



2021-2022 Student Handbook

The staff of Columbus Signature Academy welcomes you to your school. We come together as a school community to focus on growth and education through project-based-learning, our pathway to knowledge in a technology-rich environment. Students work in teams to explore real-world problems and create presentations to share what's learned. The academy is driven by core beliefs that guide the academic curriculum as well as create the culture of the school. Columbus Signature Academy provides this learning community, while striving for a diverse student body that is a true representation of Bartholomew County.

The information in this handbook is to acquaint our Columbus Signature Academy families with the programs, services, procedures, and policies at CSA Lincoln.

COLUMBUS SIGNATURE ACADEMY - LINCOLN
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www.bcschools.org/csalc

Principal – Brett Findley
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MISSION AND VISION

BCSC Mission Statement

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

BCSC Vision Statement

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

BCSC High Expectation Objectives

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 agile, 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

Columbus Signature Academy Vision Statement

A revolutionary pathway for learning

Columbus Signature Academy Mission:

Our mission is to prepare socially engaged citizens who excel in an information and technology rich society.

CSA Lincoln Outcomes

Our students:

- Are eager to master skills and gain core knowledge and excited to be challenged to their own greatest level of achievement possible
- Can solve authentic, challenging, interdisciplinary problems using critical thinking and creativity
- Are productive members of diverse teams able to use interpersonal communication and have commitment to shared success, leadership, and initiative
- Seek out partnerships through which they gain a strong sense of civic responsibility and are empowered to be leaders
- Sustain positive, healthy, trusting relationships that support an environment where kids feel safe to take risks and defend their ideas
- Master the skills needed to ethically and responsibly use a variety of technologies
- Know themselves and their talents well, can evaluate and reflect on their own work, and can identify areas for personal growth
- Are proficient writers and presenters, enthusiastically communicating their ideas supported with evidence, knowledge, and/or experiences

Core Beliefs

The following core beliefs drive our goal setting and guide our decisions.

Culture

We believe in learning-centered communities, in which all members are known, respected and valued, differences honored, and student voice is heard. We celebrate the successes of all learners.

Relationships

We believe students thrive when they experience relationships with peers, staff, and families that generate honest, respectful, and trusting communication.

Experiences

We believe students learn by actively engaging in relevant, authentic, and flexible project-based instruction. Content for learning is immediately applicable and balanced with reflection. Teachers guide learning in a technology-rich environment, which emphasizes 21st century skills.

Habits of Mind

We believe school community members who practice critical thinking and socially engaged intelligence are using their minds well.

Community

We believe community partnerships provide learners with a sense of responsibility, inspiring them to become immersed in the community.

Accountability

We believe learners prioritize, plan, and manage their work. Growth and achievement are assessed from many perspectives including performance of real tasks, self and peer critique, projects, and portfolios.

Decisions

We believe procedural, curricular, cultural and fiscal decisions reflect the core beliefs and the voice of the people directly affected by the decisions. All educators are committed to the decision-making process and model participation in a democratic society.

Arrival and Departure

1. Students being dropped off, walkers, and bike riders are not to arrive prior to 7:30 AM. Students traveling to school by bus will arrive between 7:25 and 7:45 AM, and be dismissed to buses at 2:45 PM. **Student instructional day: 7:45 AM - 2:45 PM**
2. Only during arrival times will doors other than the main entrance be unlocked. All students should enter the building on the lower level, at the southeast doors, and should proceed to the Gym. Only tardy students should enter the main level doors.
3. Riding bicycles to school is allowed. Students are expected to lock bikes on racks below main entrance. At dismissal, riders walk bikes to the edge of school property and then ride directly home.
4. Playground is not to be used before school. BCSC after-school care has use of the playground until 5:30.
5. Bus students may enter the building at 7:30 AM and should be seated in the gym. Other students should arrive at 7:30 AM or after, and should also be seated in the gym. Students will be dismissed from the gym for breakfast. All students should remain in the gym until dismissed for class. Students arriving after 7:45 AM will not be served breakfast.
6. The tardy bell rings at 7:45 AM. Students will be dismissed to classrooms. Students arriving after this time should go to the office.
7. Morning Work begins as soon as students enter the classroom at 7:45 AM and is followed by Classroom Meetings/Work Station Time until approximately 8:40 AM. These are important parts of our day at CSA. All classrooms participate. Please make every effort to have your child arrive by 7:45 AM. Try to avoid scheduling appointments at these times.
8. No car traffic is permitted to park in the bus area (front of the school) from 7:30-8:00 AM and 2:30-2:55 PM. Student bus dismissal is at 2:45 PM.
9. If you choose to drive your child to and from school, please observe the following guidelines:
 - Do not drop your child off prior to 7:30 AM. Students arriving prior to 7:30 AM may be asked to call parents, as there will be no supervision and students will not be permitted in the building.
 - For the safety of our students, all drop off and pick-ups must be done in the pick-up lane located at the east side of the school. This designated area is monitored by adults and is required to be used as the only drop-off and pick-up for CSA students. The parking lot behind CSA and Pearl Street should not be used to drop off or pick up students during arrival and dismissal times.
 - Car riders and walkers will be dismissed at 2:45 PM and exit at the southeast lower level doors, followed by bus riders. Staff will assist students to cars in the pick-up lane using a number system. Please have your car number prominently displayed in your vehicle. Please pick your child up promptly at dismissal and follow these guidelines to ensure the safety of all students.

