

# Student Handbook



2023-2024

*MEMBER SCHOOLS:*





Dear Student,

Welcome to Blue River Career Programs! We are glad you are here and that you are ready to make this a positive educational experience.

As a BRCP student you have many advantages at your disposal. You will be learning in a hands on environment with instructors that not only are helping direct you in the learning process, but have experiences that they have gained “on the job”. These instructors serve as advisors in various student organizations that will allow you to compete in regional, state, and national contests for awards and scholarships. I encourage you to participate in the events that will allow you to demonstrate what you have learned in your technical program. I also encourage you to take advantage of dual college credit opportunities offered in most of our programs. This will allow you to be ahead of the game in your college or future studies.

Finally, I want to remind you to enjoy learning. You are nearing the end of your high school career. We hope the memories you make during your time at BRCP will be the best as you continue to learn and work after your graduation from high school. We are committed to help you be prepared for lifelong learning and encourage you to do your part to gain the technical skills you will need to be successful in today’s and tomorrow’s world.

Have a great year!

A handwritten signature in black ink that reads "Steve Shaw". The signature is written in a cursive style with a large, stylized 'S' and 'A'.

Steve Shaw, Director  
Blue River Career Programs

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>SECTION 1: General Information.....</b>            | <b>1</b>  |
| Blue River Career Programs Description .....          | 1         |
| Mission Statement.....                                | 1         |
| Forward .....   | 1         |
| Equal Opportunity.....                                | 1         |
| BRCP Contact Information.....                         | 2         |
| BRCP Office Administration Information.....           | 2         |
| BRCP Faculty Information .....                        | 2         |
| BRCP School Calendar.....                             | 4         |
| BRCP School Day .....                                 | 5         |
| Emergency Closings and Delays .....                   | 5         |
| Notice for Directory Information.....                 | 5         |
| Student Notification of Rights under FERPA.....       | 6         |
| Student Responsibility .....                          | 7         |
| Problem Resolution.....                               | 7         |
| Medical Policy .....                                  | 8         |
| Safety and Security .....                             | 8         |
| Use of School Equipment and Facilities.....           | 9         |
| Technology and Internet Acceptable Use Policy.....    | 9         |
| Pest Control and Use of Pesticides .....              | 13        |
| Control of Casual Contact Communicable Diseases ..... | 13        |
| <b>SECTION 2: Academics .....</b>                     | <b>14</b> |
| BRCP Course Catalog .....                             | 14        |
| BRCP Grading Scale .....                              | 23        |
| Plagiarism and Academic Cheating .....                | 24        |
| Dual Credit and Industry Certifications .....         | 24        |
| Awards .....  | 25        |
| <b>SECTION 3: Student Activities .....</b>            | <b>25</b> |

|  |           |
|--|-----------|
| Field Trips .....  | 25        |
| School Sponsored Organizations and NTH Society .....           | 27        |
| Student and Program Fundraising.....                           | 28        |
| <b>SECTION 4: Student Attendance .....</b>                     | <b>28</b> |
| Student Attendance Requirements.....                           | 28        |
| Exempt Absences.....   | 29        |
| Excused Absences.....  | 29        |
| Unexcused Absences .....                                       | 30        |
| Truancy .....  | 30        |
| Tardiness.....   | 31        |
| Permission to Leave.....                                       | 31        |
| Displaced Student .....  | 32        |
| <b>SECTION 5: Student Conduct .....</b>                        | <b>32</b> |
| Student Behavior Standards.....                                | 32        |
| Disruptive Student Conduct.....                                | 32        |
| Bullying Policy .....  | 32        |
| Harassment.....  | 33        |
| Criminal Organizations and Criminal Organization Activity..... | 34        |
| Acts Against the Law.....                                      | 35        |
| Use of Knives in Class Programs .....                          | 35        |
| Search and Seizure.....  | 36        |
| Dress and Grooming.....  | 36        |
| Code of Conduct .....  | 37        |
| Guidelines for Discipline Infractions.....                     | 40        |
| BRCP Administrative Conduct and Discipline Chart.....          | 41        |
| <b>SECTION 6: Transportation .....</b>                         | <b>42</b> |
| Bus Transportation.....  | 42        |
| Driving/Parking Regulations .....                              | 42        |
| <b>Student/Parent Signature of Handbook Policies.....</b>      | <b>43</b> |

## **SECTION I: General Information**

### **Blue River Career Programs Description**

Blue River Career Programs (BRCP) is the career and technical education (CTE) provider for the high schools in Shelby County. BRCP provides technical skill training and career exploration opportunities for students from all five (5) Shelby County high schools. Students attend the career programs for two to three hours per day and attend classes at their high school for the remainder of the day. Most of the programs at BRCP offer six (6) credits per year, including the elective selection for both Academic Honors and Technical Honors diplomas, Core 40 Diplomas or General Diplomas. Any Student may participate in a Career and Technical Education (CTE) program regardless of his or her plans after high school. Most programs have articulation agreements with colleges and universities that allow students to receive college credit for successfully completing their course.

### **Mission Statement**

The mission of Blue River Career Programs is to prepare people of all ages for global competition and to enrich the quality of life by pledging superior, innovative education and training opportunities developed through the forward-thinking and collaborative efforts of area schools, communities, business and industry.

### **Forward**

The student handbook was designed to answer many commonly asked questions that a new student and parent could have during the school year here at BRCP. The handbook also provides specific governing board policies and guidelines. Please take the time to become familiar with this handbook. If you have a question not addressed in the handbook, please schedule an appointment with the Career Center Director, Steve Shaw or Student Services Coordinator, Angie Stieneker. This student handbook replaces all prior handbooks and reflects the current status of the governing board policies and school rules as of July 2016. If any of the policies of administrative guidelines referenced within this handbook are revised after July 2016, the most current policy or administrative guidelines prevails. Copies of the most current governing board policies and administrative guidelines are available on BRCP's website at [www.brcp.net](http://www.brcp.net).

### **Equal Opportunity**

Blue River Career Programs has a policy of providing equal opportunity. This policy not to discriminate extends to employment by the corporation. The BRCP Governing Board does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs, and activities, including employment opportunities. For further information, clarification, or inquiries regarding the nondiscrimination policies of the Corporation please contact the Blue River Career Programs' Director who has been designated by the Corporation as the Civil Rights Compliance Officer who is responsible for Title IX (sex), Section 504 (handicapped), and Americans with Disabilities Act (ADA) compliance. The Director's office is located at 801 St Joseph Street, Shelbyville, IN 46176. The telephone number is 317.392.4191 ext. 1101.

