhile programs.
3. Its name must be appropriate and clear as to the purpose of the club.
4. It must not collect dues unless it is affiliated with a national or state group which collects dues.
5. It must not collect fines of any kind.
6. It must require no pin (unless state or national), no sweater, or other sign of recognition which might be an expense to members.
7. The sponsor must submit to the annual club survey at the end of the year.

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

Each club is permitted three social events per year. (This would include initiation the first semester and senior dinner the second semester.) Outing expenses are paid through assessments and not

from the treasury; however, the cost of the meat and drinks may be taken from the club funds. Initiation expenses are taken from the treasury.

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

These are the clubs available:

### **Service and Co-Curricular Organizations**

Bull Dog News Network (BNN)

Class Officers

Key Club

PRIB (Public Relations Information Bureau)

Student Assembly

Student Council

Columbus North Service League (New)

The Log Staff (yearbook)

The Triangle Staff (newspaper)

### **Performance Groups**

25th Street Jazz

25th Street Jazz Singers

Basketball Pep Band

Concert Choir

Debutees and Music Men Show Choir

Festival Chorus

Jazz Lab

North Jazz Blues

North Stars Show Choir

North Theater

Orchestra

Sound of North Marching Band

Winterguard

### **Honorary Societies**

International Thespian Society

National Honor Society

Quill and Scroll

### **Competitive Teams**

Battle Bots Team

CNHS Bowling Team

CNHS Brain Game Team  
Hoosier Academic Super Bowl Team  
Indiana Mathematics League  
National Mathematics League  
Science Olympiad Team  
Speech and Debate Teams

**Special Interest Clubs/Activities (some competitive)**

Amnesty International  
Anime Club  
Best Buddies  
Boys Volleyball Club  
Bull Dog Table Tennis Club  
Business Professionals of America (BPA)  
C4 Career and Technical Honor Society  
C4 Student Advisory Council  
Chinese Club  
Chess Club  
CNHS Book Club (“Bookaholics Anonymous”)  
Courtyard Club  
Deutsch (German) Club  
Distributive Education Clubs of America (DECA)  
Diversity Council  
Family, Career, & Community Leaders of America (FCCLA)  
Fellowship of Christian Athletics (FCA)  
French Club  
Future Farmers of America (FFA)  
Girls Bible Club  
Health Occupations Students of America (HOSA)  
History Club  
Japan club  
National Council of Teachers of English Achievement in Writing Group  
Prom  
The Raven’s Quill Club  
Recycling Club  
Science Club  
Science Olympiad  
“Slam Poetry” Featuring Soul  
Spanish Club  
Spectrum Club  
Vocational Industrial Clubs of America (VICA)  
Young Citizens

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

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

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

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

- 4.8 Convocations.** Convocations are scheduled to bring students together for special instructional/informational programs. The behavior of the student body during convocations should be above reproach. When an outside speaker is on the platform, he should be treated as an honored guest. If the program is one involving students or faculty, the participants should be accorded the respect due them. The positive way the student body conducts itself during a convocation is a reflection of our school spirit.

- 4.9 Pep Sessions.** Pep Sessions may be scheduled to recognize curricular and extra-curricular activity participants.

- 4.10 Code of Ethics for Athletic and Non-Athletic Extra-curricular Participants.** Columbus North High School supports an extensive range of extra-curricular activities for students in addition to the required instructional program. All students are strongly encouraged to participate in these activities that assist in developing character, attitudes, decision making, competitiveness, and positive self-esteem. North High School believes that students who choose to participate assume a level of performance and behavior beyond what may normally be required of regular attending students.

Students who fail to abide by these standards for higher conduct are subject to discipline, suspension, or expulsion from the activity. The sponsor or coach, director or supervisor, and principal or designee will meet to review and act on confirmed reports of student misconduct.

Students in activities such as these also understand and agree to the policies adopted by the school district for Substance Abuse.

As a member of a Columbus North athletic team, extracurricular activity or club, or co-curricular activity, I understand that I voluntarily choose to participate. I also agree that my conduct, in and out of school, shall be such as:

- 1) not to reflect discredit upon my activity or Columbus North High School.
- 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school or community.

As a voluntary participant in an extra-curricular activity, I realize that my conduct in and out of school and in and out of season goes beyond minimum requirements for a regularly enrolled student, and I further understand that this Code of Ethics has as a purpose to promote positive and constructive decision making for activity participants at Columbus North High School.

**4.11 Substance Abuse Policy** Concerning Athletics, Extra & Co-Curricular Activities (BCSC policy requires that students in athletic, extra- and co-curricular activities sign a consent form and participate in the random drug screening process.)

(This is a summary & the complete policy may be obtained from the sponsor).

**BARTHOLOMEW CONSOLIDATED SCHOOL  
CORPORTION SUBSTANCE ABUSE POLICY  
ATHLETIC, EXTRA-CURRICULAR, AND  
CO-CURRICULAR ACTIVITIES**

1. The substance abuse policy is in place 365 days a year, 24 hours a day. It is in effect for school and non-school events.
2. A student must sign the consent for drug screening to be eligible to participate in Athletic, Extra-Curricular, and Co-Curricular Activities. Once the consent form is signed, the name remains in the screening pool for the semester the consent form is signed and, if still enrolled in school, for the following semester.
3. Rule: A student shall not use, consume, have in his/her possession, buy, sell or give away any illicit chemical or product or any chemical or product represented to be a controlled substance.
4. The consequences of this policy are cumulative from middle school on.
5. If the rumor of a substance abuse violation is confirmed, the consequences of the policy will be in effect. The rumor is confirmed only if the individual who is implicated admits that a violation occurred.
6. An individual or family asking for help (assuming no confirmation or rumors exist) would have no penalties if they were willing

to follow the guidelines of the Student Drug Director. Drug screening, professional counseling, and/or support groups may be required at the expense of the student or student's family

7. Tobacco: Tobacco is an illicit substance and will be handled by school policy if the violation occurs at school and by the team policy for those in activities. (Team policies in any situation may not exceed BCSC policy.)
8. BCSC Consequences for Substance Abuse Violations\*