Parents arriving prior to dismissal time must follow transportation department guidelines:

- Cars may not park in front of the school until bus loading is complete (2:55). Parents should drive north on Pearl St., enter the right traffic lane nearest the school playground, then proceed in the right lane around CSA. Students will be assisted to cars in this area by CSA staff.
- Parents pull forward once their child is safely seated, then exit LEFT ONLY (EAST) onto 5th Street.
- All arrangements for after school must be made before the student arrives at school. Students are not allowed to use the phone for making after school arrangements. Students must go to their home after school unless there is a note from their parent/guardian stating that other arrangements have been made. Changes in the student's usual form of transportation must be in writing and signed by the parent/guardian. The note must be specific. EX: Johnny will be a car rider with Sally Smith....not be Johnny will go home with Sally. This note must be taken to the office to be stamped. If there is no

note, the child will be dismissed from school in the usual manner. Parents should only call school in **emergency situations. These emergency calls must be received before 2:00 PM.**

ATTENDANCE

Attendance

Attendance is crucial for children to acquire a quality education. Our goal at CSA is for each student to have an attendance rate of 98% or better. To achieve 98% over the entire school year, a student cannot miss more than four school days.

1. Call the office at 376-4447 before 10:00 AM **EACH** day your child is absent. You may also call the same school number and leave a message before and after school hours. A note will be accepted within two days of a student's return to school. **Absences are unexcused without a phone call or note.** A doctor's statement may be required in cases of poor general attendance. **Indiana Code requires that schools initiate appropriate legal action for truancy and/or educational neglect.**
2. Absences at school may be excused for the following reasons:
 - Illness or injury requiring absence
 - Death of an immediate family member
 - Death of a family member or friend for whom the parent requests student absence
 - School activities approved by the principal
 - Special religious observances
 - Confirmed medical/dental appointments
 - Participation in state, multi-state, or national competition subject to approval
 - When subpoenaed to appear in court as a witness in a judicial proceeding
 - Serving as a legislative page in the Indiana General Assembly
 - Worker on Election Day
3. Students are responsible for any work missed while absent. When you know your child will be absent, homework assignments will be prepared if requests are made before noon with pick-up in the office.
4. If you need your child to be excused from school for "highly extenuating circumstances" or for participating in a non-school sponsored state, multi-state, or national competition, please obtain a special request form from the school office. Absences due to family vacations will not be approved. The attendance will indicate "Unexcused/Vacation."

Tardies and Early Dismissal

Two of the most important times of the school day for students are the beginning and the end. From 7:45-8:30 AM. students will focus on Classroom Morning Meetings/Town Hall Meetings/Morning Work. These morning meetings are where students plan for the day and help set the tone for the day. At this time assignments are written down, attendance, lunch count, announcements, and other business is completed. Students are expected to be working as soon as they arrive in their classrooms. The close of the day, when assignments are reviewed and materials are gathered for homework, is equally important.

ATTEND

ATTEND is a coalition of schools, law enforcement agencies, community organizations, and service agencies in Bartholomew County. Their task is to respond to violations of BCSC's attendance policy and the Indiana Compulsory Attendance Law (I.C. 20-8.1-3). The ATTEND team will assist in supporting families with attendance concerns.

Emergency School Closing

DO NOT CALL SCHOOL – CHECK THE BCSC WEBSITE www.bcscschools.org

For the safety of the children during inclement weather, schools may be closed, dismiss early, or have a two-hour delay in starting. Families should be prepared for any of these situations. The school will send home a form to complete regarding your emergency plan. These forms should be returned to your child's teacher. **Children and staff must know the alternative plan for your child in case of an emergency school closing.**

Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWY (104.9 FM), WRZQ (107.3 FM), and AND QMIX (107.3). Parents are asked to listen to the radio for announcements and **not call the school**. In case of a two-hour delay, school will begin at 9:45 AM.

Behavioral Expectations

In order to grow and develop, children need to be in an environment with firm, consistent, positive limits. This environment also needs to provide warmth and support for this appropriate behavior. Students need to know that all staff members at CSA are available to them – for them not only to succeed, but to enjoy their time at school and their learning experiences. They need to know that we respect and value them and the differences they bring to our communities, and that we are there to help them. ***They also need to know that we will not allow them to do anything that will interfere with their success at school.***

Students need to know that we will all be working together this year – adults with adults / adults with students / and students with students, generating honest, respectful, and trusting communication. Students need a class where they can come without fear of being ridiculed or threatened--where their voice is heard. ***Because all adults care about them, students need to know that we will not allow them to do anything that will interfere with someone else who is trying to learn.***

Students need to know that we have an exciting year of learning planned for them, where they can actively engage in relevant, authentic, and flexible project instruction. ***They need to know that we cannot allow them to do anything to interfere with our desire to teach them. Nor will we allow them to do anything that will interfere with all of us having an enjoyable, productive year.***