## **Contact Information Blue River Career Programs**

**School information:**  
317.392.4191 phone  
317.392.5741 fax

**801 St. Joseph Street**  
Shelbyville, IN 46176  
[www.brcp.net](http://www.brcp.net) web

---

### **BRCP Office Administration**

#### **BRCP Director**

Steve Shaw  
317.392.4191 ext. 1101  
sshaw@brcp.k12.in.us

#### **Student Services Coordinator**

Angie Stieneker  
317.392.4191 ext. 1108  
astieneker@brcp.k12.in.us

#### **Corporation Treasurer**

Sandy Hensley  
317.392.4191 ext. 1104  
shensley@brcp.k12.in.us

#### **BRCP Administrative Assistant**

Kristen Kile  
317.392.4191 ext. 1100  
kkile@brcp.k12.in.us

---

**Report an Absence:**

**Phone:** 317.392.4191 (press 3)

**Fax:** 317.392.5741

*Please report an absence before 9 a.m. the morning of the absence. Thank you*

---

### **BRCP Faculty**

#### **Auto Collision Repair**

Carl Walton, Room 120  
317.392.4191 ext. 1111  
cwalton@brcp.k12.in.us

#### **Automotive Technology**

Jim Cottongim, Room 114  
317.392.4191 ext. 1110  
jcottongim@brcp.k12.in.us

#### **Construction Trades**

Dan Bramell, Room 140  
317.392.4191 ext. 1140  
dbramell@brcp.k12.in.us

#### **Criminal Justice**

Tara Briggs, Room 135  
317.392.4191 ext. 1112  
tbriggs@brcp.k12.in.us

#### **Culinary Arts**

Warren Bernstein, Room 124  
317.392.4191 ext. 1124  
wbernstein@brcp.k12.in.us

#### **Diesel Services**

Matthias Ellis, Room 115  
317.392.4191 ext. 1115  
mellis@brcp.k12.in.us

**Fire & Rescue**

Doug Lutes, Room 130  
317.392.4191 ext. 1118  
dlutes@brcp.k12.in.us

**Health Sciences, yr. 2**

Tanya Abell, Room 133  
317.392.4191 ext. 1109  
tabell@brcp.k12.in.us

**Welding Technology**

Daulton Bousum, Room 144  
317.392.4191 ext. 1120  
dbousum@brcp.k12.in.us

**Health Sciences, yr. 1**

Cierra Harvey, Room 121  
317.392.4191 ext. 1113  
charvey@brcp.k12.in.us

**Human & Social Services**

Olivia Piersall, Room 111  
317.392.4191 ext. 1128  
opiersall@brcp.k12.in.us

**Work Based Learning**

Ray Schebler, Room 122  
317.392.4191 ext. 1122  
rschebler@brcp.k12.in.us





# 2023-2024 School Calendar

Board Approved

2/16/23

| August 2023 |    |    |    |    |     |    |
|-------------|----|----|----|----|-----|----|
| SU          | MO | TU | WE | TH | FRI | SA |
|             | 31 | 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 |     |    |

| September 2023 |    |    |    |    |     |    |
|----------------|----|----|----|----|-----|----|
| SU             | MO | TU | WE | TH | FRI | SA |
|                |    |    |    |    | 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 |

| October 2023 |    |    |    |    |     |    |
|--------------|----|----|----|----|-----|----|
| SU           | MO | TU | WE | TH | FRI | SA |
| 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 |    |    |     |    |

| November 2023 |    |    |    |    |     |    |
|---------------|----|----|----|----|-----|----|
| SU            | MO | TU | WE | TH | FRI | SA |
|               |    |    | 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 |     |    |

| December 2023 |    |    |    |    |     |    |
|---------------|----|----|----|----|-----|----|
| SU            | MO | TU | WE | TH | FRI | SA |
|               |    |    |    |    | 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            |    |    |    |    |     |    |

|                  |   |
|------------------|---|
| <b>August</b>    | 7 Teacher Organization Day<br>8 Teacher Organization Day<br>9 First Day for Students  |
| <b>September</b> | 4 Labor Day—No School   |
| <b>October</b>   | 5 End of 1 <sup>st</sup> 9 weeks (41 days)<br>5 Parent/Teacher Conf. (4:30-8:00pm)<br>6 Parent/Teacher Conf. (8am-noon)<br>No Students<br>9-13 Fall Break—No School |
| <b>November</b>  | 22-24 Thanksgiving Break—No School  |
| <b>December</b>  | 21 End of 2 <sup>nd</sup> 9 weeks (46 days)<br>22 Teacher Records Day—No Students<br>(Possible Make up Day)<br>25-Jan 5 Winter Break—No School                      |
| <b>January</b>   | 8 Classes Resume<br>15 Martin Luther King Day—No School<br>(Possible make up day)   |
| <b>February</b>  | 19 Presidents Day—No School<br>(Possible make up day)   |
| <b>March</b>     | 8 End of 3 <sup>rd</sup> 9 weeks (43 days)<br>15 No School (Possible make up day)<br>18-22 Spring Break—No School<br>29 No School (Possible make up day)            |
| <b>May</b>       | 27 Memorial Day—No School<br>29 End of 4 <sup>th</sup> 9 weeks (50 days)<br>30 Teacher Records Day—No Students<br>(Possible make up day)                            |

|                 | 1st Semester | 2nd Semester | Total |
|-----------------|--------------|--------------|-------|
| Student Days    | 87           | 93           | 180   |
| Instructor Days | 91           | 94           | 185   |

|   |
|---|
| <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> No School                     |
| <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Parent Teacher Conf.          |
| <span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> First Student Days            |
| <span style="background-color: #FFA07A; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Teacher Days – no students    |
| <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> No school – Poss. make up day |

Possible Snow Make-up Days: Friday, December 22; Monday, January 15; Monday, February 19; Friday, March 15th; Friday, March 29; Thursday, May 30. State law requires that the school days lost because of emergency cancellations be made up if the total number of student school days does not equal the minimum 180 days. It may be necessary to add extra days to the end of the calendar, starting on Friday, May 31.