### **FIRST VIOLATION**

1. The student may participate in tryouts and then serve any remaining consequences.
2. 10 day suspension from the current sport/activity or from the next sport/activity participated in during the following year
  - a. 5 day suspension from practice and/or games - and (order can change)
  - b. 5 days of team practice but no competition
3. shall meet with Student assistance director and have agreed to guidelines established at that meeting: i.e. drug screening, professional counseling, and/or support groups may be required. Failure to do this would result in an one year suspension from activities.
4. shall miss the next scheduled game and all games within the suspension. (If no games occur within the 10 days, the student will miss the next scheduled competition.)
  - a. may be at games during 5 day suspension (coaches' choice)
  - b. shall be at games during the second 5 days

### **SECOND VIOLATION**

1. The student may participate in tryouts and then serve any remaining consequences.
2. 20 day suspension from the current sport/activity or from the next sport/activity participated in during the following year
  - a. 10 day suspension from practice and/or games - and (order can change)
  - b. 10 days of team practice but no competition
3. shall meet with Student assistance director and have agreed to guidelines established at that meeting: drug screening, professional counseling, and/or support groups may be required. **Failure to do this would result in a one year suspension from activities.**

4. shall miss the next scheduled game and all games within the suspension (If no games occur within the 20 days, the student will miss the next scheduled competition.)
5. may be at games during 10 day suspension (coaches' choice)
6. shall be at games during the second 10 days

### **SUBSEQUENT VIOLATIONS**

1. If a year has not passed since the prior violation, the student would be ineligible for activities for one full year from the date of the violation.
  2. If a year has passed since the prior violation, the consequences stated in the SECOND VIOLATION would apply.
9. Drug Screens
1. To participate, the Extra-Curricular Consent Form for random drug testing must be signed.
  2. A failed screen would result in the student being ineligible for all athletic, extra- and co-curricular activities until a clean drug screen is produced for the testing company. The student would also lose the privilege of driving to school.
  3. Refusing to take a screen, during season or out of season, would be considered a failed drug screen. The consequences are the same.
  4. Decisions concerning events that effect the production of a urine specimen and the eligibility of the student will be made by the Student Assistance Director.

\*The interpretation for Extra- and Co-Curricular Activities varies slightly and would require some interpretation by the Student Assistance Director. This is because the policy, as listed here, is based on activities that practice daily during a given season. Serving a consequence in an extra- and co-curricular activity does not mean that the athletic penalty has been served.

## **5.0 HEALTH SERVICES**

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

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 nurse each year at the beginning of school. The nurse, parent/guardian and student should meet to create an individualized health plan for the school year. Supplies for the student may be kept in the nurse's office.
  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 Nurses 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. **Health Screenings.** All sophomores are given hearing tests. These tests are conducted by the nursing staff. Parents are notified by letter of the hearing failures in order that the student may receive further medical assistance. Height and weight measurement is done yearly by the school nurse.
8. **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.
9. **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.

## 6.0 ATHLETICS

- 6.1 Eligibility. The interscholastic athletic program at Columbus North High School is governed by the rules of the Indiana High School Athletic Association. To represent the school on any of the approximately 40 athletic teams, a student must:
1. Have received passing grades in at least six full credit subjects or the equivalent during the student's last grading period. Semester grades shall take precedence.
  2. A student who is, or shall be 20, prior to or on the scheduled date of the Indiana High School Athletic Association state

finals in a sport, shall be ineligible for inter-school athletic competition in that sport. A student who is 19 years of age on the scheduled date of that sport will be eligible as to age for inter-school athletic competition in that sport.

3. Have a physical examination by a doctor and have parental consent with both on file in the Athletic Office.
4. The student must attend school for at least ½ day to be eligible to practice or participate in a contest or meet that same day. The student must be in class beginning of 5th period for the ½ day to count. (Approved absences such as field trips, medical appointments, and funerals are exempt from this rule.)

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

## **6.2 Concussions**

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

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

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

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

1. If the letter is worn on a jacket, the letter is centered on the left side between the pocket and shoulder. The jacket has a blue body with blue leather sleeves, and two stripes of white around cuffs and collar.
2. If the letter is worn on a sweater, it is centered on the front.
3. If the letter is worn on a button down sweater, it is centered above the pocket on the left side.
4. The chevron shall be placed on the left sleeve starting down three inches from the shoulder.

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

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

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

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

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

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

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

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

- 6.9 **Student/Athlete Award.** Awarded to seniors who have participated on an athletic team (including cheerleaders and pepsteppers) and have maintained a 9.0 Grade Point Average or better over seven semesters. Presented at half-time of a basketball game, the award is a chenille bar that says “Academic Honor Athlete”.

- 6.10 **Cheerleading.** Two teams of cheerleaders are selected, one for fall and one for winter. A student may be selected for one or both teams.

Cheerleading Awards. Athletic letters are given for cheerleading. Cheerleaders select no MVP and are not eligible for the McKain or Armuth Awards. Cheerleading does qualify for the Senior award.

\*Please check the CNHS athletic homepage for direction to away events.

## 7.0 HONORARY ORGANIZATIONS

- 7.1 **The International Thespian Society:** Troupe 57. Thespians are an international honorary society for students who do outstanding work in dramatics. They must be recommended by the dramatics sponsor and must have accumulated the required number of points in activity connected with dramatic productions. Students at North are annually nominated for membership with all fees waived.

- 7.2 **Quill and Scroll.** Quill and Scroll, an international honor society for student journalists, recognizes second semester sophomores, juniors, and seniors who rank in the upper third of their class,

and who have the recommendation of the publications advisor for superior work in some phase of journalism. Students must then be approved by the Executive Secretary at Iowa University in Iowa City, Iowa.

- 7.3 National Honor Society.** The objectives of National Honor Society are to have an enthusiasm for scholarship and to encourage leadership, character, and student service. Juniors and seniors who have a grade point average of at least A- (10.00), who carry a minimum of five courses, and who have been judged worthy in service, leadership, and character by the faculty council, are invited to seek membership.

## **8.0 TRANSFER POLICY**

**8.1 Student Attendance Areas.** Students having legal settlement within the Bartholomew Consolidated School Corporation should have freedom of choice to attend the school within the district which, in the opinion of the students and parents, best meets the educational needs of the student. The Bartholomew Consolidated School Corporation has established school attendance districts and designated certain schools within each district as the school of residence for elementary, middle school, and high school attendance purposes. This policy and implementing procedures shall govern the assignment and attendance of students at schools within the school district other than at schools of residence within the school corporation.