So that we can all learn and so that teachers can teach, there will be rules to ensure that we will have an orderly classroom and school. Our school promotes positive behavior and provides consequences for negative behavior. The guidelines for our program are simple. They include the following CSA School-wide Expectations that govern our behavior. CSA School-wide Expectations are the guidelines for success in education and everyday life. The development of these skills is integrated into each day's lessons and activities in each classroom. They are as follows:

CSA School-wide Expectations

Be responsible - *-Being dependable and trustworthy at all times.*

Be respectful - *-Being thoughtful, polite, and considerate of others.*

Be a peacemaker- *Helping others by using kind words and actions.*

Be safe - *-No one gets hurt physically or emotionally.*

Student Discipline Plan

School discipline is a matter of courtesy, manners, and attitude on the part of the students. Students are expected to do what is asked of them while under the supervision of any staff member and behave in a manner that will not disrupt the learning environment. Teachers utilize the Behavior Redirection Protocol when handling student behavior concerns.

Behavior Redirection Protocol

	Positive	Minor	Chronic	Major
Definition	Students follow school-wide expectations	Failure to follow school-wide expectations	Failure to follow <u>despite</u> the presence of systematic environmental modifications, interventions and communication with parents	Action that directly impacts the safety and integrity of the classroom, school, other students or school personnel
Addressed by	Team effort: teacher, counselor, admin	Witnessing staff member	Team effort: teacher, counselor, UDL coordinator, admin/counselor	Team effort: teacher, counselor/admin
Process	Husky Gram Paws Phone call home	-Review appropriate expectation -Redirect behavior -Implement behavior improvement strategy -Contact parent (teacher)	-Implement Minor process -Contact parent (teacher) -Document each instance in ParentPortal (teacher) -Team develops plan	-Review appropriate expectation -Implement behavior redirection strategy that has been created by the team.
Sent to Office	No	No	After process has been completed, 3 parent calls made and documented (teacher).	After offense

GENERAL RULES

Dress Code

School dress should be modest, safe, and appropriate. Clothing that some may consider to be fashionable may be inappropriate in a public school setting. The careful regulation of student dress is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and the 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. This list is not intended to be all-inclusive. Students inappropriately dressed will be sent to the nurse's office to change or have appropriate attire brought to them by parents.

- Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. 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, violence, gangs (inclusive of clothing colors and 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.
- 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.
- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- Sleeveless shirts are permitted, however, no spaghetti straps, tank tops or halter-tops should be worn. Undergarments and torso should not be visible.
- Clothing must be a safe fit. Shorts must be an appropriate length (shorts that reach the bottom of the student's fingertips when arms are extended down are appropriate). Pants must come to the waist and stay up.
- Sensible shoes are to be worn at all times to assist in student safety. Shoes that may restrict activities include high heels, flip flops, slippers, shoes with tall soles/heels and clogs. Shoes with built-in skates are prohibited.
- Clothing and accessories such as, but not limited to, pajamas, blankets, non-religious hats and caps must be left at home, as should attire that may cause property damage and/or injury.

Students and parents are encouraged to listen to the weather forecast each morning and dress appropriately. Students do play outside all year except when it is extremely cold or wet. Students should dress appropriately for outside play.

School Phones, Cell Phones, and Other Electronic Devices

Parents are asked to plan ahead with their students so it will not be necessary for them to use the school phone. Plans to go home with friends must be arranged in advance. Students may use phones only with teacher permission for emergency situations. Telephone messages for teachers may be left on the teacher's voice mail.

If a student and his/her parents agree to have a cell phone at school, phones should be **turned off** and put away out of sight. They should not be seen, heard, or used during the day without permission from the teacher. If students violate this expectation, the phone will be confiscated and parents will need to pick it up. Students who bring cell phones to school run the risk of having them stolen or damaged. The school is not responsible for them and will not.

E-readers, tablets, or any other device used in the classroom should only be brought to school with the teacher's permission, and only used in the classroom for educational purposes.. Parents should contact the teacher to verify permission. These devices will be used without network connection or support. The student should not share their personal device with others, and the school cannot accept responsibility for lost or damaged items.

What to Leave at Home

Anything not needed for class should be left at home. This includes, but is not limited to: electronic games, CD players, recorders, radios, skateboards, pets, matches, cigarettes, lighters, knives, guns, or any object that could be used as a weapon. Toys are not to be brought to school without prior permission of the teacher, and they are to be used for a special purpose. Any of these items brought to school are done so at your own risk and students are responsible for them at all times. Students are not to bring candy or gum to school. Candy given by a teacher as a reward will be monitored by the teacher.

Fireworks, tobacco of all types, alcohol, and illegal drugs violate state and local laws. Possession under any circumstances will result in serious penalties.

Treats at School

For the safety and welfare of all children, treats for birthdays that are brought to school should be store purchased and individually wrapped. Please contact your child's teacher before sending any treats to school. BCSC Food Services makes available a birthday party package and pizza party package should you want to use this. You may call our cafeteria to find out details.

Pets

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care and supervision of the animal.

Bus Rules

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

Bus Expectations: Boarding, Riding and Unloading

Boarding

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

Fasten seat belt if one is provided and remain in seat when bus is in motion.