| January 2024 |    |    |    |    |     |    |
|--------------|----|----|----|----|-----|----|
| SU           | MO | TU | WE | TH | FRI | SA |
|              | 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 |    |     |    |

| February 2024 |    |    |    |    |     |    |
|---------------|----|----|----|----|-----|----|
| SU            | MO | TU | WE | TH | FRI | SA |
|               |    |    |    | 1  | 2   | 3  |
| 4             | 5  | 6  | 7  | 8  | 9   | 10 |
| 11            | 12 | 13 | 14 | 15 | 16  | 17 |
| 18            | 19 | 20 | 21 | 22 | 23  | 24 |
| 25            | 26 | 27 | 28 | 29 |     |    |

| March 2024 |    |    |    |    |     |    |
|------------|----|----|----|----|-----|----|
| SU         | MO | TU | WE | TH | FRI | SA |
|            |    |    |    |    | 1   | 2  |
| 3          | 4  | 5  | 6  | 7  | 8   | 9  |
| 10         | 11 | 12 | 13 | 14 | 15  | 16 |
| 17         | 18 | 19 | 20 | 21 | 22  | 23 |
| 24         | 25 | 26 | 27 | 28 | 29  | 30 |
| 31         |    |    |    |    |     |    |

| April 2024 |    |    |    |    |     |    |
|------------|----|----|----|----|-----|----|
| SU         | MO | TU | WE | TH | FRI | SA |
|            | 1  | 2  | 3  | 4  | 5   | 6  |
| 7          | 8  | 9  | 10 | 11 | 12  | 13 |
| 14         | 15 | 16 | 17 | 18 | 19  | 20 |
| 21         | 22 | 23 | 24 | 25 | 26  | 27 |
| 28         | 29 | 30 |    |    |     |    |

| May 2024 |    |    |    |    |     |    |
|----------|----|----|----|----|-----|----|
| SU       | MO | TU | WE | TH | FRI | SA |
|          |    |    | 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  |    |



## **School Day**

### **Morning Session**

|                        |                         |
|------------------------|-------------------------|
| 8:00 a.m.              | School and Office Opens |
| 8:15 a.m. – 11:15 a.m. | Morning Class Session   |

### **Lunch**

|                         |                             |
|-------------------------|-----------------------------|
| 11:20 a.m. – 11:50 a.m. | Teacher's Lunch/Office Open |
|-------------------------|-----------------------------|

### **Afternoon Session**

|                        |                         |
|------------------------|-------------------------|
| 12:30 p.m. – 3:30 p.m. | Afternoon Class Session |
| 3:30 p.m.              | School Closed           |
| 4:00 p.m.              | BRCP Office Closed      |

## **Emergency Closings and Delays**

Blue River Career Programs (BRCP) will follow Shelbyville Central Schools for all closing and opening delays due to inclement weather or other conditions as the schools are close in proximity. The Shelbyville Central School's administration will notify the following television stations:

WISH TV- Channel 8  
WTHR- Channel 13

Students should always follow their home/sending school schedule concerning delays and closings unless your home/sending school is open and BRCP is closed or on a delay.

## **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Blue River Career Programs, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Blue River Career Programs may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Blue River Career Programs to include this type of information from your child's education records in certain school publications. Examples include:

- The annual National Career & Technical Education Week tabloid
- BRCP newsletters
- BRCP Website and Social Media Sites
- BRCP brochures and flyers
- Honor roll or other recognition lists
- Graduation/Awards Programs

- Participation in CTE Student Organization activities and events

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Blue River Career Programs to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first two (2) weeks of the start of school. Blue River Career Programs has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **Student Notification of Rights under FERPA** for ELEMENTARY and SECONDARY Schools

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

1. The right to inspect and review the student's education records within forty five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the Director of Blue River Career Programs (BRCP), or designee, a written request that identifies the record(s) they wish to inspect. The Director, or designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted or a parent or student serving on an official committee, such as a disciplinary or school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Student Responsibility**

BRCP expects students to arrive to the career center ready to learn. It is the Student's responsibility to be present on time and prepared to participate in their BRCP courses. If a problem arises and students are not able to meet these expectations, the student should contact the BRCP student service coordinator and/or their home school guidance counselor.

### **Problem Resolution**

When a difficulty arises between the student or parent and a teacher, the following procedure should be followed:

When experiencing differences between the home and school, students and/or parents are strongly encouraged to contact the teacher to discuss the situation. Discussion at this level should take place to make sure all parties understand the situation and see the other person's point of view. This reflects the intent of the school board and shows that a conference was conducted to attempt to resolve the problem.

If the difficulty is not resolved with the teacher or staff, the student and/or parent should then contact the student services coordinator at BRCP.

If this step does not resolve the problem, the student and/or parent should contact the Director of BRCP.

If the difficulty is still not resolved, the student and/or parent should ask the Director of BRCP to be placed on the agenda of the next school board meeting.

Additionally, a grievance procedure is available to students who believe they have reason for complaint in regards to actions or lack thereof on the part of Blue River Career Programs' employees. The procedure may be found as part of Public Law 29-318. To file a grievance or for information on how to file a grievance, contact the Blue River Career Programs' Director.

### **Medical Policy**

Blue River Career Programs shall not be responsible for the diagnosis and treatment of student illness.

School personnel are not to dispense medication to students unless prior parent permission is filed with the Blue River Career Programs' office. This includes prescription and non-prescription (over-the-counter) medicines. If necessary, prescription medicines may be brought to school if they are in the original container and if they are left in the possession of Blue River Career Programs' office or administrative personnel. This medication must be labeled with the date, the prescription; the student's name; and the exact dosage to be administered. A form to file for permission to use medicine is available in the office of Blue River Career Programs.

Parents, legal guardians, or students authorized in writing by the physician and parents/legal guardian may administer medication or treatment. Students who require administration of an emergency medication may have such medication, identified as aforementioned, stored in the main office and administered in accord with this policy.

### **Safety and Security**

BRCP is very concerned about the safety of our students, faculty and staff. The school follows the following procedures for safety:

1. All visitors must enter through front office.
2. All visitors must sign in and out with front office desk. Unless conducting official business, personal visits should be scheduled before or after classroom session time.
3. BRCP staff members are expected to question people in the building they do not recognize.
4. Students and staff are to report suspicious activity immediately.
5. Outside doors except for the front entry way are locked during the school day.
6. Students, faculty and staff are not allowed to let individuals into BRCP.
7. Students cannot bring visitors to school unless approved in advanced.
8. BRCP administration will use video surveillance and electronic monitoring in order to protect school property, promote security, and safety of all parties within.

