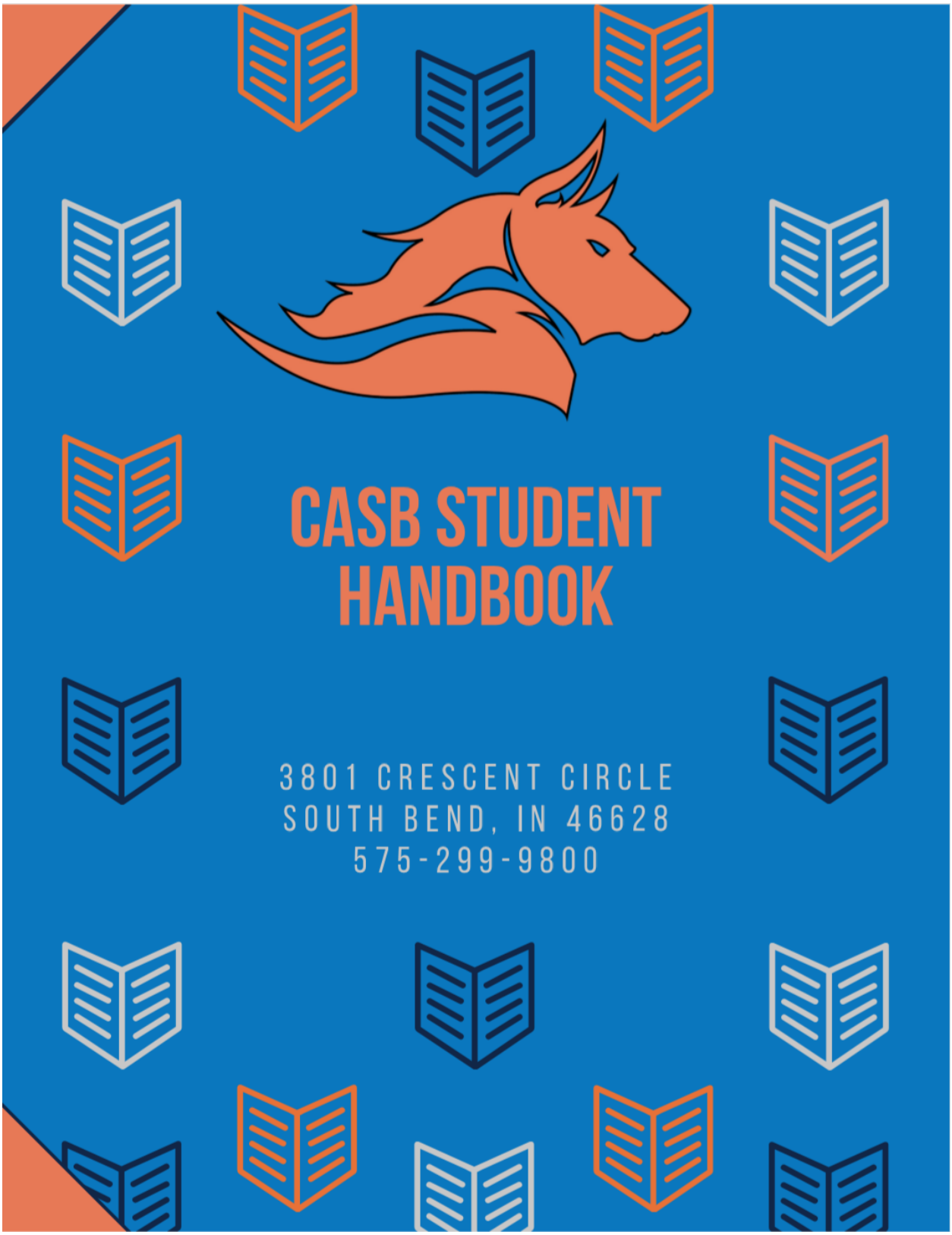
CASB STUDENT
HANDBOOK
3801 CRESCENT CIRCLE
SOUTH BEND, IN 46628
575-299-9800

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OUR VISION & MISSION

We create an environment that **empowers** every student to develop academic, career, and citizenship skills, leading to a successful future.

We foster authentic **project-based learning** that is **real-world, connected,** and **engaging**. We are continually developing rigorous education that is **challenging** and **inclusive** while cultivating comprehensive and **skill-based standards**. We nurture relationships that are **compassionate** and **respectful** that translate to appropriate social and emotional skills.

Career Academy South Bend:

- *AdvancEd Accreditation*
- *Career Pathways: Biomedical/Health Sciences, Information Technology/Microsoft IT, Engineering and Design, Advanced Manufacturing/Welding, Business/Entrepreneurship*
- *Nurturing the talents of every student through career exploration, job shadowing, and internships*
- *Dual credit classes*
- *Project Lead the Way (PLTW), STEM certified*
- *1:1 Technology for High School and Middle School Students*
- *Expanding ingenuity through art, drama, music, experiential programs, foreign language, robotics, and creative writing programs.*
- *8-hour school day designed to prepare students for college or a career after graduation*
- *Project based learning (PBL) approach to education*
- *Competitive IHSAA varsity sports*

CAREER/SUCCESS ACADEMY SOUTH BEND | 2023-2024 CALENDAR

Calendar Key

GREEN – Regular school day, students report to school.

PINK – Teacher Day, no students in the building.

YELLOW – eLearning Day, students do NOT report to school but will have assignments to do.

JULY 2023

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

July 28 and August 4 – New Teacher Orientation
7-8 Teacher PD/Workday
9 First Student Day
25 PD/eLearning

AUGUST 2023

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

4 Labor Day, No School

SEPTEMBER 2023

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

12 End of 1st Quarter (46 student days)
13 PD/eLearning
19 Parent/Teacher Con
20 Fall Break, No School

OCTOBER 2023

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

10 PD/eLearning
20-24 Thanksgiving Break, No School

NOVEMBER 2023

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

22 End of 2nd Quarter (43 student days)
22-29 Christmas Break, No School

DECEMBER 2023

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

JANUARY 2024

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

1-5 Christmas Break, No School
8 Teacher Work Day
15 M.L. King Jr. Day, No School

FEBRUARY 2024

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

9 PD/eLearning
19 Presidents' Day, No School

MARCH 2024

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

14 End of 3rd Quarter (46 student days)
15 PD/eLearning
28 Parent/Teacher Con & Showcase Night
29 Good Friday, No School

APRIL 2024

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

1-5 Spring Break, No School

MAY 2024

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

3 No School
27 Memorial Day, No School
29 End of 4th Quarter (45 student days)
30 Teacher Workday

JUNE 2024

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

*In the event of changes, please refer to online calendar for up-to-date scheduling

Middle School Schedule

Monday - Friday Middle School Schedule			
1 or 5	8:00	9:23	83
2 or 6	9:28	10:51	83
6th Grade Lunch	10:54	11:24	30
7th Grade Lunch	11:09	11:39	30
8th Grade Lunch	11:24	11:54	30
WIN	11:59	12:44	45
3 or 7	12:49	2:12	83
4 or 8	2:17	3:45	88

Advisory				
6	11:29	11:56		
7	10:56	11:06	11:44	11:56
8	10:56	11:21		

High School Schedule

Monday - Friday High School Schedule			
1 or 5	8:00	9:24	84
WIN	9:29	10:10	41
2 or 6	10:15	11:39	84
11/12 Lunch (9/10 Advisory)	11:44	12:14	30
9/10 Lunch (11/12 Advisory)	12:17	12:47	30
3 or 7	12:52	2:16	84
4 or 8	2:21	3:45	84

Career Academy South Bend collaboratively created a list of instructional belief statements that guides the CASB staff instructional decisions. The teachers, students, staff and administration at CASB believe:

- As part of a collaborative and continual school improvement process, CASB strives to become “the best place to learn and the best place to work” within the community.
- CASB is committed to use every opportunity for learning. Students should be assessed formatively and consistently given the opportunity to receive critique and encouragement from their teachers throughout the duration of an activity, project or assignment.
- All assignments, class work, homework, quizzes, and tests should be appropriately and promptly assessed, returned and reviewed with students.
- Students should consistently be encouraged and be held accountable to engage actively in their own learning and in class.
- Students should consistently be provided opportunity to revise and improve their work during and after the completion of assignments in order to optimize the student’s opportunity to learn and achieve mastery. However, these revisions must be completed before due dates (when applicable), and the degree of assistance given to the student should be reflected in their final assignment grade.
- All written and instructional curriculum, assignments, lessons, material, homework and assessments should:
    - Establish and maintain high expectations and relevancy for students.
    - Be structured to ensure student mastery of Indiana Standards.
    - Be appropriate for the individual learner (age, ability, learning style, achievement level, etc.).

- We further believe that:
    - Learning objectives should be overt and known to students during the lessons and communicated to parents frequently.
    - Teachers should utilize highly effective instructional strategies.

    - Lessons should have relevant real-world, hands-on and project-based learning applications.
    - Differentiated lessons provide an adequate learning opportunity for every student to achieve mastery.
- Assessment criteria should be known by students.
- Students should be encouraged to extend and personalize assignments, lessons, and projects in order to individualize projects.
- The uniqueness, diversity and creativity demonstrated by students should be encouraged.
- Instructional effectiveness should be determined by what students know and can effectively demonstrate.
- Homework should be used to review, extend, and solidify knowledge and should not be a means of teaching new content.

Core 40 Diploma - Indiana's Core 40 is the academic foundation all students need to succeed in college, apprenticeship programs, military training and the workforce.

- **Challenging Courses = Big Rewards**. Students who take strong academic courses in high school are more likely to enroll in college and earn a degree. That's important, because higher education pays: On average, college graduates earn more than a million dollars more over a lifetime than those with only a high school education. High school graduates earn 42 percent more than high school dropouts. Core 40 pays.
- **More Career Options**. Good jobs require education beyond high school. That means if you want a job that will support you and your future family, provide health benefits and offer a chance for advancement, you'll need to complete a two- or four-year degree, apprenticeship program, military training, or workforce certification. If you are planning to go directly to work after high school graduation, you will still need to be prepared for training and retooling throughout your lifetime. Core 40 gives you more options — and more opportunities — to find a career with a real future.
- **What Employers and Training Programs Want**. Employers, apprenticeship programs and the military all agree – they expect you to arrive with essential skills, including speaking and writing clearly, analyzing information, conducting research, and solving complex problems. The expectations are the same: You need Core 40.

Preparation for College Success. It's not just about getting in - it's about finishing. To succeed in college-level work, students

need to complete Core 40 in high school. Anything less may mean taking remedial (high school) coursework in college, which means it will take you longer to finish and will cost you more in college tuition. It also means you'll have a greater chance of dropping out before you get your degree.

Indiana Core 40 Course and Credit Requirements	
English/ Language Arts	**8 credits**
	Including a balance of literature, composition and speech.
Mathematics	**6 credits (in grades 9-12)**
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Or complete Integrated Math I, II, and III for 6 credits.* *Students must take a math or quantitative reasoning course each year in high school*
Science	**6 credits**
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	**6 credits**
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	**5 credits**
	World Languages Fine Arts Career and Technical Education
Physical Education	**2 credits**
Health and Wellness	**1 credit**
Electives*	**6 credits** (College and Career Pathway courses recommended)
40 Total State Credits Required	

which provide students both high school and college credits per designated classes. There are no *additional fee for Dual Credit courses.*

Core 40 with Academic Honors *(minimum 47 credits)*
For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.