Riding

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

When riding the bus please remember:

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

Unloading

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

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

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

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

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

Misbehavior on the bus

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

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

1. Written Warning:

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

2. First Offense:

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

In the event of a bus suspension:

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

3. Second Offense:

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

In the event of a bus suspension:

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

4. Third Offense:

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

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

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

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

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 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

400 Maryland Avenue, SW

Washington, DC 20202-4605

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.

BCSC shall limit the purpose of releasing directory information. BCSC can allow, within their discretion, release of directory information from your child's education records only to BCSC school or community publications, media or organizations that report or produce articles or information regarding the following: school events; yearbook; graduation; senior projects; academic honor roll, awards, scholarships, achievements and accomplishments or other recognition lists; athletic, performing arts and other school club information, activities, and accomplishments. Directory information can also be released to a student's health care provider/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.

Student Hazing and Bullying

Policy 5516

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at anytime. 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 overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

CSA Lincoln takes bullying incidents very seriously. If you have witnessed or been the victim of bullying (as defined above), please complete the online form on the school webpage or contact the school immediately.

Bullying

Policy 5517.01

Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment. See the policy on the BCSC webpage.

Anti-Harassment (Overview)

Policy 5517

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

Criminal Organizations and Criminal Organization Activity

Policy 5840

Notice of this policy must be published in student handbooks and the policy shall be posted on the corporation website.

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

Non-Discrimination Policy

Policy 3122

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 programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Teresa Heiny, Assistant Superintendent
1200 Central Avenue
Columbus, IN 47201
812-376-4392

Non-Discrimination and Access to Equal Educational Opportunity

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

EPA

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.

Pest Control and Use of Pesticides

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

Animals on School Corporation Property

Policy 8390

The Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy. This policy shall apply to all animals on School Corporation property, including service animals. Copies of the full policy can be viewed online.

HEALTH SERVICES AND SAFETY

A nurse is available to all students during the school day for first aid and emergency care, to assist in the management of care for chronic health conditions and as a healthcare resource. Please update the school nurse during the school year if your child has any health changes. If your child is diagnosed with a communicable disease like chicken pox, strep throat, impetigo, conjunctivitis or fifth's disease please report it to the school nurse as soon as possible.

- 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

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

- 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 can be kept for the student 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.
- Cough drops are not permitted in elementary school due to the potential risk of choking.

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

Service:	Grades	Administered by:
Speech & Hearing Test	1 st & 4 th	School Nurse/Speech/Hearing Therapist
Vision Test	1 st , 3 rd , & 5 th	School Nurse/Optometrists
Height & Weight	KG-6 th	School Nurse
Blood Pressure Screening	1 st , 3 rd , & 5 th	School Nurse
Dental Screening	2 nd & 5 th	County Dental Hygienist

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.

Indoor Air Quality

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

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

BCSC Search and Seizure

Suspicion of controlled substance use or possession can result in a canine search by law enforcement officials. Possession of controlled substance, illicit substance (tobacco/alcohol products), or weapons (knives, guns, chains, etc.) may result in suspension or expulsion.

Substance Abuse

A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.

Paraphernalia Without Residue

Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.

Violation 2: Out of school suspension and a meeting with the Student Assistance Director

Violation 3: Expulsion

(Paraphernalia with residue may result in immediate suspension or expulsion.)

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 there is a controlled substance use or possession in the school building or vehicle in the school parking lot.

When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or

designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.

The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE throughout the school year. If you know of a student in crisis, please call 379-7710. Unless you choose to identify yourself, this is an anonymous call.

FOOD SERVICE

Breakfast

CSA serves breakfast daily (unless there is a two-hour delay). Students receive breakfast when they arrive between 7:30 and 7:45 a.m. Adults may join us for breakfast, too. An adult breakfast is \$1.85 (subject to change each year).

Lunch

Students may either bring a sack lunch or purchase a school lunch. Students who bring lunches from home are not to have carbonated drinks (colas, 7-Up, etc.), food in glass containers, or knives. (Prices subject to change each year). Emergency lunches will be a peanut butter/ or sunflower butter sandwich, vegetable, fruit, and milk.

BCSC FOOD SERVICE DEPARTMENT GUIDE TO LUNCH

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our students. Below you will find basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school. (See listing below)

DEBIT SYSTEM

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

CHARGES

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

lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

MEAL ASSISTANCE

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications has been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. It is recommended each student start the school year with two weeks worth of lunch money in their account to avoid charges and to allow time for applications to be processed. Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance. Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect. Students approved for meal assistance of free or reduced priced meals of \$0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

VEGETARIAN OPTIONS

BCSC Food Service has a variety vegetarian options for students. These items are served on week two and 4 of the 5 week cycle menu

Free and Reduced Lunches

Some students may qualify for free or reduced-priced meals. Forms for free and reduced meals are sent home on the first day of the school year. If you need lunch assistance, please complete the form and return it to school as soon as possible. Office personnel will notify parents of approval or denial of the request. If at any time during the school year problems arise that might entitle your child to a free or reduced lunch, please call the school office at 376-4447. The lunch status of all students is confidential.