## **Use of School Equipment and Facilities**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the BRCP Director to use any other school equipment or facility outside of the classroom environment. Many BRCP programs use tools that can cause injury to students. Programs at BRCP will have class meetings and lectures on tool safety. Instructors will wait to have students use equipment until after safety sessions and lectures are completed. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## **Technology and Internet Acceptable Use Policy**

### **Distribution of Accounts**

The most important prerequisite for someone to receive an Internet account and/or have access to the Internet is that he/she take full responsibility for his/her own actions. All terms and conditions as stated in this document are applicable to any user accessing the Internet through any resources provided by BRCP. Prior to access, all users must sign the On-Line Access Contract and agree to abide by its provisions. System administrators have the right to suspend or terminate an account for inappropriate use as defined in this document. System administrators may also close an account anytime as required for administrative or technical reasons.

### **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary action. All users who receive an account will be instructed by a BRCP faculty member about the proper use of the network. All users are expected to exercise common sense and good judgment. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. System administrators may, in conjunction with the building administrators, deny, close, revoke, or suspend a user account at any time. With just cause, any member of the BRCP educational community may request system administrators to deny, revoke, or suspend specific use accounts. In order to ensure adherence to the BRCP Internet Acceptable Use Policy, teachers and administrators reserve the right to monitor all activity on the system and to inspect any files, including mail stored on the system. **Privacy is not guaranteed.**

### **Use of the system**

Users agree not to violate any of the following:

1. Accessing, uploading, downloading, or distributing defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials;
2. Transmitting material that are defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal;
3. Violating any local, state, or federal statute, rule, regulation, code, ordinance, or other authority;

4. Vandalizing, damaging, or disabling the property of another person, organization, or the school;
5. Accessing another person's materials, information, or files without the direct written permission of that person;
6. Violating copyright or otherwise using another person's intellectual property without his or her prior written approval or proper citation.
7. Violating any district code of conduct.
8. Accessing the network by using another person's password.

### **Unacceptable Use**

Those accessing the Internet through BRCP network must also abide by the following:

1. Do not be abusive in messages to others. Do not swear, use vulgarities, or any other inappropriate language.
2. Do not use the network in such a way that would disrupt the use of the network by other users; this includes sending "chain letters."
3. Do not vandalize, damage or disable the property of another person or organization.
4. Do not reveal your personal address or phone number, nor those of your colleagues or students.
5. Do not use the network for commercial activities, product advertisement, or political lobbying.
6. Do not commit the School Corporation to any unauthorized financial obligation.
7. Do not respond to unsolicited on-line contacts. If such contact persists, report it to your system administrator.

This list is not inclusive. The BRCP administration will periodically review for revision and updates, and make recommendations to the Board for policy changes.

### **Security**

Security on our network is a high priority. Attempts to log onto the system using another member's account or as a system administrator will result in the suspension or termination of the violator's account and/or access. Users should immediately notify the system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained access to their account and has abused their access privileges. Anyone identifying a security problem on the network should notify the system administrator. Any user identified as a security risk or having a history of problem with other computer systems may be denied access to the Internet and/or network.

### **Network Etiquette/Online Conduct**

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal your personal address or phone numbers of students or colleagues.

5. Electronic mail (E-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that would disrupt the use of the network by other users.

*Students utilizing school provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school.*

## **Vandalism**

Vandalism is defined as may attempt to harm or destroy data. Vandalism will result in cancellation of privileges. Vandalism includes but is not limited to:

1. Any attempt to harm or destroy data of another user;
2. Any attempt to harm or destroy data on any Internet server;
3. Any intentional uploading, downloading or creation of computer viruses.

## **Federal Copyright Law (96-517 Section 7[B])**

Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed, or reproduced, without the expressed permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software. For the purpose of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

In brief, the copyright law says that the user may:

1. Make one archival or back up copy of a copyrighted program;
2. Adapt a copyrighted program from one language to another in which it is not already commercially available;
3. Add features to a copyrighted program in order to make better use of the program;
4. Adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, a user may not:

1. Make multiple copies of a copyrighted program, even for use within a single school;
2. Make replacement copies from an archival or back up copy;
3. Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or given away to other users.
4. Sell a locally produced adaptation of a copyrighted program;
5. Make multiple copies of an adaptation of a copyrighted program even for the use within a single school;
6. Make and use printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.

Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000.00 and prison of up to five years.

## **Parent/Guardian Responsibilities**



The educational value of student Internet access is the joint responsibility of students, parents and faculty of BRCP. Parents/guardians are required to sign the On-Line Access Contract prior to student use. While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Also, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. Parents/guardians have the option of requesting alternative activities for their children that do not require Internet use.

### **Consequences**

In addition to revoking a user's account for inappropriate use, school discipline procedures may apply in certain situations.

1. All users of BRCP computer facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. Use of unauthorized copies of any software on computers belonging to the school is prohibited.
3. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
4. Unauthorized persons may not use equipment, software, security passwords or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
5. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.

Any violation of the above policies will be viewed as destruction of school property. Using another student's data as one's own is considered cheating. Consequences may include:

- Detention
- In School Suspension
- Denial of access to computers
- Out of school suspension or expulsion

### **BRCP Disclaimer**

BRCP makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or any users' errors or omissions. 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, or quality of information gathered through school- provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet. BRCP makes the complete Internet policy and procedures

available on request for review by all parents, guardians, and other member of the community. This policy and all its provisions are subordinate to local, state, and federal statutes.

## **Pest Control and Use of Pesticides**

BRCP is committed to providing a safe environment for our students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

BRCP will:

- A. maintain a registry of parents and/or guardians who want to receive advance notice of all pesticide use, and provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into the school;
- B. provide notice of planned pesticide applications to parents and/or guardians who have requested advance notice;
- C. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these records available to anyone for inspection and copying upon request.

BRCP will provide notice to those in the registry at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible. The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of BRCP.

**To be placed on the Pest Control and Use of Pesticides Inform List, parents and/or guardians need to email or call BRCP Director Steve Shaw at [sshaw@brcp.k12.in.us](mailto:sshaw@brcp.k12.in.us) or 317.392.4191.**

## **Control of Casual Contact Communicable Diseases**

The BRCP Governing Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient school operation.

“Casual contact communicable disease” is any disease so designated by the Indiana Department of Health, including COVID-19.