(6 credits in one language or 4 credits each in two languages).

- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
    A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
    B. Earn 6 verifiable transcript college credits in dual credit courses from the approved dual credit list.
    C. Earn two of the following:
        1. A minimum of 3 verifiable transcript college credits from the approved dual credit list.
        2. 2 credits in AP courses and corresponding AP exams.
        3. 2 credits in IB standard level courses and corresponding IB exams.
    D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
    E. Earn an ACT composite score of 26 or higher and complete written section.
    F. Earn 4 credits in IB courses and take corresponding IB exams.

Core 40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
    1. State approved, industry recognized certification or credential, or
    2. Pathway dual credits from the approved dual credit list resulting in 6 transcript college credits.
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
    A. Any one of the options (A - F) of the Core 40 with Academic Honors.
    B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
    C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.

D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

CASB Grading Scale

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

Credit Recovery/On-line Learning

CASB offers on-line learning classes to students through a web-based program called PLATO. Students may be eligible to take PLATO classes when:

- A needed course may not be currently offered,
- The student is facing is a class schedule conflict,
- There is a documented need to earn credits due to credit deficiencies,
- Web-based learning can provide remedial help.

To participate on PLATO, a student must have the approval of the school counselor or school administration.

Dual Credit

Dual Credit Courses are taught by CASB dual credit certified educators. These courses have been approved by the cooperating university or college professors. Students who obtain a C or higher will receive college-level course credits that will transfer to any Indiana college that the student attends in the future.

Early College Program

The Advanced Honors program and Early College focuses on students in the “academic middle” who have high expectations for

achieving academic success in preparation for earning college credits while a high school student. Students will earn both high school and college credits focusing on specifically selected courses in the field of liberal arts. A student application process is required, and parent consent/support is essential in supporting the student through rigorous course studies. The Early College format is launched in 8th grade whereby students begin taking high school credit classes prior to entering 9th grade.

Graduation

Students must complete all Indiana Department of Education graduation requirements including passing all required state tests including but not limited to ISTEP+.

Students are expected to carefully monitor their grades, credits and state test status. We encourage each student to use the support of the school guidance counselor to plan schedules to graduate in four years. In addition, parents are also encouraged to actively monitor their child's credit accumulations throughout the student's high school career using PowerSchool or scheduling a meeting with administration/school guidance counselor.

Please note: Students will not be allowed to participate in the commencement ceremony without first meeting all diploma credit requirements by the Indiana Department of Education along with passing state assessment requirements.

All students must complete the FAFSA in order to graduate from CASB regardless of plans after high school.

Dropping classes after the 10-day change window will result in removing students from the running for class officer awards (Valedictorian, etc.)

CASB graduation requirements:

- Minimum core 40 credits earned
- Meeting all diploma qualifications listed in the aforementioned sections.
- Acceptable school attendance,
- Acceptable behavior and/or conduct during practices, pictures, and ceremony
- Participation in all scheduled commencement practices
- Adherence to the expected dress code

Student Internships and Job-Shadowing

A student interested in job-shadowing at a local business should:

1. Contact the school guidance counselor to discuss his/her career interest opportunities.
2. Complete the necessary paperwork
3. Obtain teacher and guardian consent prior to job-shadowing.

A student interested in an internship should:

1. Notify both the school guidance counselor and CTE Director to discuss his/her career interests.
2. Be on track for graduation and develop a class schedule that allows for ½ day of classes and a ½ day for the internship placement.

Any Junior or Senior in good academic standing and on track to graduate will be considered for internship placement. An Internship Application form must be completed for program placement.
Internships may be either a one-semester or a two-semester placement. Students will be required to job-shadow at their potential internship site before being fully placed at the site as an intern. Students should be prepared to provide their own transportation to and from the internship site, but the school may provide transportation to and from the site if the pre-established transportation schedule permits.

Student Scheduling

Students should be actively involved in the planning of their class schedule. Students will develop a 4-year high school graduation plan when entering the 9th grade. CASB's extended academic day allows for students to accrue credits at an accelerated pace, providing opportunity for an internship placement in their junior or senior year. The school guidance counselor is available to assist students in the selection of their courses and to help the student monitor taking the necessary courses to remain "on track" for graduation. Student scheduling for the upcoming school year is completed prior to the end of the previous school year.

Student schedules are flexible for changes up to 10 days following the beginning of the semester.

Student Attendance Laws

Student Compulsory Attendance, per Indiana law, requires that students be in attendance each school year for the number of days that the school is in session (IC 20-33-2-5). Student attendance becomes a part of the student's school transcript records.

Should a student have ten or more unexcused absences during the school year, he/she is considered a "habitual truant" (IC 20-20-8-8(a) and the school is required by law to report the student to an officer of the Juvenile Court or the Department of Child Protective Services (IC 20-33-2-26).

The school attendance officer, city/town sheriff, marshal or police officer in Indiana may take into custody any child required to comply with state student attendance laws who is found during school hours not accompanied by a parent or with any individual who is not at least 18 years of age and a blood relative of parent, whereby the student is in a public place or public or private conveyance of place of business open to public (IC-20-33-2-23).

Per State law (IC 20-33-2-27) it is unlawful for a parent to fail to ensure that his/her child attends school as required by law. Non-compliancy by parent(s) through enforcement of student attendance laws is noted under (IC 20-33-2-26, 27, 28). In such case where parent non-compliancy is established either one or both may occur: 1) Parent referral to Child Protective Services 2) Parent referral to Adult Courts.

Excused Absences

Excused absences are defined as absences for which the student's whereabouts are accounted for at the time of absence **and reason for absence is school approved.**

Excused absences with parental/guardian notifications include, but may not be limited to:

- Illness or injury deemed by parent/guardian to necessitate student remaining at home.
    - o If a student's consistent absences are due to an illness that is a chronic/long term physical or psychological condition, the parent/guardian must by law, at the school's request, have the student's physician/licensed health care provider complete a Letter of Student Incapacity (IDOE form). The Incapacity form must be returned to the school no later than six days from the date of the school's request (IC 20-33-2-18). A parental consent release allowing disclosure of student health information to CASB by the student's physician/other licensed health care provider is also required.
- Absences due to being sent home by the school nurse or administrator.
- Illness requiring a physician's care (with a statement from the physician indicating specific dates of absences)
- Medical, dental, or other clinic appointments
  o *Students visiting a doctor, dentist, etc. during part of the day must bring an official form from the professional upon returning to school. This form must show the time and day of the visit to be considered excused. If not, it may be considered unexcused.*
- Death, funeral of a member of the household, immediate family, or close friend.
- Quarantine of the home (limited to the length of the quarantine as fixed by the proper health officials).

- Exclusion from school because of exposure to a contagious disease.
- Religious commitments (students will be excused to fulfill religious obligations as determined by the parent(s)/legal guardian(s) in accordance with Indiana law)
- Emergency illness in the family.
- Prearranged family travel vacation.
- Individual class absence due to illness while in the nurse's office.
- Other absences approved by the administration.

Should a parent not send a child to school because of an illness, he/she must provide a written note, phone call, or email of explanation (date/time/reason for absence/name –signature of parent/guardian) to the school attendance secretary within 24 hours of the student's absence for a single day absence.

If a student has 3 or more days in a row due to illness, the guardian needs to provide medical documentation upon the student's return to school.

Exempt Absences

The only school absences that are exempt (do not count against student attendance) by law (IC 20-33-15.7-17), are as follows:

- Student service for precinct election board or a political candidate or parties (student must provide parent's written permission of verification to school administration, as well as the performance of services to be provided by student signed by political leadership one week prior to event).
- Student serving as a witness in judicial proceedings, providing proof of issued subpoena to appear in court to school administration.
- Student serving duty in the National Guard, (no more than 10 days); providing written order to school administration.
- Student serving duty with Indiana wing of civil air patrol (no more than 5 days); providing written order to school administration.
- Student serving as a legislative page or honoree in the Indiana General Assembly. Additional student absences exempt:
- Suspended from school
- Expelled from school
- Placed into Juvenile Service Center or Incarcerated

Truancy/Habitual Truant

Truancy is defined as being willfully absent from school without parental verification or knowledge, leaving school grounds without consent of parents and administration, or attempting to evade the school's attendance policy. Absences that occur without parental notification must be verified by parents within 24

hours after the student returns to school by telephone, direct contact, or a note from the parent/guardian… Should the absence remain unverified after 24 hours it may be deemed truancy and subject to the consequences listed below.

A student who has been found to be truant for the third time in a school year is considered a "habitual truant." The school's administrators may withdraw the designation of "habitual truant" when the student has attended school for 180 days without another truancy. In accordance with Indiana Code any person who is determined to be a "habitual truant" when they are 13 or 14 years of age cannot be issued an operator's license or learner's permit until the age of 18 or until the label is removed by the school principal. This provision can include truancy from individual classes throughout the school day.

School Absences and Participation in Extra-Curricular Activities

Students who are absent from any academic portion of the school day will not be allowed to participate in sports activities, including practice, or extra-curricular after-school activities the school day of the absence unless approved by school administration.

Excused/Unexcused Attendance Action Chart

Number of EXCUSED Absences Per Semester
5+ Absences (considered excessive) • Consider additional absences without documentation as UNEXCUSED
Number of UNEXCUSED Absences Per Semester
1-3 Absences • Verify absences and consider disciplinary action by administration.
4 Absences • Written/email notice sent to student's home or guardian email
7 Absences • Parent and student written notification of mandatory **CASB Attendance Meeting** • Parent/Student **Attendance Contracts** will be enacted for the remainder of the school year should a student reach 7 unexcused school absences. • Student will be placed on **Social Probation** and remain on Social Probation until they have

attended all school calendar days consistently for one month.

10 Absences

- **Child Protection Service or Local Authorities Contacted (habitual truant)**

SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.
In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

Student's Person and Possessions

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. To the best of our ability, searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent or Superintendent's designee may conduct random searches of lockers and bags throughout the school year, which may include law enforcement and law enforcement canines.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Motor Vehicles

All motor vehicles parked at CASB by students and staff must be insured and registered with the CASB front office. The student parking permit must be displayed in the front windshield of the motor vehicle at all times. Specific parking spaces are designated for student, visitor, and faculty/staff parking. Please park in the designated space. CASB accepts no responsibility for damage, destruction or theft of motor vehicles. Please be mindful that despite where students are parked, they must use the front door only and must sign out at the front office in accordance to school policies.

A student's motor vehicle permit may be revoked or limited at the discretion of CASB because of vehicle violations. Students are to abide by all school traffic rules and not drive in a way that could cause harm to themselves or others or create excessive noise.

Students are not allowed to provide rides to any other student under the age of 18 years old without parent consent for the under-aged student.