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

4. Approved student transfers shall remain valid for the duration of a student’s status as a middle school or high school student so long as BCSC Policy 5-3-3 and these implementing procedures remain in full force and effect. Except for good cause shown, a student will not be permitted to transfer back to a school of residence once a transfer has been permitted.

## II. COUNSELING/ACADEMIC INFORMATION

### 9.0 COUNSELOR INFORMATION - (376-4292)

- 9.1 **A counselor is assigned to each student.** Normally, the student keeps the same counselor for the entire four years of high school. The student may, however, choose to consult with any counselor about any questions or problems.

For 2014- 2015:

<b>Freshmen and Juniors</b>		<b>Sophomores and Seniors</b>	
<b>A - K</b>	<b>Mrs. Freshour</b>	<b>A - K</b>	<b>Mrs. Davis</b>
<b>L - Z</b>	<b>Mrs. Speer</b>	<b>L - Z</b>	<b>Mrs. Riley</b>
<b>Special Ed</b>	<b>Mr. Pemberton</b>	<b>Special Ed</b>	<b>Mr. Pemberton</b>

- 9.2 **How to See Your Counselor.** The counselors have offices in the Counseling Center Suite. A student who wishes to talk with a counselor may come to the Counseling Center before or after school or any appropriate time during the day. The student should fill out a “Request To See Counselor” form. The counselor will then call in the student as soon as possible.
- 9.3 **Counselor Role.** Counselors work with students, parents, school staff, and outside agencies. They assist students with educational program planning (scheduling, school procedures, and school problems), career/life planning, as well as personal problems and social concerns.

### 10.0 SCHEDULING

- 10.1 **Course Selection.** Course Selections for each student are determined during February and March for the following school year. The student is expected to discuss the courses with the student’s parents. After courses have been selected, only minimal changes will be made.
- 10.2 **Course Catalog.** The “Course Catalog,” which includes a complete listing and a brief description of all course offerings, may be obtained from the Counseling Center. The “Course Catalog” is also posted on the CNHS website.
- 10.3 **Dropping or Changing a Course.** Once a semester begins, changes in classes do not generally occur; however, exceptions can occur for the following reasons: 1) a failed or required course must be repeated, 2) additional summer school credits necessitate a change, or 3) unforeseen circumstances have altered a student’s

plans. **These changes must be made within the first six days of the semester and with counselor approval.** When a class is dropped, the student will be assigned to a resource class.

**10.4 Class Load.** The normal class load for a student is seven periods of subjects and one resource. Students will be permitted to take fewer subjects only with the recommendation of the counselor. Some students may opt for eight periods of subjects. If a student does not have sufficient assigned classes, it is the student's responsibility to see a counselor to have the program corrected.

**10.5 Credits Earned Outside the Columbus North High School Curriculum.** A student seeking to earn high school credits for a course not part of the regular North High School curriculum must have prior written approval from the student's counselor. This includes on-line courses, Early College and Dual Credit. Release time during the school day may be a possibility.

## **11.0 DIPLOMAS**

**11.1 Graduation Requirements.** Beginning with freshman entering high school in 2013 there are new graduation requirements that are listed in the CNHS Course Catalog. All students must successfully complete the Senior paper and presentation - "Project Pride". Included with the project is service learning, job shadowing, and the actual project. The State Graduation Exam(s) must be passed, and all course and grade requirements for a diploma must be met.

**11.2 General Diploma (grades 10-12).** All students must complete the Core 40 diploma. To graduate with a general diploma, an "Opt-Out" process must be completed. The General Diploma requires: 40 credits minimum, with 8 credits in English, 6 in social studies, 6 in mathematics, 4 in science, 1 in health, 2 in physical education, 1 in CARSS.

**11.3 Core 40 Diploma (grades 10-12).** 40 credits minimum, with 8 credits in English, 6 credits in social studies, 6-8 credits in mathematics (including Algebra, Geometry, and Algebra 2) 6 credits in science (including Biology), 1 in health, 2 in basic physical education, 1 in CARSS, 8 credits in courses from the list above or the following: World Language, Fine Arts, computer, and/or at least 6 credits in a logical sequence from a Career Technical area, and 2 to 4 more credits from any courses.

**11.4 Technical Honors Diploma (grades 10-12).** 47 credits minimum, with 8 credits in English, 6 in social studies, 6 in mathematics (including Algebra, Geometry, and Algebra 2, 6 in science (including 2 in Biology 1), 1 in health, 2 in basic physical education, 1 in CARSS, 5 directed electives in World Languages, Fine Arts, and Career Technical, and electives 6 credits. A student must complete a C-4 program resulting in 8-10 credits. **Complete two of the following options, one of which must be A or B:** A. Take Work Keys test and reach a predetermined score on three



sections. B. Technical, transferable dual college/high school credit courses resulting in 6 college credit hours. C. Professional career-internship or cooperative education. D. Earn a state-approved, industry recognized certification. Students must also maintain a 7.0 cumulative grade point average and must not receive a grade less than a C- in any required course.

**11.5 Academic Honors Diploma** (grades 10-12). 47 credits minimum, with 8 credits in English, 6 in social studies, 8 in mathematics (including Algebra, Geometry, Algebra 2, and Advanced Math), 6 in science, 6 or 8 in World Language, 2 in Fine Arts, 1 in health, and 2 in basic physical education are the requirements. Also complete one of the following: A. Two AP courses and corresponding exams. B. Academic, transferable dual college/high school courses resulting in 6 college credit hours. C. One AP course with exam and academic transferable dual college/high school course resulting in 3 college credit hours. D. Score 1200 or higher on combined SAT Math & Critical Reading. E. Score a 26 composite ACT. A student must maintain a 7.0 cumulative grade point average and must not receive a semester grade less than C- in any required course. Many of the additional requirements for the Technical and Academic Honors Diplomas may be at a cost to the student.