In order to protect the health and safety of all students, staff and the community at large, the BRCP administration shall follow all state statutes and Health Department regulations which pertain to immunization and other means for controlling casual contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual contact communicable disease, the Director will isolate the student in the building and contact the parents/guardians. Protocols established by the Shelby County Health Department will be followed.

## **SECTION II: Academics**

### **Blue River Career Programs Course Catalog**

#### **NLPS Automotive Collision Repair:**

##### **Principles of Collision Repair (Year 1 of program)**

DOE code: 7215

Credits: 1 per semester (2 per year)

##### **Brief Course Description:**

Principles of Collision Repair provides students an overview of the operating, electrical, and general maintenance systems of the modern automobile. Students will be introduced to the safety and operation of equipment and tools used in the automotive collision industry. Students will study the basics of collision repair, along with learning to perform basic service and maintenance, including the car's starting and charging system.

##### **Automotive Body Repair (Year 1 of program)**

DOE code: 7204

Credits: 1 per semester (2 per year)

##### **Brief Course Description:**

Automotive Body Repair provides students with an understanding of the materials, measuring, welding, and information resources applicable to collision repair. Students will study steel and aluminum dent repair, including the welding practices commonly performed within an automotive repair environment. Students will gain basic skills and knowledge in oxy-fuel welding, cutting, brazing and plasma cutting, gas metal arc welding, squeeze type resistance welding, exterior panel welding and I-CAR welding test preparation. Students will also learn the installation of moldings, ornaments, and fasteners with emphasis on sheet metal analysis and safety.

##### **Plastic Body Repair and Painting Fundamentals (Year 1 of program)**

DOE code: 7206

Credits: 1 per semester (2 per year)

##### **Brief Course Description:**

Plastic Body Repair and Paint Fundamentals introduces the types of fiberglass and plastic materials used in auto body repair and considerations for automotive painting. Students will explore methods for repairing fiberglass and plastic damage, like welding, reinforcing, repairing holes, and retexturing plastic. Students

will be asked to demonstrate the proper use of primers and sealers, spraying techniques, and an understanding of various paint finishes.

### **Auto Collision Repair Capstone (Year 2 of program)**

DOE code: 7380

Credits: 3 per semester (6 per year)

#### **Brief Course Description:**

This course further explores important skill sand competencies within the Automotive Body Technology Pathway. Topics such as Automotive Painting Technology, Collision Damage Appraising, and Fiberglass Plastics Repair are covered. Additionally, Co-op and internship opportunities may be available.

## **NLPS Automotive Services:**

### **Principles of Automotive Services (Year 1 of the program)**

DOE code: 7213

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course gives students an overview of the operating and general maintenance systems of the modern automobile. Students will be introduced to the safety and operation of equipment and tools used in the automotive industry. Students will study the maintenance and light repair of automotive systems. Also, this course gives students an overview of the electrical operating systems of the modern automobile. Students will be introduced to the safety and operation of equipment and tools used in the electrical diagnosis and repair in the automotive electrical industry. Students will study the fundamentals of electricity and automotive electronics.

### **Brake Systems (Year 1 of the program)**

DOE code: 7205

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course gives students an in-depth study of vehicle electrical systems. Students will study the fundamentals of electricity and automotive electronics in various automotive systems. Additionally, it teaches theory, service and repair of automotive braking systems. This course provides an overview of various mechanical brake systems used on today's automobiles. This course will emphasize professional diagnosis and repair methods for brake systems.

### **Steering and Suspension (Year 1 of the program)**

DOE code: 7212

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course will study driveline theory and in-car service procedures. Theory and overhaul procedures related to the driveshaft and axle assemblies for front and rear wheel drive vehicles are included as well. Additionally, this course teaches theory, service and repair of automotive steering and suspension systems. It provides an overview of various mechanical, power, and electrical steering and suspension systems used on today's automobiles and will emphasize professional diagnosis and repair methods for steering and suspension systems.

### **Automotive Service Capstone (Year 2 of the program)**

DOE code: 7375

Credits: 3 per semester (6 per year)

**Brief Course Description:**

This course further explores important skills and competencies within the Automotive Service Technology Pathway. Topics such as Steering & Suspension, Engine Repair, Climate Control, and Driveline Service are further explored. Additionally, co-op and internship opportunities may be available.

## **NLPS Construction Trades- Carpentry:**

### **Principles of Construction Trades (Year 1 of the program)**

DOE code: 7130

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Principles of Construction Trades prepares students with the basic skills needed to continue in a construction trade field. Topics will include an introduction to the types and uses for common hand and power tools, learn the types and basic terminology associated with construction drawings, and basic safety. Additionally, students will study the roles of individuals and companies within the construction industry and reinforce mathematical and communication skills necessary to be successful in the construction field.

### **Construction Trades: General Carpentry (Year 1 of the program)**

DOE code: 7123

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Construction Trades: General Carpentry builds upon the skills learned in the Principles of Construction Trades and examines the basics of framing. This includes studying the procedures for laying out and constructing floor systems, wall systems, ceiling joist and roof framing, and basic stair layout. Additionally, students will be introduced to building envelope systems.

### **Construction Trades: Framing and Finishing (Year 1 of the program)**

DOE code: 7122

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Construction Trades: Framing and Finishing prepares students with advanced framing skills along with interior and exterior finishing techniques. Topics include roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation and finishing, doors and door hardware, suspended ceilings, window, door, floor, and ceiling trim, and cabinet installation.

### **Construction Trades Capstone (Year 2 of the program)**

DOE code: 7242

Credits: 3 per semester (6 per year)

**Brief Course Description:**

This course covers the basics of electricity and working with concrete. Electrical topics include the National Electric Code, electrical safety, electrical circuits, basic electrical construction drawings, and residential electrical services. Students may also gain an understanding of concrete properties, foundations, slab-on-grades, and vertical and horizontal formwork. The course prepares students for the NCCER certifications.

## **NLPS Criminal Justice**

### **Principles of Criminal Justice (Year 1 of the program)**

DOE code: 7193

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Principles of Criminal Justice covers the purposes, functions, and history of the three primary parts of the criminal justice system: law enforcement, courts, and corrections. This course further explores the interrelationships and responsibilities of these three primary elements of the criminal justice system.

**Law Enforcement Fundamentals (Year 1 of the program)**

DOE code: 7191

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Law Enforcement Fundamentals Critically examines the history and nature of the major theoretical perspectives in criminology, and the theories found within those perspectives. Analyzes the research support for such theories and perspectives, and the connections between theory and criminal justice system practice within all the major components of the criminal justice system. Demonstrates the application of specific theories to explain violent and non-violent criminal behavior on both the micro and macro levels of analysis. Additionally, this course will introduce fundamental law enforcement operations and organization. This includes the evolution of law enforcement at federal, state, and local levels.