Student vehicle violations may result in one of the following:

- Revocation of CASB parking permit
- Vehicle towed away or a boot placed on the car at the owner's expense
- Suspension of parking privilege
- Police Referral

***Please note**:* By bringing a vehicle onto school property, it is implied that the student consents to a search of the vehicle and its contents by a school administrator when reasonable suspicion that the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. Refusal to comply will result in immediate revocation of parking privileges and an escalation to the next level of intervention.

Building Access
Building access must follow procedures for student drop-off. Students do not have access to the building outside of the school day except as participants in extra-curricular activities after school hours. Administrators have the right to not allow students to remain at school after hours. Students are not allowed to loiter after school hours. Students who are not picked up after school by 4:15 p.m. will be sent to a designated area under staff supervision. Students are required to take personal items with them at the end of the day and will not be allowed to return to their lockers following school dismissal. Should a student who is not in an extra-curricular activity not be picked up by parent or designated pre-approved adult by 5:15 p.m., staff will contact the police and the student will be taken home by authorities. Repeated incidents of having to call the authorities to take a student home will result in a referral to Child Protective Services for parental neglect.

Bus Transportation
Students represent CASB whether on school-owned or contracted bus services. CASB students are required to adhere to school rules while in route to/from school or a school sponsored activity. The TRANSPO Blackthorn Route 16 has stops at CASB in the morning and afternoon. Behavior violations will be handled as a disciplinary infraction and may result in loss of privilege to access bus transportation.

Civil Right Assurance and Equal Opportunity and Non-Discrimination
It is the policy of Career Academy South Bend and the Indiana Department of Education not to discriminate on the basis of race, color, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil rights Laws (I.C. 22-9-1), Title VI and VII (Civil rights Act of 1964), the Equal Pay act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 121, et. seq.).

Inquiries regarding compliance with Title IX and other civil rights laws may be directed to the
CASB Human Resources Director at 574-299-9800; 3801 Crescent Circle, South Bend, IN 46628;
Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, 317-232-6610;
Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

Closed School Campus
CASB has a closed campus policy. All students are to remain on campus for the entire day unless scheduled off campus. Students leaving campus without permission will not be allowed to re-enter the building until the next school day. Students disregarding the

closed campus rule will face disciplinary action. No student is granted permission to leave school during the lunch period. Students may not sign themselves out without consequence of simply because they are eighteen. Signing out “at-will” will be considered an unexcused absence and face the same standard as aforementioned.

Contact Information
It is the responsibility of parents/guardians to inform the school office of any change of address, phone numbers or emergency contacts or contact numbers/email addresses throughout the school year. The student’s parent/guardian or emergency contacts must be available during school hours or school events in the case a student becomes ill/hurt, in need of care or requires parent intervention due to disciplinary issues. In addition, guardian or his/her emergency contact should respond to the school’s call and pick up the student no more than forty-five minutes after receipt of phone call/contact. In the event that the school is unable to reach a guardian or emergency contact, authorities will be contacted, or an ambulance summoned should it be deemed necessary. The school is not able to provide medical care in lieu of a medical facility.

Blood Sugar Policy
1. If a student has a blood sugar exceeding 250mg/dL a parent should be notified as this is the “cut off” signaling a health situation that may require medical attention. If a student does not have their ketone sticks with them and their sugars remain above 250, they will be sent home. If the student has the strips and the number of ketones stays at negative while they have high sugars, they are more than welcome to stay at school, while checking in with the school nurse periodically.

2. If a student has a blood sugar of 350mg/dL or higher the student must be picked up by a parent or guardian immediately as it is considered a medical emergency. They cannot stay at school to “wait it out”. Any exception to this requires a letter from a physician specifically specifying acceptable levels and treatment protocols.

3. If the parent does not pick them up within 30 minutes or if the blood sugar exceeds 400mg/dl an ambulance will be called to transport the student to a medical facility as often levels this high must be treated with IV fluids and fast-acting Insulin.

E-Learning
Electronic Learning (eLearning) refers to days where students complete their classwork on the internet outside of school (home, library, etc.). These eLearning days can be used on inclement weather days or be built into the schedule. This will be the primary mode of instruction during natural disaster or state of emergency.

eLearning days offer full access to online instruction provided by each students' individual teachers. Teachers will create interactive lessons in Canvas, the school's learning management system, which relates to the current curriculum. A minimum of four eLearning days are scheduled throughout the 180-day school year. The use of eLearning days helps to support student learning by minimizing changes to the school calendar and allowing parents to plan with confidence.

Teachers use Canvas regularly to post assignments and lessons. Students can access this web-based system on their school issued computer or personal electronic device. On eLearning days students will complete lessons/assignments created by their teachers in Canvas as a continuation of the previous day's instruction. Teachers will be available online for questions or concerns.

During eLearning, attendance will be taken by recording the online participation of the students. If a student is too sick to complete the work, parents will need to call the office. The student is still responsible for the work. Canvas records the amount of time students spend engaging in scholastic activity for each student and both teachers and administrators have access to these analytics.

Cell Phones:

Cell phones/electronic/digital music players and similar devices are unnecessary electronic items at CASB due to students having one-to-one technology.

High school: Students may not have phones powered on in the classroom.

Middle School: If electronics are brought to school, they must be powered off and remain in the student's bag which should be stored in their locker.

Cell phones/electronic devices are not to be used within the school as a social media tool; such use is in violation of the school's code of conduct.

No video recording or pictures may be taken of CASB staff or students – this includes live video feeds.

CASB is not liable for any student's personal cell phone/digital music player and electronic items when they are lost, destroyed, or stolen on campus. CASB will not be able to assist in searching for lost air pods or other devices.

Any staff member may determine a student is using a cell phone/electronic device/digital music player in an inappropriate

manner, or without staff permission, and upon such a determination, disciplinary action may be taken.

Student refusal to comply with a staff member's direction to turn off, put away or surrender an electronic device will be considered a disciplinary offense with a consequence to be determined by a CASB administrator. Students who refuse to turn over their cell phone or create a scene when asked for compliance will automatically face additional consequences for violating school policy.

Emergency Procedures
CASB follows all state and local guidelines for completing safety plans, safety drills, and safety procedures for preparedness in an event of an emergency. A school safety specialist is on staff at CASB and conducts periodic reviews of building safety compliance.

English Language Learners
CASB's English Language Learners Program provides Kindergarten-Grade 12 academic English language instruction to non-English and limited English proficient (LEP) students.

Students at the elementary, middle, and high school levels receive language assistance to support their learning of curriculum content area using English Language Development (ELD). The goals for ELD students are to gain academic English language fluency through instruction in reading, writing, listening and speaking to prepare students to pass ISTEP+ exams and to graduate from CASB. Students receiving ELD will be tested for their growth in mastery of English/Language skills in accordance with Indiana Department of Education guidelines.

Enrollment Procedures
CASB is a tuition free public charter school and follows the Indiana state requirements of all Indiana public schools. Families wishing to tour CASB are welcomed and may schedule an individual family tour with a designated staff member. Guardians can apply online at www.careeracademysb.com

Acceptance of a student remains in "pending" status until all required forms have been completed in full and student records from the prior school(s) have been received and reviewed by administration. Guardians will be notified in writing of their student's acceptance into CASB. If a grade level is full, the student will be placed on a waiting list. If upon completion of the application a student has not been accepted into CASB, the guardian will be notified in writing. Any student who has been expelled from a prior school or has withdrawn to avoid expulsion (including a student with a record of behavior justifying expulsion)

may not be considered for enrollment into CASB. Document falsification, including omission of previous schools or disciplinary issues, is grounds for admission revocation at any time after discovery.

CASB reserves the right under law to require parents/guardians to provide legal documentation (court papers) that they have established legal residential custody of a child in the case the student's parents are divorced, separated or the child lives with another family member or adult. CASB may choose to request parent/guardian completion of Indiana Department of Education Form 1; Form 2; or Form 3. Such procedures are to ensure that the child resides legally with their parent or other adult and has not been unlawfully taken without the permission of child's legal parent/guardian.
In addition, CASB reserves the right to verify established residency of student's legal parent/guardian. In such a case, CASB may request a copy of the parent/guardian's utility bill, phone bill, driver's license, state I.D, and/or complete a home visit of student's identified home. Any child residing in Indiana is eligible for enrollment, however, a student whose legal residence is in another state may not be enrolled at CASB.

Extra-Curricular Activities
All students participating in CASB extra-curricular activities/sports must have passed 70% of their previous quarter's classes and be passing 70% of their current classes. Students participating in athletics must have a completed physical prior to participating in sport. The student should be in good standing at CASB, that is: not on social probation, having poor attendance, or accumulated excessive tardiness in the preceding grading period.

CASB operates on the principle: "First you are a student; then you are an athlete." More information is found in the CASB athletic handbook.

More expectations can be found in the *Athletics 3-Strike Policy* or on the specific agreement form for each extra-curricular activity.

FERPA: Family, Education, Rights, Privacy Act
Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of records: Directory Records and Confidential Records.

According to the Family Educational Rights and Privacy Act of 1974, it is no longer necessary to obtain written consent to release records between schools. FERPA allows schools to disclose records, without consent, to school officials and officials of other school systems in which the student may intend to enroll.

Directory records/information can be given to any person or nonprofit organization when requested, unless the parent of the

student requests, in writing to the principal, that their child's directory information be restricted.

- Directory information includes the student's name, address, and listed or published telephone number.
- Confidential Records contain educational and behavioral information that has restricted access based upon the Family Education Rights and Privacy Act (FERPA). This information can used for school purposes and shared between school officials and officials of other school systems only, but otherwise may only be released with the written consent of the parents, the adult student, or a surrogate, to individuals outside the education system.
- The only exception to this is a request for confidential records made by an organization to comply with State and federal laws that may require release without consent.
- Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

The school must have a parent's written consent to obtain records from an outside professional or agency. Parents may also provide the school with copies of records made by non-school professionals or outside agencies. Students and parents have the right to review all educational records generated by the school, request amendment to these records, insert addendum to the records, and obtain copies of such records. If a review of records is required, please contact the building principal, in writing, stating the records desired. The records will then be collected, and an appointment will be made with the appropriate people present to answer any questions. In the case of divorce, it is requested that a non-custodial parent provide legal documentation as to their relationship to the child. For more information or assistance with the review of records, please contact the school principal.

Field Trips

Students who wish to participate in field trip activities must complete a permission slip signed first by every teacher of the student and then the parent/legal guardian in advance of the fieldtrip. The field trip permission form must meet the approval of team leaders/administration. Additional criteria may be established as needed for specific field trips. The permission slip must be on file with the class sponsor or teacher and the front office prior to the student's participation. Class assignments for work missed while the student is on the field trip are the responsibility of the student. If a student is on social probation, they may not be allowed to go on the field trip. The school does not sponsor overseas trips or out-of-state trips except to the Chicago area and Robotics competitions. Students participating in any trip or activity should remember that they are representing CASB in the community. Poor behavior will result in the student being barred from participating in further fieldtrips as determined

by grade level team and administrative intervention and discipline as deemed fitting to the infraction.