Visitors for Lunch

Parents are always welcome to eat lunch with their child in the cafeteria. In order to help our cafeteria staff with their preparations, please send a note to your child's teacher the day you plan to eat with us or call the office no later than 9:00 a.m. to let our cafeteria staff know. **REMEMBER – YOU MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR BADGE.** In order to keep classroom disruptions to a minimum, we must ask parents to wait in the office hallway or in the cafeteria until the children are dismissed for lunch, unless otherwise pre-arranged with your child's teacher.

Due to insurance regulations, only students **ENROLLED** at CSA may play on the playground during school hours.

BCSC Wellness Policy

The Child Nutrition & WIC Re-authorization Act of 2004 mandates that all school corporations with a Federally Funded Meal Program develop and implement wellness policies that address nutrition and physical activity. The Wellness Policy for the Bartholomew Consolidated School Corporation is located in its entirety in the office area of the school.

The board recognizes that good nutrition and regular physical activity affect the health and well being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a

student's health and the well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits, with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

ACADEMICS

Incomplete Assignments

Teachers will notify the parents (phone call, notes in assignment notebook, interim reports) if a student is frequently not completing assignments. Teachers may require the student to lose recess time, or with parent consent, stay after school for homework help if the problem persists. The homework help is designed to replace detention for students who are having difficulty submitting assignments on time due to failure to comprehend or certain poor study habits. An adult will supervise the homework time and provide help with assignments.

Parent or student concerns about homework assignments should first be discussed with the teacher. A conference should be scheduled if necessary.

Parent Portal

Parent Portal is designed to link parents and schools together via the internet. It enables parents to access their children's school records. You may view health and immunization, assignments, grades, attendance, and discipline. Grades and missing assignments can be found through PowerSchool Parent Portal. Please contact CSA's main office at 376-4447 to apply for a username and password.

Ideas for Helping Your Child

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk, table, lights, books, supplies, etc.)
3. Reserve a regular time for homework and **turn off the television and video games.**
4. Encourage your child, but avoid undue pressure.
5. Show interest in what your child is doing, but do not do the work for him/her.
6. Understand that teachers expect homework to be completed neatly and returned on the date due.

Children can improve their study habits if they:

1. Record each assignment in an assignment book (and check off when it is complete).
2. Understand each assignment completely. Ask questions when necessary.
3. Form the habit of setting a regular time and place for study. The location should offer adequate lighting, ventilation, and a quiet atmosphere.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time, on each subject.
7. Use time wisely. Concentrate on the task at hand and get it done!

Report Cards

At CSA, students learn to set learning goals and to chart their progress in the key areas of reading, writing, math, attendance, and discipline.

Students in grades K-6 will receive report cards on the Friday after the end of each nine weeks. Parents will be notified halfway through each grading period if their child is having serious problems in any subject area. Students will receive grades in art, music, and physical education at the end of each semester. Students will carry home reports cards. Parents are asked to sign and return only the envelope. Parents may keep the report card and any other reports included with the card.

All classrooms are encouraged to use data folders. Parents are encouraged to schedule meetings with your child's teacher whenever you have questions or concerns.

Grades and missing assignments can be found through PowerSchool's Parent Portal.

REPORT CARDS

Report cards will go home on dates TBA. Assessment information can be accessed via Parent Connect. Call the office for your Parent Connect username and password.

All students will use Growth Model Report Cards for the 2020-21 school year. The purpose of the GMRC is to indicate specific student progress on critical standards in each subject area. Our goal for all students is to be at level "3" by the end of the school year. Parents should not be alarmed if students begin the year with ".5s – 2s" in different areas, since a score of "3" is mastery of an entire standard. A student receiving a "4" on a given standard would be rare. If students have satisfied all level 2 items within a standard, but only a portion of the level 3 descriptors, their progress may be reported as 2.5 on the report card. Contact your child's teacher or building principal with more specific questions.

GRADING/GROWTH/CITIZENSHIP

High academic growth and achievement does not occur without hard work and sacrifice on the part of students and their families. In acknowledgment of this dedication and hard work, Richards recognizes students in grades K- 6 who have demonstrated high academic growth, achievement and citizenship during each semester. The recognition program distinguishes high academic achievement.

Kindergarten through 6th grade participate in a standards-based grading and report card system in an effort to more effectively communicate what students know and are able to do aligned to grade level standards. The grading scale is as follows:

Level of Mastery

- 4 EXCEEDS grade-level standards
- 3 MEETS grade-level standards
- 2 APPROACHING grade-level standards
- 1 BELOW grade-level standards

STUDENT RECOGNITION

ASA=Academic Success Award; AGA=Academic Growth Award

Goal: Recognize BCSC students that are making academic gains and maintaining a high level of success each semester.

All BCSC Elementary Schools give both Academic Growth and Academic Success Awards.

Academic Success Awards only at end of 2nd semester

Academic Growth Awards at end of 1st semester and 2nd semester

Universal Screening for Risk Factors of Dyslexia

BCSC uses NWEA MAP Growth and MAP Reading Fluency for the universal literacy screening for all students in kindergarten through second grade. NWEA is used as an assessment tool in all K-6 classrooms at the beginning, middle, and end of the year. The K-2 literacy screening process includes six components: letter naming fluency, phonemic segmentation fluency, nonsense word fluency, word reading, fluency, and oral reading fluency. The K-2 Universal Screening is also used to identify risk factors for dyslexia. If you have any questions about NWEA or the Universal Screening process, please contact your school principal.