**Corrections and Cultural Awareness (Year 1 of the program)**

DOE code: 7188

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Corrections and Cultural Awareness emphasizes the study of American criminal justice problems and systems in historical and cultural perspectives, as well as discussing social and public policy factors affecting crime. Multidisciplinary and multicultural perspectives are stressed. Additionally, this course takes a further examination of the American correctional system; the study of administration of local, state, and federal correctional agencies. The High School Course Titles and Descriptions 2022-2023 336 examination also includes the history and development of correctional policies and practices, criminal sentencing, jails, prisons, alternative sentencing, prisoner rights, rehabilitation, and community corrections including probation and parole. Current philosophies of corrections and the debates surrounding the roles and effectiveness of criminal sentences, institutional procedures, technological developments, and special populations are discussed.

**Criminal Justice Capstone (Year 2 of the program)**

DOE code: 7231

Credits: 3 per semester (6 per year)

**Brief Course Description:**

The Criminal Justice Capstone course allows students to complete additional instruction and the potential of additional dual credit opportunities with post-secondary partners. If age restrictions allow, the course could include work-based learning components in job-shadowing, internships, etc.

**NLPS Culinary Arts**

**Principles of Culinary and Hospitality (Year 1 of the program)**

DOE code: 7173

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Principles of Culinary and Hospitality is designed to develop an understanding of the hospitality industry and career opportunities, and responsibilities in the food service and lodging industry. Introduces procedures for decision making which affects operation management, products, labor, and revenue. Additionally, students will learn the fundamentals of food preparation, basic principles of sanitation, service procedures, and safety practices in the food service industry including proper operation techniques for equipment.

### **Nutrition (Year 1 of the program)**

DOE code: 7171

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Nutrition students will learn the characteristics, functions and food sources of the major nutrient groups and how to maximize nutrient retention in food preparation and storage. Students will be made aware of nutrient needs throughout the life cycle and to apply those principles to menu planning and food preparation. This course will engage students in hands-on learning of nutritional concepts such as preparing nutrient dense meals or examining nutritional needs of student athletes.

### **Culinary Arts (Year 1 of the program)**

DOE code: 7169

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Culinary Arts teaches students how to prepare the four major stocks, the five mother sauces (in addition to smaller sauces) and various soups. Additional emphasis is placed on the further development of the classical cooking methods. This course will also present the fundamentals of baking science including terminology, ingredients, weights and measures, and proper use and care of equipment. Students will produce yeast goods, pies, cakes, cookies, and quick breads.

### **Culinary Arts: Culinary Capstone (Year 2 of the program)**

DOE code: 7233

Credits: 3 per semester (6 per year)

#### **Brief Course Description:**

This course covers the techniques and skills needed in breakfast cookery as well as insight into the pantry department. Various methods of preparation of eggs, pancakes, waffles and cereals will be discussed. Students will receive instruction in salad preparation, salad dressing, hot and cold sandwich preparation, garnishes and appetizers. This course also covers the necessary skills for proper recruiting, staffing, training and management of employees at various levels. The course will help prepare the student for the transition from employee to supervisor. Additionally, it will help the student evaluate styles of leadership, and develop skills in human relations and personnel management.

## **NLPS Diesel Services**

### **Principles of Diesel Services (Year 1 of the program)**

DOE code: 7216

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course introduces the maintenance requirements and procedures of modern diesel engines and medium and heavy-duty trucks. Proper procedures and requirements for the Federal Highway Safety Inspection (DOT) will be discussed and practiced. In addition, this course gives students an overview of the electrical operating systems of the modern automobile. Students will be introduced to the safety and operation of



equipment and tools used in the electrical diagnosis and repair in the automotive electrical industry. Students will study the fundamentals of electricity and automotive electronics.

### **Diesel Steering and Brakes (Year 1 of the program)**

DOE code: 7210

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course studies steering, and suspension systems commonly used on modern tractors and trailers. Study will include steering and suspension components, power steering units, alignment theory and procedures, tire repair and service, and wheel balancing. Diagnosis, repair, and servicing of components including modern air suspension systems will be emphasized. Additionally, this course will cover theory, service, and repair of medium and heavy truck brake systems and their components. Emphasis is given to air brakes and their theory of operation, repair, and service of system components. Spring brakes and anti-lock systems will be studied on tractors and trailers.

### **Diesel Transmissions (Year 1 of the program)**

DOE code: 7211

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course explores theory, diagnosis, and overhaul procedures related to manual transmissions and differentials. Course includes service of twin countershaft, under-drive, overdrive, power-dividers, and air shift systems. Additionally, this course Studies precision tools, equipment, and procedures needed to repair modern diesel engines. Repair, proper assembly, and component identification are studied along with service of removable cylinder liners.

### **Diesel Services Capstone (Year 2 of the program)**

DOE code: 7221

Credits: 3 per semester (6 per year)

#### **Brief Course Description:**

This course further explores important skills and competencies within the Diesel Technology Pathway. Topics such as Truck Climate Control Systems, Diesel Engine Performance, HT Electrical Systems, HD Truck Auto, and Transmission and Heavy Truck Electronics are covered. Additionally, co-op and internship opportunities may be available.

## **NLPS Fire & Rescue**

### **Principles of Fire & Rescue (Year 1 of the program)**

DOE code: 7195

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Principles of Fire and Rescue introduces students to the various roles that firefighters and emergency services workers play to protect the public from the loss of life and property. They are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to put out a fire, treat injuries or perform other vital functions. This course will introduce students to the history, terminology, and basic firefighting skills needed for a beginning firefighter. Additionally, students will develop a career plan for a career in public safety; including areas of Fire Science, Homeland Security, and Emergency Medical Services.

**Fire Fighting Fundamentals (Year 1 of the program)**

DOE code: 7189

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Fire Fighting Fundamentals is for those students who are seeking certification as a firefighter. This course will prepare students for the Hazardous Materials Awareness and Operations certifications and will introduce students to NFPA 1001 which serves as the standard of measurement for all fire fighters in North America. Students will learn the knowledge and hands-on practical skills for managing and controlling a hazardous materials incident required for the certifications. Furthermore, students will study how a fire behaves and will learn the basic firefighting skills needed to extinguish a fire while protecting themselves and other firefighters.