## 12.0 GRADING INFORMATION

### 12.1 Marking System

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

- 12.2 Grade Point Average.** After **each semester** each student's grade point average is computed by averaging final grades in all subjects. To determine grade point averages, the letter grade is converted to its numerical value. The total number of points is then divided by the credits attempted. The resulting number is the grade point average. (A credit = one semester with grade of D- and above.)
- 12.3 Class Rank.** Rank in class is computed following each semester. For the purpose of determining certain scholarship recipients, valedictorian, salutatorian, etc., the 7 semester, 12.0 grade point average and the length of the student's attendance at North are taken into consideration
- 12.4 Honor Roll.** The honor roll is compiled after each grading period. Students earning a grade point average of "B+" (9.0) with no grade below "C-" are designated as honor roll students. Students with incompletes will not be included on the honor roll.
- 12.5 Grading Periods.** A semester is approximately one half of the school year. Each semester is divided into two grading periods of about nine weeks each, not including vacations.
- 12.6 Progress Reports/Report Cards.** Progress Reports will be posted on the Parent Portal of Power School. Report Cards are posted on the Parent Portal of Power School for each student at the end of each of the four nine weeks. The second and fourth report card will include semester grades.
- 12.7 Incompletes.** Incomplete grades for the first three nine week periods of the school year must be made up within one week after the grade cards have been posted on-line unless arrangements have been made with the teacher involved and the Counseling Center Director for an extension of time. If the incomplete work is not made up within the designated time, the material missed will be counted as a zero and the grade for the nine weeks or semester will be figured accordingly. If the material missed and not made up is a requirement for credit in the course, the course grade will be "F". Incompletes will not be given for the final nine weeks or semester of the school year unless special arrangements have been made with the teacher involved and the Counseling Center Director.
- 12.8 BCSC COURSE RETAKE POLICY** A course can be retaken if the original grade is C+ or lower. The original grade will remain on the transcript. The second grade will appear on the transcript. The higher of the two grades will be figured in the grade point average and class rank. This policy includes high school credits earned during middle school.

**12.9 Seniors: Fees or Obligations/Graduation Ceremony.** A student must have met all of the requirements for graduation before she/he can participate in graduation exercises. Any student who has fees or obligations due at the close of his senior year may not be issued a diploma or transcript until obligations are met. Graduation ceremony is considered a privilege given to seniors in good standing at North High School. Failure to meet student commitments, complete assigned duties, or violations of school rules, can result in the loss of this privilege. Seniors are responsible for their actions through their last student day and graduation ceremony.

**12.10 Extended Illness Homework Policy.** A student who will be absent from school for an extended illness (more than 3 days) should contact the Counseling Center (376-4292) for homework as early in the illness as possible. Homework will not be collected if the student plans to return to school within 3 school days of the request. Information will be taken as to the nature of the illness and approximate days to be missed. The parent or classmate may pick up assignments after 2:00 p.m. the day after the request is made. The student must return the collected assignments before new or additional homework is requested.

## **13.0 SCHOOL RECORDS**

**13.1 Records and Transcripts.** A permanent record of the courses taken by each student, the grades received, the student's attendance record, and scores on special tests are kept in the Counseling Center. When a student transfers to another school or applies for admission to college, the school will forward a transcript of the student's record upon request. **After the third official transcript, a \$1.00 fee will be charged** for each transcript requested. Forms for the release of transcripts to individuals or organizations and other educational institutions are available in the Counseling Center. Transcripts can also be requested through Naviance/Parchment at no charge.

**13.2 Changes in Address.** Students should report any changes in their address, or telephone number, to the Counseling Center 376-4292.

## **14.0 WORK PERMITS**

A work permit must be obtained before a student under eighteen may legally be employed. Work permits may only be issued to students who are currently attending or living in the Columbus North High School district and in good standing. The hours and times to be worked are regulated by the Bureau of Child Labor, Indiana Labor Department. A student needing a work permit must bring a completed "Intention to Employ" form from their employer and a birth certificate as proof of age to the Counseling

Center at the beginning of the school day so that it may be processed by the end of the school day. Work permits brought to the Counseling Center after 2:00 p.m. will be available the next day. A student may have two open work permits at a time provided the total hours worked each week are within the confines of the State of Indiana Labor laws.

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

**15.1 Student can use their Naviance computer account to do self-assessments, learning style assessments, career searches, college searches, and build their resume. Naviance will track the student's college application process. Contact your counselor for details.**

**15.2 College/Trade School Visits.** The Counseling Center will announce the visits of college and trade school representatives well in advance of the visitation. It is the student's responsibility to sign up through their Naviance account.

**15.3 Catalogues.** Applications, occupational information, college and trade school catalogues are available in the Counseling Center.

**15.4 Computers are available to students in the Counseling Center to research college career and scholarship information.**

**15.5 Recommendation.** The counselor will write the "Recommendation," which is required on many college and scholarship applications, and will send the records requested. Students need to fill out the "Brag Sheet" in Naviance prior to the request for a recommendation. **The counselor needs at least ten school days prior to the application deadline to complete a recommendation.** A student with questions concerning admissions, tests, transcripts, etc., is urged to see their counselor.

## **16.0 TESTING PROGRAM: MOST COLLEGES REQUIRE STUDENTS TO TAKE THE SAT OR ACT AS PART OF THE REQUIREMENTS FOR ADMISSION.**

**16.1 Testing Center.** North High School is a testing center for the SAT - Reasoning Test, SAT- Subject Test, and the ACT. Registration for any of the tests must be completed according to deadline dates (see 16.10). Registration must be completed on-line. Students should check the master school calendar well in advance of enrolling for these tests to make sure there is not a conflict with other school activities.

**16.2 Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test (PSAT-NMSQT).** This test is offered to juniors and sophomores in October. The PSAT is a short form similar to the SAT test. It generally has no value in determining college entrance; however, it has merit for students who plan to take the SAT later because of its practice value in

becoming acquainted with this type of test. This test, as the name suggests, also serves as the basic qualifying test in the National Merit Scholarship program. Only juniors who take this test will be considered in the NMSQT program and from the results, finalists, semi-finalists, and commended students will be chosen. Merit Scholarship Corporation acts as the agency, which awards scholarships for colleges, industries, foundations, and for their own corporation to many high ranking students. High scores on this test are also highly regarded by colleges in choosing recipients of other scholarships. Sophomores are encouraged to take this test as practice for the SAT and to qualify for dual credit courses.