Study Trips (Field Trips)

Study trips are part of the curriculum and are designed to fulfill educational goals. We hope you will encourage your children to participate in these activities. Teachers will notify you of study trips and obtain your written permission. For out of county field trips, a permission slip must be returned to school prior to the study trip in order for your child to participate.

Teachers will request parent chaperones for some trips. Chaperones will assist in the supervision of children and must follow the guidelines and expectations set by the teacher. Students' siblings are not permitted to accompany parent chaperones on field trips. School rules are enforced on all field trips (this includes BCSC's "No Smoking Policy").

All volunteers at CSA must obtain a **criminal history check**. This includes volunteers in the classroom, on field trips, and for special events. Forms are available in the office at no cost to the volunteer. If you think you may want to accompany your child's class, volunteer on a regular basis or for special events, please fill out a form. They will be good for the entire school year and must be renewed yearly. Chaperones going on field trips must have returned criminal history checks in order to accompany the school.

Library Usage and Care

Students and parents are encouraged to use the library. A maximum of two books and one magazine may be checked out at a time. As soon as those materials are returned, new books and magazines may be checked out. If anyone is not finished with materials after two weeks, the materials must be returned or renewed. Students will be notified concerning overdue books. A librarian or library aide will be available during school hours to help with school-related projects.

Textbooks issued to you and library books are the property of the school corporation. Books should be used with care and returned in good condition. Students and their parents are responsible for books which are lost, stolen, or damaged beyond use. This applies to library books, supplementary readers, and regular textbooks.

Book Rental Fees

Book rental fees may change. The fee rates will be announced at the beginning of each school year. Parents will be notified of changes. Last year our fees were as follows: The materials fee for kindergarten is \$20.00 per semester plus a \$18.20 per semester student activity fee or \$76.40 per year. For grades one – six the fee is \$50.26 per semester plus a \$10.50 per semester student activity/science fee or \$121.52 per year. Applications for assistance will be provided on the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to

pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board.

Textbooks

Textbooks and library books are the property of the school corporation. These items are checked out to students by a name/number system. It is the responsibility of the student to keep track of these items and to return them in satisfactory condition. Students and parents are responsible to pay for books that are lost, stolen, or damaged.

Assessment

Students in grades 3, 4, 5 and 6 will participate in the statewide ILEARN testing each spring. Student writing is assessed quarterly using BCSC's district-wide writing rubric. Additional assessments are completed throughout the year consisting of STAR Reading and Math, timed math facts, and Individual Reading Inventories. State assessments called I-READ are given in the spring each year in grades kindergarten through second. Kindergarten students participate in formal and informal screening periodically throughout the year. Should a teacher feel that a student requires a full battery of individual testing, the school psychologist will provide such a service.

Kindergarten Screenings

Screening for Kindergarten students occurs in May prior to the start of school.

STUDENT SERVICES

Before/After School Programs

BCSC offers a before and after-school supervision and enrichment program called i-Care at CSA Lincoln. This is a fee-based service with a limited number of scholarships available. If there are enough families interested, i-Care may be provided in the morning between 6:30 AM and the beginning of school. I-Care will be provided after school until 6:00 PM. Call Anna Villa at (418-0924) for additional information about services and charges.

There is also a summer program offered as a part of i-Care. Teachers recommend students for this program. If you are interested in more information, please contact the office.

School Counselor

CSA has a school counselor to help students achieve their highest growth mentally, emotionally, and socially. A student may participate in individual, small group, or classroom activities. The Pupil Services Teacher collaborates with students, parents, staff members, and community agencies to offer assistance so that students may achieve personal and school goals. Students and parents are encouraged to contact the Pupil Services Teacher to discuss issues that affect student performance at school.

Policies for Athletic, Extra-curricular, & Co-Curricular Activities

To be eligible as a member of a BCSC elementary team, a prospective player, and/or cheerleader must have a completed physical examination form and a completed/signed Consent and Waiver form on file at the school prior to team tryouts. This procedure brings the BCSC Elementary Basketball League into compliance with the athletic procedure of the BCSC's secondary schools.

Academics are always our first priority; therefore, all participants must maintain a minimum of a C average. Individual schools may have higher grade requirements to be eligible to participate in their extracurricular programs.

A player becomes ineligible if his/her 13th birthday occurs before August 1.

If your child is planning on participating in/attending an after-school event(s), he/she must be in school for half of the school day. He/She may not have been sent home by the school nurse for any medical reason. If your child has been sent home with a lice issue, the child must be treated and brought back to school by the parent for the nurse to recheck before returning to class. If your child has a doctor's appointment and can produce a doctor's slip, he/she may attend the evening event.

A student shall not consume, have in his/ her possession, buy, sell, or give away any paraphernalia, illicit chemical, product, or any substance represented to be a controlled substance.

Paraphernalia with residue is a direct violation that will lead to expulsions and suspensions as previously listed. Paraphernalia without residue can lead to days out of school and this may affect athletic, co-curricular and extra curricular participation.