**Advanced Fire Fighting (Year 1 of the program)**

DOE code: 7186

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Advanced Fire Fighting expands upon the principles and techniques of firefighting learned in Fire Fighting Fundamentals. Students will study fire protection systems, firefighter safety and survival. Students will also learn what fire is, the chemical hazards of combustion, and related by-products of fire. Additionally, students will gain a better understanding of fire department organization, administration, operations, and basic strategies and tactics.

**Fire & Rescue Capstone/EMT (Year 2 of the program)**

DOE code: 7229

Credits: 3 per semester (6 per year)

**Brief Course Description:**

Fire and Rescue capstone will prepare students to earn the EMT Certification and expand their knowledge of Fire and Rescue emergency procedures.

**NLPS Health Sciences: Pre-Nursing****Principles of Healthcare (Year 1 of the program)**

DOE code: 7168

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Principles of Healthcare content includes skills common to specific health career topics such as patient nursing care, dental care, animal care, medical laboratory, public health, and an introduction to healthcare systems. Lab experiences are organized and planned around the activities associated with the student's career objectives.

**Medical Terminology (Year 1 of the program)**

DOE code: 5274

Credits: 1 per semester (2 per year)

**Brief Course Description:**

Medical Terminology prepares students with language skills necessary for effective, independent use of health and medical reference materials. It includes the study of health and medical abbreviations, symbols, and Greek and Latin word part meanings, all taught within the context of body systems. This course builds skills in pronouncing, spelling, and defining new words encountered in verbal and written information in

the healthcare industry. Students have the opportunity to acquire essential skills for accurate and logical communication, and interpretation of medical records. Emphasis is on forming a foundation of a medical vocabulary including; appropriate and accurate meaning, spelling, and pronunciation of medical terms, and abbreviations, signs, and symbols.

### **Healthcare Specialist CNA (Year 1 of the program)**

DOE code: 7166

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

The Healthcare Specialist: CNA prepares individuals desiring to work as nursing assistants with the knowledge, skills and attitudes essential for providing basic care in extended care facilities, hospitals and home health agencies under the direction of licensed nurses. The course will introduce students to the disease process and aspects of caring for a long-term care resident with dementia. Individuals who successfully complete this course are eligible to apply to sit for the Indiana State Department of Health (ISDH) certification exam for nursing assistants. This course meets the minimum standards set forth by the ISDH for Certified Nursing Assistant training and for health care workers in long-term care facilities.

### **Healthcare Specialist Capstone (Year 2 of the program)**

DOE code: 7255

Credits: 3 per semester (6 per year)

#### **Brief Course Description:**

The capstone course will provide Healthcare students acquire additional knowledge and skills necessary to work in a variety of health care settings beyond a long-term care facility, including hospitals, doctor's offices and clinics. Students can accomplish this goal by completing coursework that will cover topics such as Medical Law and Ethics, Electronic Health Records, and/or Behavioral Health. Schools may offer additional healthcare certifications such as the Certified Clinical Medical Assistant or Phlebotomy along with the coursework or in place of the coursework.

## **NLPS Human & Social Services**

### **Principles of Human Services (Year 1 of the program)**

DOE code: 7176

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Principles of Human Services explores the history of human services, career opportunities, and the role of the human service worker. Focuses on target populations and community agencies designed to meet the needs of various populations. The course includes a required job shadowing project in a Human Services setting. This course will also encourage cultural awareness and appreciation of diversity. Focuses on cultural variations in attitudes, values, language, gestures, and customs. Includes information about major racial and ethnic groups in the United States.

### **Understanding Diversity (Year 1 of the program)**

DOE code: 7174

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

This course encourages cultural awareness and appreciation of diversity. Focuses on cultural variations in attitudes, values, language, gestures, and customs. Includes information about major racial and ethnic groups in the United States.

### **Relationships and Emotions (Year 1 of the program)**

DOE code: 7177

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Relationships and Emotions examines the key elements of healthy relationships. Explores the main problems that damage relationships. Presents research findings on successful and unsuccessful relationships, and emotional connections. Explores the impact of one's emotional and relationship history on current and future relationships. Presents practical, scientific-based skills for improving relationships. Additionally, this course offers practical and useful information for people who have experienced loss. Students have the opportunity to evaluate their own experiences and attitudes toward loss and grief.

### **NLPS Welding Technology**

#### **Principles of Welding Technology (Year 1 of the program)**

DOE code: 7110

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Principles of Welding Technology includes classroom and laboratory experiences that develop a variety of skills in oxy-fuel cutting and basic welding. This course is designed for individuals who intend to make a career as a Welder, Technician, Designer, Researcher, or Engineer. Emphasis is placed on safety at all times. OSHA standards and guidelines endorsed by the American Welding Society (AWS) are used. Instructional activities emphasize properties of metals, safety issues, blueprint reading, electrical principles, welding symbols, and mechanical drawing through projects and exercises that teach students how to weld and be prepared for postsecondary and career success.

#### **Shielded Metal Arc Welding (Year 1 of the program)**

DOE code: 7111

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Shielded Metal Arc Welding involves the theory and application of the Shielded Metal Arc Welding process. Process theory will include basic electricity, power sources, electrode selection, and all aspects pertaining to equipment operation and maintenance. Laboratory welds will be performed in basic weld joints with a variety of electrodes in the flat, horizontal and vertical positions. Emphasis will be placed on developing the basic skills necessary to comply with AWS industry standards.

#### **Gas Welding Processes (Year 1 of the program)**

DOE code: 7101

Credits: 1 per semester (2 per year)

#### **Brief Course Description:**

Gas Welding Processes is designed to cover the operation of Gas Metal Arc Welding (MIG) equipment. This will include all settings, adjustments and maintenance needed to weld with a wire feed system. Instruction on both short-arc and spray-arc transfer methods will be covered. Tee, lap, and open groove joints will be done in all positions with solid, fluxcore, and aluminum wire. Test plates will be made for progress evaluation. Schools may choose to offer the course as a comprehensive MIG Welding course or a combination of introductory MIG and TIG Welding operations.

#### **Welding Technology Capstone (Year 2 of the program)**

DOE code: 7226

Credits: 3 per semester (6 per year)

**Brief Course Description:**

The Welding Technology Capstone course builds upon the knowledge and skills developed in Welding Fundamentals, Shielded Metal Arc Welding, and Gas Metal Arc Welding by developing advanced welding skills in Gas Tungsten Arc Welding (TIG), Pipe Welding and Fabrication. As a capstone course, students should have the opportunity to apply their knowledge and use skills through an intensive work-based learning experience.