- 16.3 The PLAN®.** This program helps 9th and 10th graders build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. **PLAN** can help all students - those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-ACT" test, **PLAN** is a powerful predictor of success on the ACT. At the same time, many schools recognize the importance of **PLAN** testing for all students, as it focuses attention on both career preparation and improving academic achievement.
- 16.4 EXPLORER®.** This program is designed to help 9th graders explore a broad range of options for their future. **EXPLORE** prepares students not only for their high school course work, but for their post-high school choices as well. It marks an important beginning for a students future academic and career success.
- 16.5 SAT - Reasoning Test.** The verbal section is designed to measure the candidate's understanding of words, skill in dealing with words and thought relationships, and ability to read with understanding and discrimination. A student-written essay has been added to the SAT. The essay measures the student's ability to develop a point of view on an issue presented in an excerpt, use reasoning and evidence based on reading, studies, experience, and observations to support that point of view, and follow the conventions of standard written English. The mathematical section is designed to measure aptitudes for handling quantitative concepts rather than achievement in the field of mathematics. Registration forms are available on-line at [www.collegeboard.com](http://www.collegeboard.com); a few paper registration forms are available in the Counseling Center.

- 16.6 SAT - Subject Tests.** In addition to the SAT Reasoning Test, some colleges require one or more of the one-hour subject tests. A student should check with the college of interest to see if they are required. Because the SAT Reasoning and SAT Subject Tests are administered simultaneously, both cannot be taken by a student on the same day.
- 16.7 ACT.** This test is a three-hour examination consisting of four parts: (1) English Composition, (2) Mathematics, (3) Reading, (4) Ability to Read and Interpret Natural Science. The optional Writing Test is available for an additional \$15 fee (subject to change). Many colleges require the Writing Test. Registration forms are available on-line at [www.actstudent.org](http://www.actstudent.org); a few paper registration forms are available in the Counseling Center.
- 16.8 Advanced Placement (AP) Examinations.** Students who have high achievement in AP or honors courses or who have attained good academic records through some other special programs may benefit by taking the AP exams. Many colleges grant credit for scores of 3 to 5. Indiana enacted new regulations directing Indiana colleges to issue college credits for good scores. The student should check with the college the student plans to attend. Each test costs approximately \$89 (subject to change) except the exams which are paid by the State of Indiana.
- 16.9 Graduation Qualifying Exam. The GQE will be “End of Course Assessment” (ECA) for English 10 and Algebra I. This has been created by the Indiana Department of Education beginning with the class of 2012. For further information about the new graduation assessment, visit the Graduation Qualifying Exam website at <http://ideanet.doe.state.in.us/istep> or call the Indiana Department of Education Division of Assessment at 1-888-544-7837, option 2.**

**16.10 2014-15 Examination and Test Dates.**

**SAT TESTING DATES**

October 11, 2014  
 November 8, 2014  
 December 6, 2014  
 January 24, 2015  
 March 14, 2015  
 May 2, 2015  
 June 6, 2015

**ACT TESTING DATES**

September 13, 2014  
 October 25, 2014  
 December 13, 2014  
 April 18, 2015  
 June 13, 2015

## Advanced Placement (AP) Examinations

May 4-15, 2015

PSAT/NMSQT Testing Date

TBA

### 17.0 AWARDS, SCHOLARSHIPS AND FINANCIAL AID

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

**17.2 Academic Letter Award.** The Academic Letter Award is given to juniors and seniors who have maintained a grade point average of “A” (10.00) for each of four consecutive semesters and no semester grade lower than “C-”. Students maintaining a grade point average of “A” (10.00) for each of six consecutive semesters and no semester grade lower than “C-” will receive a chevron. The award presentation will be in the Fall. Transfer students are eligible if the grades transferred meet the above criteria. The academic letter awards will be computed by averaging the semester grades in all subjects. The student will have no incomplete grades for the four semesters. The academic letter will be the same size, quality, and colors as other letters awarded by the school. The style of the letter is Old English to differentiate it from other letters.

**17.3 Scholarships and Loans.** Scholarship and financial aid information is available in the Counseling Center. Each post-secondary education institution has its own process of determining financial aid. A student should check with the institution(s) they are considering for its specific financial aid process. Several local, state, and national organizations offer scholarships and loans to students who apply and qualify. For most scholarships and loans the student must complete a FAFSA form to be eligible. The scholarship information is announced and posted as the material is received. Both local and national searches can be conducted via Naviance. The Counseling Center publishes “SHOW ME THE MONEY” weekly. Important dates, deadlines, and scholarship information are included in this publication. To receive “SHOW ME THE MONEY” by e-mail, contact the Counseling Center at 376-4292.

## **IV. STUDENT RIGHTS/RESPONSIBILITIES**

31.0 Positive Behavior Instructional Supports (PBIS) is a systems approach to improving school and classroom behavior among all students. PBIS is used to help staff create school-wide systems that allow them to teach and promote positive behavior among all students. By setting clear behavioral expectations, schools create environments allowing teachers to teach and students to learn with clear understanding of what is required for success. North high school focuses on the 3r's: respect, responsibility, relationships. In addition, students are taught the habits of mind to encourage them to think well and act responsibly.

North high school rewards positive behavior with a positive behavior instructional supports (PBIS) reward system! A student is awarded a blue ticket for exhibiting positive behaviors and can enter a monthly and semester drawing. Faculty and staff are also rewarded for nominating students with blue tickets with monthly rewards.

### **32.0 PHILOSOPHY**

Each student, as part of his education, should learn accountability for actions, good citizenship, respect for law and authority, and self-discipline. A student's decision making process should include concern for society's standards and expectations, the rights of others, and the student's personal value system, attitudes, and experiences. The role of the dean is to assist the student in his education as a decision maker while maintaining an atmosphere in the school that is conducive to the education of each student.

### **32.1 UNEXCUSED/SUSPENSION HOMEWORK POLICY**

Students shall not receive credit for any work missed during an unexcused absence or a suspension. However, if the work missed on its face would cause a student to fail the course, this work may be made-up. (You may request missed work to assist you on future learning beyond the suspension period.)

### **33.0 ENROLLMENT**

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

1. Make an appointment with a Dean of Students.
2. Be accompanied by a legal guardian with proof of guardianship when requested.
3. Show proof of residency of the guardian within the North High School district or present an approved BCSC transfer form. (rental agreement, utility bill, etc., may serve.) Check with a Dean if there is a question.
4. Provide emergency phone numbers.



5. Provide records from previous school.
6. Provide immunization records.
7. If the student is in need of special services, appropriate information must be provided.
8. Complete an enrollment contract if the student is a re-enrollee.

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

### **34.0 WITHDRAWAL**

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

*As per...*(The following supersedes the above language.) ..SECTION 15. IC 20-33-2-28.5, AS ADDED BY P.L.242-2005, SECTION 19, IS AMENDED TO READ AS FOLLOWS [**EFFECTIVE JULY 1, 2006**]:  
Sec. 28.5.