Recess

Most classes schedule a daily recess. Children are expected to go outside as the weather permits. Children should wear clothing which is appropriate for the weather and outdoor play. A written note must be sent to the teacher for each day your child is to remain inside. If your child is staying inside for more than three consecutive days, a doctor's statement must be provided to the school. Students remaining inside will sit quietly in a designated area and have either a book or work to occupy them.

Convocations

Convocations will be held periodically to enrich the educational experiences of elementary school students. Parents are welcome and encouraged to attend any special programs at CSA. Additionally, presentations of work by each student and/or class will be held throughout the year. Parents and community supporters will be asked to attend these presentations through e-mails and special invitations.

PTO

The Columbus Signature Academy has several groups of parents and teachers supporting the school community and encouraging home-school relations. PTO meetings will be held throughout the school year, giving parents and staff opportunities to share their voice. Participation by all parents and teachers is encouraged. A schedule of meeting dates, times, and locations will be sent home at the beginning of each school year. The following sub-committees are part of the PTO:

- **School Spirit** – Parents and CSA staff offer input/volunteer for opportunities that will support a positive school climate and culture including CSA athletic programs, basketball, cheerleaders, school song, school cheer, dress code, student and parent talents/passions, decorating,, etc.
- **Communication** - Parents and CSA staff offer input on ways to communicate, such as school directory, newsletters, shutter bugs, web page, etc.
- **Fundraising** – Parents and CSA staff offer input on ways to raise money such as Box Tops for Education, Campbell's Soup labels, etc.
- **Special Events/Activities** – Parents and CSA staff offer input on special activities such as Student Council, Academic Teams, Lego Robotics, Book Fair, Picture Day, Student Assemblies, etc.

GENERAL INFORMATION

Change of Student Information

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

- Make the teacher and office aware.
- Return all textbooks and library books.
- Notify the bus driver.

Please report any change of phone numbers to the office. This is very important in the event of an emergency.

Lost and Found

Please label all students' belongings. Parents can assist by placing the child's name on lunch boxes, notebooks, and articles of clothing, especially outerwear such as coats and jackets. There will be a designated area for claiming lost and found items. Items not claimed will be disposed of periodically. The school assumes NO liability for lost items.

School Property

Columbus Signature Academy is the property of the tax-paying citizens of Bartholomew County. Parents are asked to encourage their children to take pride in their school. Students should respect the school and be responsible for keeping our building clean and presentable at all times.

Any student who damages the building or school materials will be expected to repair the damaged property, clean the soiled area, or be financially responsible for the damages.

Distribution of Materials

Printed matter and other materials, student invitations, etc. shall not be distributed through the schools except for educational purposes as approved by the Superintendent of Schools.

Interruptions

According to the state guidelines, school time should be devoted to instructional purposes. Parents are most welcome to contact teachers after dismissal or make an appointment to see the teacher at a later date. Any important messages will be delivered to a student through the school office. Items for students should be labeled and left at the office for delivery to the student.

Parents/Visitors

At CSA we invite and encourage parents to participate in our classrooms. For the safety and security of our students, by board policy, parents should make arrangements **in advance** with the child's teacher, as students and teachers are focusing on learning. **All visitors must sign in at the office before proceeding to classrooms. Visitor badges must be worn.**

- Children who are not enrolled in CSA will not be permitted to spend any portion of the school day in the building unless it has been approved by the principal and teacher. This does not apply to children who are accompanying parents for a visit.
- Since you are helping us set the proper example for our students, we expect ALL parents and visitors to dress appropriately (follow the student dress code) when visiting the school and/or accompanying a class on a field trip.
- For safety purposes, all exterior doors will remain locked during the school day with the exception of the main entrance doors.

Volunteers/Field Trip Chaperones

We encourage everyone to become part of our learning community by volunteering to help at CSA. Volunteer enrollment forms are available at the beginning of each school year. Be sure to pick up a volunteer button when you register in the office each time you volunteer. We request that all volunteers adhere to our school dress guidelines. All CSA volunteers are expected to complete a criminal history form and have it on file for the school year.

Use of Building

Any group wishing to use the school building must apply through the website at <https://bcsc.districtcalendar.org/UEP/HomeFacilityUseSystem.aspx?CID=60> or call John Johnson at Columbus North High School (376-4236).

Checks

All checks issued to our school must have your current name and address. There may be a \$20.00 fee on checks returned for insufficient funds.

Smoking

The BCSC Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school buses, and at any school-related event. (Policy 7434)

School Picture and Yearbook

School pictures will be taken in the fall. Yearbooks will be sold in the spring. Purchase of these is optional. Prices of both pictures and yearbooks are determined pending picture companies.

Free Speech

Freedom of speech can take different forms. The U.S. Dept. of Education gives students the right to pray, organize groups, express your faith in classwork, homework, or at a school event.

BUILDING CRISIS INFORMATION

Emergency Drills

Drills are held regularly to help ensure the safety of the students at CSA. During fire, tornado, earthquake, and code blue drills, students are expected to:

- Follow directions of their teachers.
- Go to designated safe areas with no running or pushing.
- Remain quiet so directions can be heard.

Safe Schools Emergency Planning

The safety of students and staff must be a priority in schools today. Each school has developed a comprehensive plan for response to emergency situations. To provide students and staff members the opportunity to practice the outlined procedures, drills are held regularly for fire, tornado, earthquake, and Code Blue (lock down of school and classrooms).