Parent Volunteers

Parent volunteers acting as chaperones for a field trip must complete a Volunteer Application Form, and background check authorization two weeks prior. Each volunteer must be approved annually as a parent volunteer prior to accompanying students on any field trip and must comply with the school policies and procedures.

Food Services

Chartwells is the food service provider for CASB. CASB is a closed campus as it applies to lunches or any other meals. CASB does not allow outside beverages or restaurant meals to be brought into the school and consumed by students during the school day. Exceptions are made only through administrative approval for special school events/activities. It is recognized that students with documented medical needs such as celiacs disease or diabetes may have pre-approved beverage/food such as Total Parenteral Nutrition IV (TPN) or other medically necessary items to meet the prescription of a physician, licensed dietician or other appropriate licensed medical professional.

Students may not order food to be delivered to CASB for lunch nor can it be dropped off by parents. Meals inappropriately delivered will be held in the front office until the end of the school day or disposed of.

Students may pack lunch. Regarding students who bring their lunch to school, guardians are asked **not** to include caffeinated drinks in their student's lunch. Your cooperation is needed for CASB to comply with the state's "School Wellness Policy".

In addition, the Wellness Policy prohibits the eating or selling of outside food items during the school day (IC 20-26-9-19

Parent/student cooperation is essential due to students who may have allergic reactions to various foods known and unknown. All food and drinks must remain in the cafeteria and may not be eaten in any other part of the building without permission. Failure to comply will result in disciplinary action. In order to maintain our building and exhibit appropriate manners, students must be responsible in "cleaning up" after themselves following the consumption of meals. Unwanted food, plates, utensils or trash may not be left on the table. Failure to comply will result in disciplinary action.

Health Services

It is required by the policies of Indiana State Law, the Indiana Board of Education and Career Academy South Bend that all students required to take medication during the school day must have a written order from the physician. That written order must state the medication name as well as the dosage instructions including the time the medication is to be given. If no written order is received from the doctor, the medication will not be accepted or administered by the School Nurse. This includes all prescription and over-the-counter medications. Only medications that must be given during school hours will be accepted. If medications are a once or twice daily medication that can be given before and/or after school, those medications will not be accepted, and it remains the parent's responsibility to administer those medications unless there is an administrative exception due to hardship or disability. If a student does need medication administered at school:

- Contact the school nurse so they can instruct you on how to get the doctor's order form.
- Please be aware that written orders must be renewed yearly for medication prescribed for longer term use.
- All medications must be delivered to the school by a parent/guardian or designated adult. **Students are not allowed to bring medication to school.** Also, all unused medications must be picked up when the student no longer needs it or by the last day of school or the medication will be properly disposed of.
- Medication must be in an original container from the pharmacy and be administered as prescribed on the bottle.
- You will need to sign an authorization for the nurse to administer medication, or in their absence, a designated staff member identified by administration.
- Medical forms can be obtained from the school nurse's office.
- Students will not be permitted to personally carry any medication at any time unless also carrying a prescription stating that the medicine must be with the student during the school day.

Please indicate on the Student's Emergency Form if your child is taking any medications (all prescriptions and over-the-counter drugs) on a regular basis at home.
Please contact the school nurse with any questions.

School Nurse Availability
The teacher may refer students to the nurse's office whenever symptoms indicate the possibility of illness, injury and/or pain. Only minor first aid injuries will be treated at school. During the school day, students may only be received by the nurse if they have a pass from their classroom teacher. Any student who becomes ill during the school day must first be assessed by the school nurse to determine if the student needs to be released home. In such a case, the school nurse will notify the parent/guardian of the need to pick the student up from school. Students are not allowed to make arrangements for their pick up

for illness, that must be done by the School Nurse. Any student making their own arrangements for pick up will be disciplined accordingly and their absence will be unexcused. The student is not permitted to call his/her parent for pick-up for a self-reported illness.

We request that parents and guardians plan for student pick-up within 30 minutes.

Each student is required to have an Emergency Health Form on file. This form requires names and accurate phone numbers of three responsible people being 18 years or older that can be contacted in case the parent/guardian cannot be reached. These contacts should be kept current throughout the year.

Health Concerns

Students should stay home if they have any of the following illnesses:

- Head lice, fever of 100.4 degrees or higher, vomiting, acute cold, sore throat, earache, swollen glands, severe cough, inflamed or red eyes, listlessness, drowsiness and/or flushed skin, headache (in combination with fever of 100.4 degrees or higher, or vomiting), a rash or skin eruptions of unknown origin.
- If a student is sick at home or is sent home from school for an illness, they are not to return to school until they are free of fever and/or symptoms, without taking a medication, for a full 24-hour period.

Medical Requirements

Any student who enrolls in school for the first time must also present a physical examination report and record of their immunizations, regardless of the grade they are entering. These students are required to have a physical examination and a record of their immunizations on file no later than the first day of school (IC 20-34-4-5). CASB reserves the right to exclude students from school who have not complied with maintaining updated immunizations (IC 20-34-4-2). **Students participating in extra-curricular sports are required to obtain a Sports Physical Examination at the start of each school year which will expire after the school year and is kept on file in the Athletics department. Any medicines required, such as inhalers, must be given to the Athletic Director or the school nurse.**

Homework

Homework is an extension of class work and not the means to introduce new concepts. Homework is related to objectives of the curriculum and fulfills an opportunity to review, reinforce, or extend classroom learning by providing practice and application of knowledge gained. It is the student's responsibility to complete all assigned homework. Failure to complete or submit homework assignments on time will likely affect the student's overall class grade.

If a student has an excused absence from school, the student should approach their teachers and request the missed assignment(s). Upon returning to school, following an absence, the student will have the same number of days that he/she was absent to complete assignments missed. If a student is to be absent for an extended period, the parent/legal guardian may contact the school counselor and request information pertaining to homework assignments. Parents are encouraged to provide a quiet place at home when completing homework or reviewing assignments.

I.D. Badges

All students are issued a school I.D. badge and lanyard at the beginning of each school year. Students must wear their I.D. badge around their neck at all times and present badges upon staff request. Wearing ID's is a safety issue and allows us to know that the person wearing the badge has been cleared to be in the school building. Badges help to identify students in both daily routines as well as in case of emergencies. Students are not to deface or hide any part of their I.D. badge. If a student defaces or misplaces their badge they will be required to purchase a new badge at the cost of $5.00. Students are not to "share" their I.D.s with other students. A student should not have the I.D. of another student in their possession. Students who enter school without their I.D. must report to the front office and a phone call will be made home to retrieve the student ID. Student IDs are the property of the school and can be revoked at the termination of their time as a student.

Students who are unable to retrieve their student ID and are unable to purchase an ID will be sent to In-School Detention until their ID arrives. Students who are sent to ISD for ID infractions 3 or more times per quarter will receive additional disciplinary action determined by school administration.

Lockers

Every CASB student is assigned a school locker. **According to Indiana State Law, school lockers remain the property of the school. School authorities have a responsibility and a right to examine the contents of those lockers for reasons of health and safety at any time (IC 20-33-8-22).** The school is not responsible for loss or damage of a student's personal property.

- Lockers are provided by CASB for the storage of items such as school supplies, coats, sweaters, caps, PE attire, personal grooming items, lunches, books, back packs, and mobile phones.
- Students are not to share lockers or lock combinations. Locker combinations are strictly private information and must not be given out to anyone.

- When a locker does not open properly, the student should go to class and inform their teacher and inform the front office so maintenance staff can address the problem.
- Any person caught tampering with, opening, or removing items from any locker other than his/her own without proper authorization will face disciplinary action.
- Students should never leave their lockers without checking to ensure it is locked and secure. Do not preset a locker combination.
- Students must keep lockers clean and neat. This includes NOT placing food items in the locker.
- They should not place any item on or in a locker that cannot be removed. Defacing a school locker may result in monetary restitution or disciplinary action.
- Students should not kick or force lockers to open or close. Treat the locker with care.
- Students must have a written pass to be at their lockers during class time.
- Any contraband found may be turned over to the local authorities and lead to disciplinary action.

Pick-Up/Drop-Off

Parents at the end of the school day will *pick-up* their students in grades 6-8 along the pickup lane on the south side of the building and students in grades 9-12 on the north side.

Early student pick-up is at Door A through the front office. If a student is picked up by another adult other than his/her legal parent/guardian, CASB staff may require the person to provide a state driver's license or state I.D. as proof of identity and person **must also be listed in student's approved "pick up" list.** All early student pick-ups should occur at least 30 minutes prior to the end of the school day. Students will not be permitted to make up work missed from chronically being picked up early.

There may be situations in which the school notifies a parent/guardian that their child needs to be picked up from school; in such cases *it is not acceptable* for the student to remain at school until the end of the school day. A parent/guardian, or student emergency contact, is expected to transport their child home within 1 hour after receiving the request for student pick-up.

It is expected that parents/guardians pick-up their child in a timely manner at school dismissal. Failure to provide adequate transportation arrangements for your child may result in contacting emergency authorities to assure your child arrives safely home.

School doors open at 7:15 a.m. for student entry. School doors are not open for student access prior to 7:15 a.m. as adult supervision of students is not available. Students should not be dropped off prior to 7:15AM.

All morning entrance into the school is through Door L (students who transport themselves in a vehicle will have a separate entry point). Parents may NOT drop their students off at Door A in order to avoid the parent drive line.

Students are only to enter through Door A if they arrive after 8:00 a.m. Students arriving late must sign in. Chronic tardiness will be reported to the appropriate internal and external parties.

Students must not cross through the flow of established traffic patterns. Students driving to/from school are not allowed to transport another student without the written permission of both students' parent/guardians. This written permission must be kept on file at the front office. Any student leaving campus during the school day or at dismissal with another student must sign-out at the front office and parent will be contacted by phone email or PowerSchool notification.

Weather-Related School Closings

CASB has only full school day closings and cancellations. CASB reserves the right to make weather cancellation decisions independent of surrounding school corporations and per Indiana Department of Education's law/policies. Please check CASB's website and local television stations for CASB cancellations or closings.

School Resource Officer

CASB has a full-time School Resource Officer who works with staff, students, and administration in an effort to secure an atmosphere conducive to learning. Our school resource officer (SRO) is a certified police officer with the authority to make arrests in the event of disruptions to our atmosphere and unlawful activity. The officer also has the authority to write traffic violation citations and carries a firearm.

CASB and local law enforcement agencies cooperate with each other, within the confines of the law and consistent with their respective legal responsibilities. When in the estimation of school personnel, law enforcement is called to investigate or assist in an investigation of school related matters, the school will inform parents prior to an interview being conducted unless extenuating circumstances exist that would necessitate the investigation proceeding without parent notification. Police searches using a K-9 unit may be conducted randomly at any time during the school day throughout the school year as a measure of protection and safety to the student body.

Social Probation

Social Probation is the limiting of privileges for student participation in/attendance at school related activities and events.

Students may be placed on social probation for a period of time not to exceed the remainder of the school year. While on social probation, students are not to participate in or attend any extracurricular activities including dances and are only to be on CANPS property during school hours.