- (a) This section applies to an individual:
  - (1) who:
    - (A) attends or last attended a public school;
    - (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
    - (C) has not completed the requirements for graduation;
  - (2) who:
    - (A) wishes to withdraw from school before graduation;
    - (B) fails to return at the beginning of a semester; or
    - (C) stops attending school during a semester; and
  - (3) who has no record of transfer to another school.
- (b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:
  - (1) An exit interview is conducted.
  - (2) The individual's parent consents to the withdrawal.
  - (3) The school principal approves of the withdrawal.

- (4) The withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
  - (B) illness; or
  - (C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

- (c) For purposes of this section, the following must be in written form:
  - (1) An individual's request to withdraw from school.
  - (2) A parent's consent to a withdrawal.
  - (3) A principal's consent to a withdrawal.
- (d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.
- (e) Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:
  - (1) The total number of individuals:
    - (A) who withdrew from school under this section; and
    - (B) who either:
      - (i) failed to return to school at the beginning of a semester; or
      - (ii) stopped attending school during a semester; and for whom there is no record of transfer to another school.
  - (2) The number of individuals who withdrew from school following an exit interview.
- (f) If an individual to which this section applies:
  - (1) has not received consent to withdraw from school under this section; and
  - (2) fails to return to school at the beginning of a semester or during the semester; the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to

the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

- (g) At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.
- (h) If:
  - (1) a principal has delivered the record required under subsection (f) or (g), or both; and
  - (2) the school subsequently gives consent to the individual to withdraw from school under this section; the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

### **35.0 STUDENT COMMUNICATION**

Administrative/student announcements will be presented over the BNN Video network during Period 4. During the school day, no messages will be delivered to a student except in an emergency, when requested by a parent or guardian.

### **36.0 STUDENT VEHICLES**

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

Students must park vehicles properly. Illegal parking, parking in restricted areas, parking in non-designated areas, or blocking entrances may result in disciplinary action. Students shall not, at school, on school property or at school activities have visible on their motor vehicle any written material, either printed or in their own handwriting, that is racially disruptive or would cause a reasonable person to be intimidated. (Examples include but are not limited to: material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-

Nazi, or any other “hate” groups that support racial violence. This list is not intended to be all inclusive.) Violations will result in disciplinary action. North High School is not responsible for damages or theft to vehicles on school grounds. Driving privileges may be revoked and other disciplinary sanctions enacted for inappropriate behavior. There is a 15 MPH speed limit on school property.

### **37.0 CAFETERIA/LUNCH**

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

### **38.0 HALLWAY CONDUCT**

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

### **39.0 ATTENDANCE**

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

Regular attendance is expected for all students. The State law requires attendance for all students. The official record for absences for any given period of the day shall be the teacher’s records. Any student who arrives at school after 8:00 AM should report directly to the Deans’ Office.

In order to receive credit in any class a student should not exceed 12 absences in a semester course. Additional absences will be subject to review.

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

In case of absence, a parent or guardian must call the attendance office (376-4251, 376-4241) as early in the day of the absence as possible. Voice mail is available during non-school hours. Notes will not be accepted without prior approval by the dean. If the attendance office has not heard from parent/guardian regarding an absence(s) within two (2) days, the absence may be treated as a truancy.

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

### **41.0 EXCUSED ABSENCES**

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

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

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

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

1. When subpoenaed to appear in court as a witness in a judicial proceeding.
  2. Service as a legislative page in the Indiana General Assembly.
  3. Secondary school students who are ordered to active duty with the Indiana National Guard. Such exemption shall not exceed (10) days in a school year.
- B. For excused absences, a student may make up all work under the following conditions:
1. The request for make-up must be initiated by the student.
  2. Following an excused absence, the student will be given a number of school days equal to the number of days of absence to submit make-up work for credit.

## **42.0 UNEXCUSED ABSENCES**

- A. All absences not provided for under the Excused Absences, including parent approved absences (PAA), shall be considered unexcused. A “truant” is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law.
- B. Students shall not receive credit for any work missed during an unexcused absence, although teachers may require (and students may request) make-up for subsequent learning.
- C. The penalties for unexcused absences within any one semester are as follows:
  1. Work missed for a truancy cannot be completed for credit.
  2. In addition the following disciplinary actions may occur:

- a. A truancy in any class may result in a conference with the dean, a parent contact, and/or additional disciplinary action.
  - b. Additional truantries in any class after parent contact may result in further disciplinary action including withdrawal with no credit (NC) from that individual class.
  - c. A truancy referral may be sent to the Bartholomew County Probation Department.
3. If a students' behavior requires removal from class, they are to report to the Deans' Office. This behavior may result in disciplinary action.
  4. An accumulation of withdrawals from four different courses in any one semester may result in a request for expulsion being filed for the semester involved under the Due Process regulations adopted by the Board of School Trustees.
  5. Should an accumulation of a student's truantries result in a withdraw from a class with no credit (NC), an additional truancy during the same class period during the same semester may result in suspension or a request for expulsion being filed for the semester involved under the Due Process regulations adopted by the Board of School Trustees.

### **43.0 TARDIES**

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins in that room.

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

1st tardy: Verbal Warning from teacher

2nd tardy: Teacher Conference

3rd tardy: One day detention will be assigned by teacher. Teacher should contact parents

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

5+ tardies (in any combination of classes): may result in further disciplinary action by the Dean.

Please note that accumulated tardies will also be based on the entire quarter and by the total in all classes. Each student will begin each new quarter with zero tardies. Students, who continually have excessive tardies, regardless of quarter will receive further discipline.

## **44.0 DETENTION**

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

## **45.0 PERMITS TO LEAVE SCHOOL**

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

## **46.0 DRESS AND APPEARANCE**

Our school philosophy emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. The careful regulation of student dress styles is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and school and classroom order are all affected. This basic dress code does not infringe on students’ rights of freedom of expression, but rather encourages students to “dress for success,” and come to school properly prepared to participate in the educational process.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

1. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing that reveals undergarments or the lack of undergarments will be considered inappropriate. This includes sagging pants if underwear is visible. Garments such as (but not limited to) slippers, pajamas, short skirts and shorts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those which contain spaghetti straps, and garments with plunging or revealing necklines are not allowed. The sleeves must break over the shoulder and no gaps on t-shirt sides.