The complete document, BCSC Crisis Plan & Columbus Signature Academy Emergency Situations Procedures, is available for parent review in the school office.

Student Evacuation Site: Bartholomew County Library
Parent Receiving Site: St. Peter's School
719 5th Street

Security

The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. Therefore, all outside entrances, except the main entrance on Fifth Street will be locked. All people entering the building while students are present must sign in at the office and wear a nametag while in the building. You are always welcome at CSA, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.

Pledge of Allegiance

Policy 8801.01

Each building principal shall ensure that a daily opportunity is provided for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate in the Pledge of Allegiance if the student or student's parent chooses for the student not to participate. Students who are exempt from reciting the pledge shall remain quietly standing or sitting while others recite and shall make no display that disrupts or distracts other students who are reciting the pledge. Students who participate shall stand and recite while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform. The student code of conduct applies for disruptive behavior during the recitation of the pledge in the same manner as provided for in other circumstances of such behavior.

Moment of Silence

Policy 8801.02

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence. During the moment of silence the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent. The teacher will ensure that the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity the does not interfere with, distract, or impede another student in the exercise of the student's individual choice. This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy. The student code of conduct applies for disruptive behavior during the moment of silence in the same manner as provided for in other circumstances of such behavior.

One to One Technology Use Agreement

Student Responsible Use Policy

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

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

RESPONSIBILITIES

The student will:

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

RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.

7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the BCSC asset tab or the manufacturer serial number and model number tag.

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

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

COMPUTER DAMAGES

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

BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

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

- ★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
- ★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
- ★ Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

[] I **agree** to have my child take home their BCSC device.

[] I **do not agree** to have my child take home their BCSC device.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed) _____ Student Name (Signature) _____ Date _____
 Parent Name (Printed) _____ Parent Name (Signature) _____ Date _____

Columbus Signature Academy Faculty and Staff

Office

Brett Findley	Principal
Stephanie Garrett	Secretary
Alisha Thompson	Counselor
Kera Helwig	Nurse

Classroom Teachers

Melissa Sanders	Kindergarten
Heather Pickup	Kindergarten
Lori Cash	Grade 1
Sharon Newton	Grade 1
Karen Biehle	Grade 2
Diana Roberts	Grade 2
Dean Wright	Grade 3
Megan Johnston	Grade 3
Emily Mann	Grade 4
Hannah Moore	Grade 4
Delaney George	Grade 5
Brittany Mahoney	Grade 5
Clarissa Cook	Grade 6
Stephen Shipley	Grade 6

Faculty

Nicholas Kohne	Music
Meredith Blackerby	Art
Jill Garris	Physical Education
Danielle Kirk	Speech/Language
Sheri Nolting	Occupational Therapist
Desiree Shaw	Learning Resource Teacher
Laura Burbrink	UDL Coordinator

Teaching Assistants

Kim Morris	Kindergarten
Phylliss Erdmann	Kindergarten
Heidi Jones	1 st /2 nd Grade Team
Janani Kumaresan	3 rd /4 th Grade Team
Karin Scarbrough	5 th /6 th grade Team/LRC
LuAnn Weinantz	LRC
Jenny Goggin	Library/Media Specialist Project Manager

Building and Grounds

Penny Newby	Lead Day Custodian
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Food Service

Crystal King	Cafeteria Manager
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Technical Support

Samantha Weaver	Building Tech
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CSA Lincoln Elementary School
PERMISSION FORM FOR 2021-22

Within our curriculum we give our students as many opportunities as possible for “being there” experiences. These experiences help the children connect ideas and relationships for a better understanding of the world around them. This permission form allows your child to participate in these activities. This form will serve as a permission slip for trips within Bartholomew County. The teachers will send notes prior to the trip giving the specific dates, times, and cost of trips. All trips outside of Bartholomew County will require an additional permission form.

We also want to recognize the accomplishments of our children when they earn awards create projects, participate in school events, etc. This is done in ways such as including the names of students in the CSA Lincoln Newsletter, using pictures on bulletin boards and websites, and displaying student work. Sometimes the newspaper will come into school to do a story and take pictures about events at CSA Lincoln. This form also includes permission for this recognition.

The Internet is used in the classroom, Media Center, and computer lab for research and to provide students with another kind of “being there” experience. Internet use information is included in the Student/Parent Handbook. This form includes permission for Internet use.

Please initial next to each item below and sign at the bottom, giving your child permission to participate. Then return it to the classroom teacher.

USE OF INTERNET

_____ I have read the handbook, understand, and agree to the technology policy (pages 27-28).

IN-COUNTY FIELD TRIPS

_____ Study trips (field trips) within Bartholomew County

_____ BCSC district educational programs such as the Symphony and Outdoor Lab

_____ Events at other BCSC Schools

MEDIA/PHOTO/INFORMATION DISCLOSURE

_____ I have read the handbook regarding disclosure of directory information under FERPA (pages 11-12). I understand and agree to the disclosure.

Student Name: _____

Homeroom Teacher: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

(Please Do Not Tear Out-Parent Copy)