Reasons for being placed on social probation include but are not limited to:

- Academic failure (failing two or more classes in a quarter)
- Excessive absences/truancy/tardiness
- Excessive behavioral referrals
- Misbehavior at an extra-curricular activity
- Other actions determined by administration

Special Education

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access special education services only by using the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about special education services and to access those services, a parent should contact the school administration.

The Career Academy follows all special education policies required by federal law, including the Individuals with Disabilities Education Improvement Act (IDEIA), 20 U.S.C.S. § 1400 et seq., and Indiana law, principally Indiana Code Title 20, Article 35 and 511 Indiana Administrative Code, Article 7, as detailed in the Indiana Department of Education special education guide for parents, *Navigating the Course: Finding Your Way Through Indiana's Special Education Rules: A companion guide to Article 7* (Indiana Department of Education, September 2009), available online at http://www.doe.in.gov/sites/default/files/specialed/navigatingthecourse.pdf (the "Guide").

CASB will utilize the "Guide" as its manual for serving Special Education students.

CASB Shall:

- Provide for a comprehensive, free and appropriate public education to all eligible students with educational disabilities, unless they have completed the twelfth grade and been issued a diploma or have reached their twenty-second (22nd) birthday;
- Provide such supplemental aids and related services as may be necessary for a child with a disability to receive such an education in the regular classroom environment, if appropriate;
- develop, review and revise as necessary individualized education program (IEP) that meets the requirements of federal and Indiana law for each child with a disability through case conferences;

- Include to the maximum extent appropriate, educate children with disabilities in the “least restrictive environment” possible: children with disabilities shall be educated with children who are not disabled when feasible, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment shall occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Every attempt will be made to first serve disabled students in the context of a regular education classroom. Other more restrictive environments will be considered only when placement in the regular classroom has been documented by the Case Conference to be inappropriate for the student's educational needs;
- -within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the School will conduct a review, In accordance with requirements of federal law, 34 CFR § 300.523, to determine if the conduct in question was caused by the child's disability and what action is appropriate.

504 Determination

Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals with Disabilities In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, and amendments, hereinafter Section 504, the following Notice of Parent/Student Rights in Identification, Evaluation, and placement shall be utilized at Career Academy South Bend. Information is provided to ensure that you are aware of the regulations regarding the identification, evaluation or placement under Section 504 that may pertain to your child. Should you have any questions, contact the Section 504 coordinator (the person responsible for assuring that the school is in compliance with Section 504): CASB’s Special Education Director. This information is not to be a substitute for legal advice. It contains portions of the Section 504 regulations. For a complete compilation of the law, see 34 C.F.R. Part 104. As the parents/guardians, you may also meet with the superintendent or a designee to resolve any objections to the evaluation or educational placement of your child.

The *Compliance Plan* serves students, parents, employees, applicants for employment, patrons, and programs within the Career Academy High School and Career Academy Middle School.

1. Career Academy/Success Academy South Bend assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.

2. Parents are provided with procedural safeguards, which are included in the "*Notice of Disabled or Who Are Believed to Be Disabled*."

An impartial due process hearing, and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled."

3. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
4. CASB will inform all individuals with disabilities and their parents or guardians of the school's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7—Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.

Career Academy/Success Academy South Bend will establish, maintain, and implement written procedures that ensure the location, identification, and evaluation of all students attending Career Academy or Success Academy who are in need of special education and related services, regardless of the severity of their disabilities, in accordance with Indiana law, Indiana Administrative Code Title 511, Article 7, Rule 40, Section 1(b).

CASB Dress Code

Student dress code intentionally creates a learning environment in which students dress professionally. A student dress code helps ensure an academic focused learning environment, avoiding visual distractions and setting expectations for professionalism.

CASB staff reserve the right to determine if a student's dress attire does not fulfill the dress code standards.

CASB student dress code standards:

Pants/Capris/Shorts

Students will wear tan or black "docker"-styled pant or professional-looking black or khaki jeans.

- All pants/shorts/capris must be free from holes, covered holes, and distressing of any kind.
- Blue denim jeans, tight fitting spandex, leggings, jeggings, yoga pants, joggers, sweatpants, sagging or baggy pants are not allowed or part of the dress code.
- Shorts must be solid colored just above (1") the knee or longer
- Shorts may be worn all school year
- Solid colored cargo shorts may be worn
- No athletic shorts may be worn

- Skirts/Dresses are not allowed to be worn unless with administrator approval for religious exemptions.
- Pants that are sweatpants or have rips, tears, holes, or shreds are not appropriate. Wearing another layer, such as leggings, under said rips is not permissible.
- ALL pants must be worn at the waistline; if necessary, students must wear belts to keep the garment at the waistline. Sagging pants are not appropriate.

Tops

Students will wear a collared polo-style or collared buttoned-down shirt (business-causal) which must be buttoned.

- The top can be solid colored, plaid, flannel, multi-colored, long or short sleeved, buttoned-down or polo-style shirt (no t-shirts).
    - No t-shirts may be worn over collared shirts in an effort to appear “in dress code”
    - Buttoned collared shirts are to be buttoned when worn. Buttoned down shirts cannot be left open to display t-shirts.
    - Plain, non-graphic crew neck shirts may be worn over a collared shirt. Plain crew neck sweatshirts are not acceptable without a collared shirt underneath.
- Sweatshirts or attire that have hoods are not permitted (no hoodies). This applies to CASB athletic wear also.
- Plain colored fleece full-zip jackets may be worn. Dress code shirt must be present underneath.
- Sleeveless, tight-fitting, midriff-baring, see-through or mesh shirts are not allowed.
- Collared shirts must be buttoned to the sternum
- Students may wear hood-free CASB school affiliated apparel.
- Layering of clothing is permitted only with the collared shirt remaining on top and shirt buttoned (if shirt is a buttoned-down shirt).
- Jackets, coats, jean jackets or other forms of outerwear are not to be worn in hallways, common areas or classrooms (unless Fleece or have CASB logo on the jacket. Jackets cannot have a hood).

Footwear

- Footwear must be worn at all times during the school day.
- Must follow all safety standards.
- Non-marking shoes must be worn on gymnasium floor.
- No flip-flops, slippers, or slides.
- Crocs may be worn but must be in sports mode with the strap above the heel at all times. Crocs may not be worn for PE or Shop. Failure to comply with classroom rules can result in loss of points for a course or not being allowed to participate in order to maintain student safety.

Other Apparel

In addition to the items specified above, the following guidelines regarding clothing and accessories must be observed. Please note that any clothing that causes a disruption to the educational process, is destructive to school property, or is a threat to safety and health, is prohibited. The list below may not be all-inclusive.

- Blankets, pillows, and stuffed animals will not be permitted to be used at school and should not be brought for any reason.
- Hats, headgear, sweatbands, bandanas, sunglasses, durags, sleep bonnets, headwraps. scarves, etc. are not to be worn in the building or during extra-curricular activities, unless part of a required sports team in which the student participates in and has approval of athletic director/coach. Hair bands under 4 inches in height are permitted.
- Tops and pants that reveal the midriff or undergarments are prohibited (this includes underwear or gym shorts).
- Belts that are unfastened or anything dangling from the waist or pockets such as chains, rope, etc. is strictly forbidden.
- Jewelry may be worn during the day unless students are instructed to remove it for gym or other trades classes.
- Chokers, spiked jewelry, spiked boots, or hanging chains (ie. Ear-to-nose chains etc.) that creates a potentially unsafe situation or causes a learning environment disruption will not be allowed.
- Clothing and accessories signifying gang-related activities, slogans, colors, alcohol promotion, drug use, etc. are not appropriate.
- Obscene, offensive, inappropriate writing on pins, buttons, jewelry, or other items are not permitted.
- Any image or language disrespectful of human life is not appropriate.
- Theatrical and exotic stage-style makeup is not permitted.
- Students must leave backpacks, purses, string bags, fannie packs, computer bags, briefcases, and all other

bags in their lockers after entering school and before class begins. Such items are to remain in the student's locker until school dismissal.

Exceptions to dress code are made for those students participating in an internship class, or a trade's class that requires career appropriate dress. Any other dress code exceptions must have administrative approval in advance prior to wearing the dress attire for school.

Dress Code Violation Range of Disciplinary Actions

- Parent phone call (to obtain change of clothing to meet dress code)
- In School Detention
- Suspension
- Other actions determined by administration

Acceptable Use of Technology

The purpose of school provided technology, Internet access, and email and apps is to facilitate communications in support of research and educational learning. CASB utilizes laptops for every student in every class period and takes advantage of e-learning days so that students never have to miss out on learning time. To remain eligible as users, students must restrict their activities to endeavors which are consistent with the educational objectives of CASB.

Internet access is a privilege and access entails responsibility. Use of the email system and internet contrary to this policy or in an illegal manner shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The Internet is a necessary tool for CASB to develop students ready to live and work in the 21st century. The internet and computers will always be an integral part of classes at CASB. Laptops and internet are crucial to our learning environment and students must take their access seriously in order to maintain their enrollment status at CASB.

In making decisions regarding access to the Internet, CASB considers its stated educational mission, goals, and objectives. Educators and staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Parental Permission and Student Supervision

In order for a student to gain access to the Internet, they must have parental permission. Middle school and high school students must sign an "Internet Network Access Agreement" and

agree to comply with the Acceptable Use Policy. This is one of the forms signed during registration through your School Mint account. Students utilizing School-provided Internet access must first have the permission of and must be supervised by CASB's professional staff. Failure to comply with these policies and procedures shall be deemed grounds for revocation of privileges, disciplinary and/or appropriate legal action.

All parents must also complete a Google Consent Form through their School Mint account. This gives students the ability to utilize apps that our teachers employ in their classrooms. Google requires this document be signed for students to use the suite of apps.

Students utilizing school-provided Internet access are responsible for their behavior online just as they are in a classroom or other area of the school. The same general rules contained in the Student Code of Conduct apply. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school Internet access must also comply with agreements specified in the contract with the Internet Service provider.

Students must not download any illegal material or material that they have not paid for or install any kind of proxy filters on their laptops to bypass the web filter in place by the school.

Students may not look up any inappropriate material while at school or at home on school laptops. **Any pornographic material created, viewed or stored on the school laptops will be reported to the authorities**. The laptops are provided for student learning and to enhance the school and educational environment.

Privacy is not guaranteed

The Superintendent and school administration may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not implied or guaranteed. Electronic messages and files stored on school-based computers may be treated like school lockers.

Liability

CASB makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school will not be responsible for any damages users suffer, including—but not limited to – loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature of quality of information gathered through school- provided Internet access. The school will not be responsible for personal property used to access school computers or network for school provided

Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Parental Advisory/Responsibility
The global and fluid nature of the Internet network's contents makes it extremely difficult for the school to regulate and monitor the information received or sent by students. As such, the school cannot assure parents that a student will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their student should follow when using media and information sources.

Laptops are only filtered while on school grounds. It is up to the parent to filter the internet on the school laptop while at home. CASB highly recommends purchasing a filtering program for your home wireless system. If you would like advice on good solutions, please contact the school.