District employees and 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. District employees and 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. Employees who violate this policy will be dealt with in accordance with applicable district policies and procedures.

2. The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items as may be required in special classes such as shop, laboratories and physical education. Cleanliness of person and apparel is required.
3. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, gangs (inclusive of clothing, colors, symbols, or promotes racial disruptions by bearing a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial disruption), or anything immoral or illegal will be deemed inappropriate and may not be worn in school or at a school function.
4. Attire that may cause property damage and/or injury is not to be worn, e.g. chains.
5. Coats, Jackets, non-religious head coverings, and other outdoor wear are not to be worn or displayed during the school day. These items should be placed in your locker or book bag. This applies to males and females. Exception will be special school spirit days that will be noted using school communication.

#### **47.0 ASSIGNED RESOURCE/RESOURCE CENTERS**

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

#### **48.0 SCHOOL RULES AND REGULATIONS**

Examples of student misconduct and substantial disobedience include, but are not limited to areas listed below as they occur 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; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. Students are not allowed to (violations may result in detention, suspension, expulsion from school):



1. Engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
2. Use, or urge others to use, violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which would disrupt school. Harassment of a student, especially on the basis of race, national origin, or sex is strictly prohibited.
3. Be involved in a group, club, or gang that uses or urges others to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, which would disrupt the school.
4. Impede safe movement by sitting on the floor in the hallways or on the stairs.
5. Cause or attempt to cause damage to school or private property.
6. Steal, or attempt to steal, school or private property.
7. Set fire to or damage any school building or property or possess a lighter or matches or other such devices used to develop and/or maintain a fire.
8. Cause, or attempt to cause, physical injury to any person.
9. Possess, handle, display, or use any object that may be considered a weapon on school property and/or any school function. This includes “look-like” weapons and also weapons (including but not limited to : tasers, handguns, stun guns, chemical weapons, destructive devices - bombs, incendiary grenade, Molotov cocktail, rocket with a propellant charge of more than four ounces.)
10. Possess, use, or be under the influence of drugs, alcohol, alcoholic beverage, or mood altering chemical substances.
11. Disobey or verbally assault a teacher, staff member, or school employee.
12. Violate rules and regulations of the school, classroom, school grounds, or bus transportation.
13. Use or be in possession of tobacco within the jurisdiction of the school including school buildings, grounds, buses, and trips. The use of tobacco shall mean all uses of tobacco, including cigar, cigarette, electronic cigarette, pipe, snuff or any other matter, substance or innovation that contains tobacco or nicotine.
14. Use or be in possession of smokeless tobacco in the building, on school grounds, or at any school function.
15. Use or be in possession of nuisance items which would disrupt school. Such items include but are not limited to: laser items, smoke bombs, stink bombs, paint balls, firecrackers, etc.
16. Use lewd, vulgar, *plainly* offensive, indecent or obscene language or behavior at school or any school function.

17. Be in illegal possession of school keys, make unauthorized entry into the building, or misuse school property.
18. Commit forgery or use false or forged information.
19. Engage in public display of affection beyond holding hands.
20. Drive, ride, or be in/on a motorized vehicle during the school day without authorization.
21. Use, distribute, or be in possession of a substance that looks like or is represented to be a controlled substance or illicit drug (i.e. unauthorized drugs, narcotics, alcohol, or other mood altering chemical substances) or possess, use, transmit or be under the influence of caffeine-based substances, substance containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. Use or consume, have in his/her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any chemical or substance represented to be a controlled substance.
22. Electronic or Mechanical Devices: No pictures, video, or audio recordings may be taken by students, unless it is for an approved educational purpose. Electronic devices are authorized to be used before school and after school, during lunch and passing periods. Teachers will have discretionary approval of student use of devices in their classroom. If electronic device is used without authorization, the device may be confiscated by staff and will be brought to the Deans' Office for parent pick up. Once an electronic device is brought to school the stored digital information is subject to search if there is reasonable suspicion of inappropriate actions which interfere with the educational process (Refer to Board Policy 5771).
23. Possess, handle, or transmit any firearm or an item appearing to be a firearm on school property. The penalty for possession of a firearm will be a suspension and expulsion from school for at least one calendar year. The prosecuting attorney's office shall be notified when a student is expelled under this rule.
24. Violate the "On-line Acceptable Use Policy" (See section 51.0); alter, change, or use any other electronic method to enter, control, change, or view any part of the BCSC network. This includes operating and controlling software for individual computers or operating and controlling software or servers or associated devices. Students shall not use BCSC technology that may result in the disruption of the school process.

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

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

The student's rights and responsibilities shall also be governed by Indiana Code 20-8.1-1-5.1-1 et. seq. as amended, 20 U.S.C. 8001, 20 U.S.C. 8002, and the brochure distributed by the Superintendent's Office and School Board.

#### **48.1 UNDERGROUND STUDENT PUBLICATIONS/STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS**

Underground Newspapers. While students have and should exercise the right of free speech in publications in addition to the LOG and THE TRIANGLE, these rights must be exercised responsibly. When ideas and causes are espoused or criticized, even highly controversial ones, in a manner where evidence and logic are conspicuous, then First Amendment rights are served. Students shall be subject to disciplinary action for the distribution, on school grounds or at school-sponsored activities, of any written or graphic materials which:

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

##### **Distribution of Materials**

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

If distribution is approved, students may distribute at the entrances or exits during the thirty (30) minute time period immediately before the commencement of school or after the end of the school day. Students may also distribute during a school's lunch hour in the school's lunch room, or from a location designated by the building principal. Students may not distribute at any other locations (including classrooms) or at any other times without the permission of the principal.

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

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

## 49.0 SUSPENSIONS

Grounds for Suspension and Expulsion under IC 20-8.1-5.1-8

Grounds for Suspension or Expulsion

The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.
2. Substantial disobedience.

Jurisdiction

The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or a school activity, function, or event.
- A. **In-School Suspension** Students will be assigned in-school suspension by the deans. Students are required to be in school during the regular hours and will be reassigned to the in-school suspension room for the regular class schedule. Students must complete the daily work assigned while they are on in-school suspension. Time for lunch will be provided. In case of illness or cancellation of school, in-school suspension will be extended the appropriate number of days.