Acceptable Use Policy

- All users must be consistent with the educational mission and goals of the school.
- The Superintendent and his designees may, at any time, make determinations that users are or are not consistent with the purpose of the school.
- Students should engage in activities during the school day that they have been instructed are acceptable, and follow the given rules of the teacher of the classroom that they are in.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or school administration immediately.

Email Policy
The following policies and procedures apply to use of the email system offered by CASB. The policies and procedures are supplemental to the internet policies and procedures set forth above.

- Email is provided to qualified Students of CASB (herein "Users") solely for the purpose of exchanging information consistent with the educational mission of CASB. Any other use of email is strictly prohibited.
- The email system and all computer systems are the property of CASB.
- Unauthorized use of the email system is prohibited. Access to email and other online systems of CASB is a privilege

granted to Users by CASB and may be revoked or withheld at the discretion of the Superintendent or school administration.
- Users do not have a personal privacy right in any matter to material created, received, stored in or sent from the email system. CASB may at times and without prior notice, monitor and review email messages and web site retrieval by Users to insure proper use.

Accounts and Passwords
Users must obtain an authorized account and password from the authorized Technical and Information Services Administrator in order to access email. The User should consider the account and password confidential and shall not share the account or password with any other person or leave the account open or unattended at any computer system. Accounts and passwords may be terminated at any time for any reason by the Superintendent or school administration.

Use of email System
The following provisions apply to all student users of the CASB email system:
- Users may not use the email system for any illegal activity, including but not limited to violation of Copyright laws. Users shall not respond to email or online information which consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Personal information about students including, but not limited to student names, addresses and phone numbers shall not be transmitted outside the school network, without written permission from the student or his/her parents.
- Email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
- Users of the email system shall not use email in any way that would be considered: damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, harassing, illegal or contrary to school policy.
- Users shall not use the email system to disseminate material or information on the behalf of or in regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.
- Users shall report illegal or unauthorized use of the email or online systems to the supervising teacher.
- Users should periodically remove or erase their email or other files stored on a school file server. Email or other files stored on a school file server are not considered private property or communications and may be removed without prior notice to the user.

Laptop Computer Use Agreement
The school will make available to the student one (1) laptop computer for use while registered in the school. Please note that

students are not issued a laptop for use during the summer term. The laptop is intended for educational purposes and will be issued upon the student's and parent/guardian's signed acceptance of the terms of the "Laptop Computer Use Agreement", of the terms of the school's "Computer/Network Resources Acceptable Use Policy" and of the school's "Code of Conduct." **Trailblazer Insurance** is also offered to cover accidental damage to the laptop while in the possession of the student. This coverage does not cover blatant abuse or vandalism. This form is also found on the SchoolMint login account under the registration packet.

Visitors

Authorized building visitors are welcomed at CASB. All visitors must enter the building through Door A and follow sign-in procedures at the front office. Visitors must identify themselves and provide a state I.D. or driver's license upon request, sign in with name, date and time; and wear a visitor's pass while in the school. Visitors must be on the student contact list in PowerSchool to visit a student. Visitors must be accompanied by CASB staff or an assigned student ambassador while in the building. For student safety, visitors are only to visit their pre-determined destination.

Trespassing on School Grounds

Any adult or student not enrolled in CASB who is on school grounds without having checked in at the front office is considered in violation of school rules and trespassing.

Students and adults attending extra-curricular activities are exempt unless they have been served a legal trespassing notice. Students on social probation will not be allowed on school grounds after school hours. Students who open outside school doors allow entry to any persons without supervising staff approval will be disciplined a possible referred to the authorities. CASB is committed to providing a secure school environment for students/staff.

Volunteer

Adults wishing to volunteer at CASB are welcomed and expected to follow all school procedures. All potential volunteers (including fieldtrip chaperones) must submit to a criminal background check, complete a volunteer application form and obtain administration approval prior to beginning their volunteer position at CASB. Abiding by rules of student confidentiality is expected from volunteers. Volunteers with on-going responsibilities at school, or school functions, will be required to participate in an orientation prior to beginning service. **Volunteers are not allowed to contact or associate with students outside of school, online or in-person, or at a school sponsored activity.**

Withdrawal/Transfer from School

Parents who are seeking to transfer their child from CASB must complete a Student Withdrawal Form and an exit interview with an administrator. Before a withdrawal or transfer pay all financial school obligations in the Business Office and return all school owned equipment and resources.

- **Compulsory education is mandatory until age 18**. Per IC 20-33-2-28.5, a student of at least 16 years of age but less than 18 years of age who is seeking to withdraw from school prior to graduation must make a request to the school in writing. Students must also provide written parental consent to the withdrawal, complete an exit interview, receive written consent from the school principal, and meet all other Indiana statutory requirements.

Work Permit

Work permits are now provided by the employer.

CASB Student Code of Conduct

Purpose

The CASB student code of conduct has been created to maintain a wholesome and safe learning environment. Each student behavior incident should be considered individually, and extenuating circumstances should always be reviewed for the welfare of the student and school environment. The code of conduct is intended to act as a guide ensuring students are treated fairly while flexible enough to address individual student behavior incidents. The code of conduct provides a framework to assist in the cultivation of a safe and supportive learning environment for all students. All students are expected to observe policies and rules.

Philosophy

The teaching of responsible behavior at CASB, in partnership with parents, is focused on producing behavioral changes that will enable students to develop self-discipline and mature decision making as young adults and beyond. CASB's focus is on instilling within students a sense of ownership for responsible behavior.

The CASB staff will guide students to assume increasing responsibility for their individual behavior.

Rights and Responsibilities

CASB believes every student must be afforded the rights given to them under state and federal law and school policy. Students have the right to a free public education. CASB students have the right to participate in school activities and programs without being subject to discrimination on the basis of gender, race, religion, marital status, or disability, as long as this does not disrupt the orderly educational process.

CASB students have the right to freedom of expression as related to speech, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly educational process. Every right has societal limitations. The freedom of an individual, or group, to exercise their rights stops when that exercise infringes upon the rights of others or occurs within an environment where rights are limited such as a school setting. Since the legitimate rights of some may, at times, be in conflict with the legitimate rights of others; it is necessary to recognize that rights must be balanced to protect as many persons as possible. A student shall have access to, abide by, and be aware of the rules, rights, and responsibilities to which he/she is subject. Introduction and orientation to expected responsible student behavior will be provided to the entire student body at the onset of school.

Tolerance

Teachers and students will promote tolerance for the views of others, as well as for the rights of an individual to form and hold different opinions and beliefs. Understanding of other cultural beliefs creates an informed and educated person.

Prevention

CASB values the importance of positive, trusting relationships between students and staff. Helping students navigate the challenges of adolescence allows staff to develop mentoring relationships, which strengthens the student experience at CASB. Our school ensures students have access to effective behavioral practices and academic interventions. Trouble areas will be identified mutually among staff and students in order to strengthen and reinforce appropriate behavior. This approach encourages students to "own" all aspects of their behaviors. Response to Intervention (RTI) is an academic and behavioral intervention model framework that weaves prevention as the foundation, with progressively tiered intervention strategies supporting productive student behavior and success. Positive Behavior Intervention and Support (PBIS) includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create a positive learning environment.

Intervention

CASB's disciplinary practice will be modified for students with disabilities in accordance with Indiana Administrative Code Title 511, Article 7, Chapter 44, e.g., behavior which is a manifestation of a student's disability may not be the basis for a change in placement as defined by 511 IAC 7-42 (removal for more than ten consecutive instructional days or as part of a series of removals for related behavior totaling more than ten instructional days in a school year), 511 IAC 7-44-5(e). Additionally, although not required by law, after five days of out of school suspension for a special education student or a student with a Section 504 plan, a Functional Behavior Assessment (as defined by 511 IAC 7-32-41) will be prepared if one does not already exist, or if an FBA already exists, it will be updated and a behavioral intervention plan for the student will be implemented.

CASB's discipline policy will be applied in conformance with Indiana state law, including the following:

Due Process

Due Process is the guarantee of student civil rights under the Fourteenth Amendment of the Constitution of the United States and the laws and regulations of Indiana and the Career Academy South Bend. This procedure is an administrative action, not a judicial action and requires fairness and reasonableness in all action taken. This will include the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated, together with evidence to support the charge with an opportunity to respond.

In the matter of a student suspension or expulsion, the student shall be given an opportunity for a meeting. The student is entitled to:

a) A written or oral statement of the charges against him/her;
b) If he/she denies the charges, a summary of the evidence will be provided against him/her c) An opportunity to explain his/her conduct.

Grounds for suspension or expulsion (IC 20-33-8-14)

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.

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

A: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;
B:off school grounds at a school activity, function, or event; or

C:traveling to or from school or a school activity, function, or event.

Suspension/expulsion for unlawful activity on or off school grounds (IC 20-33-8-15)

In addition to the grounds specified in section 14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Expulsion for firearms, destructive devices, or weapons (IC 20-33-8-16)

(a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 [IC 20-33-8-20] of this chapter, a student who is:

(1) identified as bringing a firearm or destructive device to school or on school property; or **(2)** in possession of a firearm or destructive device on school property;

must be expelled for at least one (1) calendar year...

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a deadly weapon to school or on school property; or **(2)** in possession of a deadly weapon on school property;

may be expelled.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification

under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

Expulsion meeting, notice of right to request and appear-Appeal-Forfeiture of rights (IC 20-33-8-19)

(a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

(1) Legal counsel.

(2) A member of the administrative staff if the member has not expelled the student during the current school year; and was not involved in the events giving rise to the expulsion. The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

(1) be made by certified mail or by personal delivery;

(2) contain the reasons for the expulsion; and

(3) contain the procedure for requesting an expulsion meeting.

(c) The individual conducting an expulsion meeting:

(1) shall make a written summary of the evidence heard at the expulsion meeting;

(2) may take action that the individual finds appropriate; and

(3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

(1) shall hold a meeting to consider:

(a) the written summary of evidence prepared under subsection (c) (1);

(b) the arguments of the principal and the student or the student's parent;

unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 [IC 20-33-8-21] of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights

administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.
(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

Please Note: Per prior Board vote, the CASB Board has elected not to hear appeals.

Disciplinary Terms and Range of Actions
Administrative staff reserves the right to make a disciplinary action decision based on the incident involving the student and the circumstances surrounding the incident. Administrative staff is not at liberty to discuss disciplinary decisions with anyone other than the student and the student's legal parent/guardian. The School has the authority to make new rules and change rules throughout the school year and administer disciplinary actions necessary and proper to ensure a safe and orderly learning environment for students.

The following is a list of actions subject to disciplinary action. This list is not intended to be all inclusive but is a general list of actions that do not meet expectations for responsible behaviors or are highly disruptive or illegal. While the Levels of Behavior are designed to follow a logical progression, the final determination of these responses rests with the building administration, who will take into consideration the results of any investigation and all relevant facts. Responses for an irresponsible action will always involve consequences and may involve other interventions as well.

Generally, Level One behaviors are behaviors that do not require administrator intervention and can be resolved at the point of contact between staff and students. Level Two and Three behaviors require a disciplinary referral. At that point, resolution rests with the administrator assigned to the behavior subject to all applicable due process requirements and within the general framework of possible consequences and responses.

Tier One Behaviors are defined as behaviors that:

- Do not significantly violate the rights of others.
- Do not endanger the safety of self or others.
- Do not appear to be chronic.
- Do not require administrator involvement.

Some examples of this behavior include (but are not limited to):

Using cellphone/electronic device without permission	Put-downs/minor teasing
Classroom disruption	Refusing to follow directives
Food or drink violation beyond the cafeteria	Tardy
Horseplay	Throwing objects
Inappropriate use of equipment	Truancy
Public display of affection	Inappropriate language

Possible interventions may include:
Closer monitoring/proximity, description and teaching of expected behavior, goal-setting, reference to counselor/MTSS team.

Possible Consequences may include:
Student apology, class time-out, loss of class participation points, parent conference, redirection, restitution, teacher-issued detention.

Tier Two Behaviors are defined as behaviors that:

- Are chronic Level One behaviors.
- Violate the rights of others.
- May endanger the safety of self or others.
- Requires administrator involvement.

Some examples of this behavior include (but are not limited to):

Academic dishonesty	Gambling
Defiance or disrespect	Libel or slander
Excessive absences	Inappropriate language or gestures
Inappropriate bus behaviors	Missed detention
Instigation	Obscenity
Insubordination	Minor vandalism
Forgery/deception	Minor theft

Possible interventions may include:
Inform student of violation, student conference with team, parent conference with team and administrator, parent/administrator conference, reference to counselor/MTSS team, responsible behavior plan.

Possible Consequences may include:
Class time-out, detention: lunch or Wednesday, in-school suspension, out of school suspension, restitution, removal from riding the bus, revocation of license and/or work permit, revocation of parking privileges, social probation.

Tier Three Behaviors are defined as behaviors that:

- Are chronic Level Two behaviors.
- Violate district or state policies or laws.
- Endanger the safety of self or others.
- Requires administrator involvement and possible external assistance.

Some examples of this behavior include (but are not limited to):

Arson	Fighting/assault/battery
Bomb/shooting threat	Gang-related activities
Bullying (intimidation, harassment, hazing)	Hazing
Drug/alcohol/tobacco violations	Harassment (sexual, ethnic, racial, gender, religious)
Drug paraphernalia	Sexual misconduct
False fire alarms	Sexual harassment
Unlawful activity (vandalism, theft)	Technology-related (cyber-bullying, digital images, sexting)
Felony weapon/explosive device	Inappropriate language/gestures directed towards staff

Possible interventions may include:
Contact with local agencies that can provide support (police, teen court referral), parent conference with team and administrator, parent/administrator conference, reference to counselor/MTSS team.

Possible Consequences may include:
Discipline referral, expulsion (requires all formal aspects of due process), in-school suspension, out of school suspension, restitution, revocation of license and/or work permit, revocation of parking privileges, revocation of technology privileges, social probation.

Academic Dishonesty includes (but is not limited to) the following behaviors:

- Cheating
- Using or attempting to use unauthorized materials, external assistance, mobile electronic devices, information, or study aids on any assignment or exam in class or at home; unless the instructor has authorized such assistance. *This includes the use of tutors, books, notes, the Internet, calculators, and electronic devices.*
- Submitting substantial portions of the same academic work from class to class for credit without permission of the teacher. Allowing others to conduct research or to prepare work without authorization from the instructor. This includes commercial term-paper companies, web sites, and past papers/work of their own or other students.
- In the case of student-to-student academic dishonesty BOTH students (the work originator and the student(s) receiving said work) will receive a zero for the assigned work.
- Collaborating with other students on a single project and turning in multiple copies that are represented as individual work.
- Helping or attempting to help another student to commit an act of academic dishonesty.
- Utilizing AI in any form to generate work which was not the full intellectual product of the submitting student.
- Plagiarism: A student must not adopt or reproduce the ideas, words, photographs, illustrations, or statements of another person without acknowledgment. A student must give credit whenever quoting another person's words; using another person's idea, opinion, or theory; or borrowing facts, statistics, or other illustrative material unless the information is common knowledge. Falsifying or inventing information or citations in an assignment or exam.
- Stealing, changing, destroying, or impeding another student's work. Impeding another student's work includes (but is not limited to) the theft or destruction of common resources to deprive others of the information they contain.

Expected Behavior

Cafeteria:

Appropriate cafeteria behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria. It is asked that students exhibit proper restaurant manners and societal etiquette in the cafeteria.

In order to ensure a clean and comfortable eating environment for all, students are asked to observe the following cafeteria expectations:

- Upon entering the cafeteria, wait in the service line or sit down at a table to begin lunch;
- Students not in line should remain seated as directed

- When finished eating, leave your table and floor area clean and free from garbage
- Demonstrate politeness to cafeteria staff
- Display proper table manners
- Return all trays and silverware to designated area.
- Socialize with friends using an appropriate voice level.

Inappropriate cafeteria behavior may include but not limited to other behaviors exhibited:

- Horse playing
- Running
- Out of Seat without Permission/wandering
- Loud disrespectful voice level (shouting)
- Using profanity
- Fighting
- Throwing Food
- Not disposing of food waste and other personal use items to designated area

Inappropriate Classroom Behavior: Inappropriate Classroom Behavior is any singular or combination of actions that interfere with the learning environment that disrupt, create disorder, disrespect, or insubordination, including but not limited to: shouting, not following teacher directions, hitting or horse play or disruption to the extent that instruction cannot take place within the learning environment.

CASB has established procedures for hallway behavior. Passing period time is provided for passage to and from classes and to attend to personal needs. Hallways are an extension of the classroom and all school expectations apply. It is common for CASB to have business, community leaders, potential investors and visiting families in our school hallways, therefore all students should conduct themselves in a manner that represents positively on CASB. Conduct must be respectful, considerate of others, and conducive to student learning.

Hallway Expectations:

- Display a hall pass when in the hallway during class periods.
- Walk and stay to the right; this helps keep hallway passages clear. Avoid gathering in groups.
- Avoid creating loud disturbances by communicating in a calm quiet voice. Treat others with respect.
- Arrive to class before the bell rings.
- Wear student ID on lanyard around neck and identify yourself if asked by any CASB employee or volunteer.

Inappropriate Hallway Behavior: Inappropriate hallway behavior includes any action that may endanger self or others in the hallway. These behaviors may be running, shouting, screaming throwing of objects, slamming locker door, pushing/shoving, or

other behaviors. When the behavior becomes an interruption or distraction during classroom instruction this is inappropriate.

Students may not be in academic hallways, during classroom instructional time, without a pass from a staff member or classroom teacher.

- **Restroom:**
  Students are expected to use the restroom during the passing period. In certain circumstances a student will be permitted by the classroom teacher to use the restroom while class is in session. Students are expected to use the restroom, clean up, and leave ("Go, Wash, Leave").

Lockers:
Student lockers are provided to students, and a locker remains the property of the school and may be opened at any time by school officials. It is important for students to keep all valuable possessions at home. Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. The school is not responsible for personal property stolen from lockers. Students should not share their lockers or give their locker combinations to others. If a student's locker is damaged a fee will be assessed and charged to the student/parent.

Please note that the school reserves the right to inspect and search lockers, parking lots, and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students, without notice to or the consent of the student or parent, and without a search warrant.

Transportation Behavioral Expectations
Below are expectations for students' while being transported via any school vehicle for transportation intended for student use to or from school and any school related activity or a student driving to school.

Bus Riders (Transpo, shuttle bus, third party bus)
A. Prior to loading (at the bus stop and at school) students are required to:

- Be on time at their assigned bus stop location.
- Wait until the bus arrives and comes to a complete stop. Board in an orderly manner and immediately take a seat on the bus.
- Practice rules of safe behavior going to and from bus stop drop off locations.

B. On the bus students are required to:

- Keep all body parts and possessions inside the bus.
- Assist in keeping the bus clean and sanitary.
- Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving.
- Refrain from the use of profanity, swearing, or any offensive language (no exceptions). Teasing others, horseplay, throwing objects, etc. are prohibited on the bus.

- Refrain from tampering with any bus equipment.
- Keep books, lunches, and other articles in your possession. Keep musical instruments on lap or under seat.
- Refrain from eating or drinking, chewing gum or having any other objects in their mouth when on the bus.
- Use emergency bus exits **only** at the direction of the driver.

Parents

- Students are to arrive at their assigned shuttle bus stop at least five (5) minutes prior to the scheduled arrival time of the bus.
- Parents are expected to know shuttle bus rules and procedures and support the school in effective enforcement.
- Suspension of shuttle bus privileges does not mean suspension from school. Parents are required to transport their children to school when their child is suspended from shuttle bus privileges.

Drivers

- Drivers will make every effort to maintain appropriate student behavior on the bus. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.

Bullying and Intimidation:

Under Indiana law, bullying 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, that are 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 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.

CASB staff will comply with reporting and investigation requirements under Indiana law, and will enable an anonymous reporting procedure when available. Witnesses to the bullying or intimidation of another student are encouraged to report it to a staff member. Failure to report bullying and/or intimidation may result in a disciplinary action taken towards the bystander.
In addition, please note that failure to report any witnessed instance of bullying, intimidation, or hazing of another student may

also be considered a violation of this code. This policy applies to all forms of social media as well.

Dress Code/Student ID – Mandatory Uniformity of Dress Code Policy
Fully realizing that dress, appearance, and grooming change continuously, the administration reserves the right to determine what constitutes appropriate dress attire for CASB. The determination will be based on whether a student's dress, appearance, and grooming may create health, sanitation, safety or disruptive attention to the student population, thereby affecting the educational climate of the school. The intention of the Dress Code Policy is to maintain the orderly process of school functions and to prevent the endangerment of student health and safety.

Drug Paraphernalia:
Selling, purchasing, possessing, distributing, participating in a plan to sell, purchase, possess, or distribute drug paraphernalia includes items associated with tobacco or illegal drugs including rolling papers, vape pens, oils, dabs, pipes, clips, lighters, jewelry, and hypodermic needles. Possession of paraphernalia while at school, at any school-related activity or event, or while traveling to or from a school related activity or event is a violation of this rule and is prohibited.

Fighting (Bruising, Assault, or Battery)
This includes those instances in which harmful or offensive contact occurs with another person or the apprehension that harmful or offensive contact with another person will occur.

Pushing and Shoving (Fighting)
Pushing and shoving constitutes fighting and includes those instances in which a verbal confrontation moves to the level of pushing and shoving.

Fight Instigation
Fight instigation includes those instances in which a student or students motivate, encourage, plan, continue, or fail to stop fighting. This includes recording, planning or posting a fight or altercation.

Forgery/Deception
Forgery is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

Gambling
Gambling is playing any game in which money or items of value can be won or lost. Gambling is not permitted on school premises.