- B. **Out-of-School Suspension** Credit will not be given for work missed while a student is on out-of-school suspension. Expulsion proceedings may be initiated if a student exceeds 10 days of out-of-school suspension during the school year. A suspended student is not to be in 1000 feet of campus unless authorized by school officials and may not participate or attend any school event or function during the suspension period. This includes events or functions on a weekend, holiday, or scheduled vacation.

## 50.0 SUBSTANCE ABUSE

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

### I. *Under the Influence and/or Possession:*

Under the influence of alcohol, authorized drugs or narcotics, or other mood altering chemicals. For purposes of this procedure, a person shall be regarded as being in illicit possession of a mood altering chemical substance in violation of the board policy where the circumstances surrounding the person's possession evidences a use or intent to use such substance in a manner other than its normally intended use and a reasonable likelihood that such chemical substance will be ingested, inhaled, applied, or consumed with the purpose or intent of altering one's present mood.

Disposition:

1st Offense: Principal shall complete request for expulsion; however, such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s):

1. Student shall be suspended from school for five days.
2. Student may be required to take a drug test.
3. During the five day period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Student Assistance Director and make necessary arrangements for a preliminary assessment of chemical use and to make other arrangements that might be part of the recommendations of the Substance Abuse Director. Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Student Assistance Director during the five day period of suspension from school, the principal shall, upon the student's return to school, forward the request for expulsion to the superintendent for further action.
4. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement.

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

- A. Chemical use assessment administered by professional outpatient drug/alcohol counselor(s).
- B. Assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug-alcohol education for student and/or parent(s)/guardian(s) via certified outpatient counselor(s) or qualified school personnel.
- C. Inpatient treatment commensurate with family's ability to pay for services.

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

## II. ***Dealing:***

Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, alcohol, or other mood altering chemical substance with the intent of receiving something in exchange for such distribution.

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

## III. ***Paraphernalia:***

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

Violations of paraphernalia with residue may result in suspension or expulsion from school. Such students may be subject to the same school and legal rules that cover using, distributing, or possessing a substance that looks like or is represented to be a controlled or illicit substance.

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

- 1. 1st Offense: detention, in-school suspension or comparable suspension with parent contact.
- 2. 2nd Offense: Out of school suspension and meeting with the student assistance director.
- 3. 3rd Offense: Expulsion from school.

Canine Searches: Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee which

would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building or student vehicles in a school parking lot. (BCSC 5-6-5-1)

## **51.0 TECHNOLOGY USE POLICY**

Proper use of the Internet is a joint responsibility of students, parents, and employees of the school corporation. Columbus North High School 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 Columbus North High School. 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 North High School including referral to police authorities. Use of information obtained via the Internet is at the students own risk. Columbus North High School denies 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 on the home page or at [www.bsc.k12.in.us/technologyhandbook](http://www.bsc.k12.in.us/technologyhandbook)). 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.

## **52.0 MOTOR VEHICLE/ATTENDANCE POLICY**

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

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

- (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:
- (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
  - (3) identified in the information submitted to the bureau of motor vehicles under subsection (f);
- may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
- (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
  - (2) the procedures under which subsection (a) will be administered; and
  - (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
- (1) February 1; and
  - (2) October 1;
- of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.
- (g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b).



## 52.1 SCHOOL BUSES

### (DEVELOPED BY THE BCSC TRANSPORTATION DEPT....)

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. 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.

Rules:

Before Bus Arrives

1. Leave home on time each day.
2. If there are no sidewalks, walk facing traffic.
3. Arrive at bus stop 5 minutes prior to pick up time.
4. Wait off the roadway, not in the street.
5. Respect private property.

Boarding the Bus

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrails.

Conduct on the Bus

1. Go to straight to assigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
2. Do not distract the driver unless it is an emergency. (Drivers need to keep their minds on driving and eyes on the road.)
3. Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
4. Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
5. Eating, drinks, and gum are not permitted.
6. Do not open or close windows without driver's permission.
7. Carry-on bags or personal items should not infringe on the space of others.
8. All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus.
9. Use of alcohol, drugs of any kind, tobacco, matches, or lighters are not permitted.
10. Firearms or weapons of any kind are not permitted.

11. Do not litter or deface the bus in any way.
12. Do not tamper with any safety device or any other equipment on the bus.
13. Rude, discourteous, or annoying behavior is not permitted.
14. Physical or verbal abuse of another student will not be tolerated.
15. Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

#### Leaving the Bus

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn, don't crowd in front of others.
3. Use the handrails and watch your step.
4. Follow the directions of the driver when crossing the street, at all transfer points.

**In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.**

#### School Bus Disciplinary Action Guideline:

Warning: Driver will talk with student to try to resolve the issue.

First Offense: Driver will talk with student and assign student to another seat. If the student's behavior warrants; the driver may suspend riding privileges for one day.

Second Offense: The driver will notify the principal who may take action to suspend the pupil from riding the bus for up to ten days.

Third Offense: The bus driver will notify the principal who will take action to suspend the student from riding the school bus for the remainder of the school year.

The above is a guideline; severe issues may result in immediate suspension of bus privileges.

## **53.0 HARASSMENT POLICY**

### **ANTI-HARRASSMENT 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.

The Board 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 School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the School Corporation 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, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Corporation.

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

Other Violations of the Anti-Harassment Policy - The School Corporation 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 or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### 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 remarks about one's own 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 a 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.

## **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.

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

#### **54.0 NONDISCRIMINATION POLICY**

Bartholomew Consolidated School Corporation is committed to equal opportunity and does 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.

Nondiscrimination and Access to Equal Educational Opportunity See BCSC Policy 2260

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

Civil Rights Compliance Officer  
Assistant Superintendent of Human Resources  
1200 Central Avenue  
Columbus, IN 47201  
Telephone no. 812-376-4472

#### **55.0 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.

2. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S/ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education

**00 Maryland Avenue, SW**

Washington, DC 20202-4605

**55.1 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.

## **56.0 AHERA NOTIFICATION**

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.

## **57.0 INDOOR AIR QUALITY**

Any questions or concerns regarding the Indoor Air Quality in this school or any BCSC facility please contact:

Charlie McCoy

Indoor Air Quality Coordinator

Bartholomew Consolidated School Corporation

Office 812-376-4231

Cell 812-374-6936

E-mail [mccoych@besc.k12.in.us](mailto:mccoych@besc.k12.in.us)