Gang-Related Activities/Behavior
Gang Involvement or gang-related activities is strictly prohibited. No student on or near school property or at any school activity may: show, wear, possess, use, display or sell any clothing, jewelry, emblem, image, symbol, signing, or other things that may

be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in the student's notebook or other personal possession while on school grounds or at a school related activity. No student may commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. No student shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for memberships in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school policies; inciting other students to act with physical violence upon any other person.

Harassment: Sexual, Ethnic, Racial, Gender, or Religious
Sexual Harassment is prohibited*:*

- Sexual harassment consists of but not limited to: unwelcome sexual advances, verbal harassment or abuse, requests for sexual favors, pressure for sexual activity, unwelcome touching, repeated remarks to a person with sexual demeaning implications, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any student to another student, or when made by a student to an employee. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.
- Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee/student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome.
- Using social media as a medium to harass or intimidate others.

Ethnic, racial, gender, or religious harassment is prohibited and may include but is not limited to:

- Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the school; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school.
- Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.

- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

Student and Employee Responsibility
Anyone who believes that a violation of the School's Harassment Policy has occurred is encouraged and has the responsibility to address and/or report the alleged violation immediately in a manner consistent with
school guidelines.

It is sexual harassment for a non-administrative, non-supervisory employee or a student to subject another such employee or student to any unwelcome conduct of a sexual nature. Employees or students who engage in such conduct shall be subject to disciplinary actions prescribed by Board Policy or the Student Due Process procedures.

Harassment Complaint Procedures
Harassment of any kind is unacceptable and will not be tolerated. Harassment incidents should be immediately reported to a building administrator and the human resource office with a full report of the incident.

Hazing
Hazing occurs when any person knowingly requires the performance of an act by a student or the acquiescence to an act for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students.

False Reporting
Any person who knowingly files false charges against an employee or a student in an attempt to unjustly penalize, demean, harass, abuse or embarrass that individual shall be subject to disciplinary actions consistent with Board policy.

Inappropriate Language or Gestures Directed Toward Staff
Such behaviors and actions directed toward staff members that are reasonably considered profane, vulgar, lewd, or obscene are prohibited. A student will not verbally direct profanity, electronically or through written words, photographs, or drawings towards any school personnel or adult volunteer, nor insult any school personnel/volunteer using or producing obscene gestures in any manner no exceptions.

Insubordination
Such behaviors include those by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to: leaving a classroom without permission, arguing with a staff member, or obstructing a staff member in the performance of their duties.

Libel and/or Slander
These are different but similar forms of defamation. **Libel** consists of printed communication whereas slander consists of oral communication. The actions of **Libel** and/or **Slander** consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury to his or her person, occupation, or business. Libel and slander are prohibited. Consequences? Parents who do this?

Loitering
Loitering, gaping, cheering, or obstructing the vicinity of a fight is prohibited.

Missed Detention
This is a situation in which a student deliberately fails to serve an assigned detention from administration.

Obscenity
Obscenity includes those items or behaviors that an average person, when viewing the material or behavior as a whole and applying community standards for children of a relevant age, would find depicts or describes conduct in an offensive way, appeals to prurient interests, pornography, lewd pictures, sexting, and lacks serious literary, artistic, political, or scientific value. Behaviors considered obscene are prohibited.

Public Displays of Affection (PDA)
Public displays of Affection are not appropriate for the school environment.

Students should not, under any circumstance, while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draw undue attention to themselves. The faculty and administration feel that such behavior is inappropriate and creates a poor image of our student body.

***School is an inappropriate environment for affectionate gestures* other than the holding of hands**. If the administration or faculty feels the situation warrants, students who persist in such conduct will be disciplined.

Tardiness/Individual Class Absences
Any student not present in his/her assigned class by the start of the school day or within the first 5 minutes of the class period is considered tardy. Students arriving late to first period will be counted tardy or absent for that period. If first hour tardiness are chronic, disciplinary actions will be taken. A student who arrives to class after 10 minutes is counted absent. A student's tardy offenses will accumulate throughout each semester. A student who has more than three cumulative tardiness in a grading period will be disqualified from perfect attendance awards.

(Destruction of Property) Vandalism/Theft: <u>Misdemeanor</u> Vandalism/Robbery/Theft
The above includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of less than $300 are considered misdemeanor vandalism.

<u>Unlawful Activity Potentially Resulting in Immediate Expulsion</u>
A limited number of offenses constitute the basis for expelling a student, as provided by Indiana law, IC 20-33-8-14. The school principal, finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner, even though unaccomplished, in the commission of any of the following offenses, or misconduct or disobedience in accordance with IC 20-33-8-14, will submit a recommendation to the superintendent of schools that the student be expelled from school attendance. The principal will immediately notify the police when a criminal offense in this category is committed.
1. Drugs.
A student will not possess, use, offer to buy or sell, purport to see and/or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.
2. **Dangerous Weapons**
A student shall not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include, but are not limited to:
a***. Firearms*** – A student shall not possess, handle, transmit, conceal, nor use a firearm. Students violating the firearms prohibition shall be expelled for one calendar year.
b. ***Knife*** – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives shall be expelled for one calendar year.
c. **Tasers and/or Pepper Spray** A student shall not possess, handle, transmit, conceal, nor use a taser or pepper spray. Students violating the prohibition against tasers, or pepper spray shall be expelled for one calendar year.

3. Drugs/Alcohol
Selling, purchasing, possessing, consuming or distributing alcohol, illegal drugs, or controlled substances is prohibited. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited – including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for someone else is prohibited. The possession of lookalike drugs or the intention to do any of the aforementioned on school property or at any school-

related activity or event, or while traveling to or from school or any school-related activity or event, is a violation of this rule and is prohibited.

4. False Fire Alarm or Bomb Report/Tampering with Fire Alarm System

Unless an emergency exists, a student will not willfully sound a fire alarm or cause to be communicated that a bomb is located in a building owned by CASB. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, nor otherwise tamper with a fire alarm system in a school building.

5. Extortion. A student will not make another person do any act against his will by force, nor threat of force, expressed, nor implied.

6. **Indictment**. If an indictment of juvenile warrant is issued for a student, the principal will, upon notification of that indictment warrant, recommend to the superintendent that the student be expelled.

7. **Misconduct**. Misconduct or disobedience in accordance with Indiana Code 20-33-8-14.

8. Robbery/Theft. A student will not take or attempt to take from another person any property by force or threat of force, expressed or implied.

9. **Shooting/Bomb Threats**. A student will not create a scenario of shooting the school or create a bomb threat toward the school. This includes threats made via social media, in-person threats, implied threats or actions deemed threatening or unsafe.

10. Sexual Misconduct, Assault, Intercourse, Rape

Sexual misconduct, sexting, assault, intercourse and rape is prohibited. A student will not sexually attack or abuse anyone. Sexual Misconduct toward a student, staff and yourself in any fashion is prohibited. A student will not engage in conduct which would appear to the ordinary observer to be sexual misconduct, sexual exposure or masturbation. Included in sexual misconduct are actions involving minor touching of a sexual nature, with or without consent of the other party.

11. Starting a Fire/Pulling Fire Alarm. A student will not willfully by means of fire to cause harm to property or any person nor participate in the burning of property nor any person. Any fines and or damage caused by said actions will be assessed to the student.

12. Threat Against or Attack on a Staff Member

Threatening a staff member includes but is not limited to any aggressive or negative gestures, or written, verbal, or physical behavior that places a staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any staff member in such a way as to disrupt or interfere with the school and the school environment. Such behavior is prohibited.

12. Tobacco Products

Possession or use of tobacco products is prohibited. Specifically, the use or possession of tobacco by students at school or at any school-related activity or event, or while traveling to or from school

or any school-related activity or event is prohibited. Tobacco products include cigarettes, e-cigarettes, vape, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, pouch, shredded, ground, powdered, compressed, or leaf tobacco.

14. (Destruction of Property) Vandalism/Theft: <u>Felony</u> Vandalism/Robbery/Theft

The above includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of more than $300 are considered **felony vandalism**.

15. Weapons/Explosive Devices

No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices under this rule:

1) any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2) any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 2 ounces;
3) any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce;
4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled;
5) any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of the items described above;
6) any knife, taser, electronic stun gun, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
7) bullets or gun ammunition of any kind.

Parent/Guardian Tips:
A strong foundation for learning begins at home. This foundation is then supported through an academic venue. Career Academy wants to assist parents in their student's educational journey through school and help make learning and school an enjoyable and rewarding endeavor.

To help assure your student's success and educational progress at Career Academy please read below:

- Know your student's class schedule and teachers.
- Communicate with the school/teachers about your concerns or compliments. Schedule a meeting to address concerns prior to parent teacher conferences.
- Form a partnership with teachers to work together for the best interest of your student.
- Talk with your student about school activities. Show an active interest in report cards and the daily progress of your student.
- **Check student academic progress using the online PowerSchool parent portal.**
- Know your student's social group of friends. Encourage and guide wholesome friendships, interests and activities.
- Safeguard the physical and mental health of your child. Be responsible for periodic health examinations.
- Read the CASB Student Handbook to become familiar with the procedures and expectations at CASB. Understand and comply with the rules of the school concerning student conduct and support the school when disciplinary action is administered.
- Teach and require your student to have respect for the law, for authority, for the rights of others, and for private and public property.
- Prompt and regular school attendance is required by state law.
- Arrange for a time and location at home where homework assignments can be completed, supervise your student, and check completed work.
- **Become an active part of Career Academy**:
    - Volunteer
    - PTO/PTA
    - Attend school activities/events

- Communicate regularly with teachers, counselors, or administrators
- Serve on school committees

CASB Student Handbook Agreement

Academic School Year: 2023-2024

CASB Student Name

_____

The Career Academy South Bend is a tuition free public charter school. The school was designed to provide an optimal education for all attending students. The Career Academy staff will provide the best possible educational programs for all students. This agreement is provided to ensure that all students and parents understand the importance of this opportunity and agree to model the behaviors outlined in this student handbook.

Please review the CASB student handbook with your child. His/her teacher has discussed parts of the handbook. The policies and regulations the handbook references are an integral part of the daily student life at CASB in supporting a safe, respectful and secure learning environment.

As the parent(s) or guardian(s) of_____ (student name), we have read and discussed the Code of Conduct and Acceptable Technology Use procedures with our child. We understand that the policies and regulations they reference apply to all students at all times on all school property, including in school buildings and on school grounds, in school vehicles; and at all school related activities including but not limited to school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

We understand the expectations rights, responsibilities and guidelines outlined within and understand it is our responsibility to communicate to our child the importance of meeting the student expectations set forth by CASB and using the technology resources responsibly.

I UNDERSTAND THAT IN THE EVENT THE RULES/EXPECTATIONS ARE NOT FOLLOWED AND ISSUES WITH THE ABOVE-NAMED STUDENT BECOME CHRONIC, DISCIPLNARY ACTIONS WILL BE USED BY CASB ADMINISTRATION.

Failure to sign and return this form does not excuse a student's accountability for his/her actions.

Parent/Guardian Signature:

_____

Date _____

Parent/Guardian Signature

_____

Date _____

Student Signature

_____

Date _____

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