## **NLPS Work Based Learning (WBL) Capstone**

DOE code: 5974

Credits: 2-3 per semester (4-6 per year)

**Brief Course Description:**

Work Based Learning Capstone is a stand-alone course that prepares students for college and career. Work-Based Learning means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, first hand engagement with the tasks required of a given career field, that are aligned to curriculum and instruction. Work Based Learning Capstone experiences occur in workplaces and involve an employer assigning a student meaningful job tasks to develop his or her skills, knowledge, and readiness for work. A clear partnership agreement and training plan is developed by the student, teacher, and workplace mentor/supervisor to guide the student's work-based experiences and assist in evaluating achievement and performance. Related Instruction shall be organized and planned around the activities associated with the student's individual job and career objectives in a pathway and shall be taught during the same semester the student is participating in the work-based experience. For a student to become employable, the related instruction should cover: (a) employability skills, and (b) specific occupational competencies.

## **Grading Scale**

Blue River Career Programs (BRCP) has a standard grading scale that matches the scale of our sending schools. Each program at BRCP assigns grades based on tests, homework assignments, projects, and classroom participation. Every teacher places their own emphasis on these learning components. Students will receive a syllabus at the beginning of the year to inform how ones grade will be figured in each program at BRCP. Blue River Career Programs uses the following grading scale:

|        |    |          |    |
|--------|----|----------|----|
| 99-100 | A+ | 79-78    | C+ |
| 98-93  | A  | 77-73    | C  |
| 92-90  | A- | 72-70    | C- |
| 89-88  | B+ | 69-68    | D+ |
| 87-83  | B  | 67-63    | D  |
| 82-80  | B- | 62-60    | D- |
|        |    | 59-below | F  |

All report cards from sending school will show BRCP grades. Parents and students may view students' grades through their home school's PowerSchool accounts or thru the BRCP PowerSchool account. BRCP will have parent and teacher conferences and all are encouraged to

attend. Grades will be posted every nine (9) weeks. Semester grades (two nine week grading periods) will be calculated at fifty (50) percent of each nine (9) weeks. Mid-term grades will also be posted and sent to sending school.

### **Plagiarism and Academic Cheating**

Plagiarism and academic cheating will not be tolerated at BRCP. Cheating consists of turning in any homework, quiz, test, and project that are not one's own work. Cheating is also allowing others to submit work that is not their own. If plagiarism and academic cheating are made known, students could face the following (but not limited to) discipline actions:

- First offense: Receive a zero (0%) on work submitted that was not their own and documentation in student's file.
- Second offense: The student will receive a zero (0%) on work submitted that was not their own, a school suspension (either in school or out of school), parental conference with student and documentation in student's file.
- Third offense: All the above actions in first and second offense as well as a possible failure for semester in BRCP course as well as suspension to removal from BRCP.

### **Dual Credit Enrollment and Industry Certification**

Most courses and programs here at BRCP are approved for dual credit agreements and Industry recognized certifications from postsecondary schools and state licensing agencies. A dual credit agreement is when a student receives high school credits as well as college credits. Every year dual credit agreements change as new guidelines are made known from post-secondary institutions. Students may enroll in dual credit agreements if they meet the requirements established by BRCP, and the university or college issuing the dual credits. Industry recognized certifications are available to students. Students must meet benchmarks set by BRCP in order to be able to sit for the certification exam. Dual credit enrollments and Industry Certification Exams are free or are at a very reasonable cost to BRCP students. Students will be informed of these opportunities within the first semester of study at BRCP.

### **AWARDS**

The goal of Blue River Career Programs is to prepare students to enter a career field or to pursue a two or four year degree. Part of this preparation includes documenting and recognizing specific skills the individual student has mastered. A program will be held annually to recognize students and their accomplishments.

### **COMPETENCY LIST**

Each program instructor has developed a list of skills taught in his/her particular program. As a student progresses through a program, the instructor will periodically evaluate each individual's ability to perform specific tasks at entry level skill. At the end of the year, the student receives this list for future reference. The skill mastery list may be updated at the instructor's discretion.

### **CERTIFICATE**

At the completion of each school year, students have the opportunity to receive a certificate indicating their participation in a Career and Technical Education (CTE) program. These certificates are awarded during the annual recognition program.

### **OUTSTANDING STUDENT**

Instructors have the opportunity each year to recognize outstanding students from their program areas. Teachers develop their own criteria for these awards. In addition to a certificate, students may receive a plaque, tools, or other recognition. These students are recognized during the annual recognition program.

### **OTHER AWARDS**

Other awards may be available to students. These awards include scholarships, tools of the trade, cash donations, or other items that may be appropriate to the student's program of study. These awards are for high attendance, outstanding accomplishments, most improved, or other appropriate reasons.

## **SECTION III- Student Activities**

### **Field Trips**

Field Trips are an important extension of the instructional program of the school. Because field trips are part of Blue River Career Programs (BRCP) and your home school's educational program, you are under the responsibility of Blue River Career Programs and your home school from the time of departure to your arrival home. In order for you to participate in a school-sponsored field trip, certain procedures must be followed. These procedures are outlined below.

In all cases involving participation in Blue River Career Programs school field trip activities, the student's EMERGENCY MEDICAL AUTHORIZATION FORM must be completed and on file in the BRCP school office. Students whose forms are not on file or whose forms are incomplete will not be allowed to participate in the activity.

Blue River Career Programs reserves the right to deny a student the right to participate in a field trip activity (home school or career and technical education program) if the student's grade is below "C" or if the student has excessive absences.

### **BRCP SCHOOL FIELD TRIPS DURING BRCP SCHOOL TIME**

In cases when a career and technical education school field trip involves only BRCP school time, the following procedure will be followed:

Your instructor will:

1. inform you of the date and time of the field trip.
2. give you a PARENT PERMISSION FORM to be completed and returned to the instructor at least two (2) days before the field trip.
3. give you a PERMISSION TO DRIVE FORM (if applicable) to be completed and returned to the instructor at least two (2) days before the field trip.



## **BRCP SCHOOL FIELD TRIPS INVOLVING HOME SCHOOL TIME**

In cases when a BRCP school field trip will involve students' missing their home school classes, the following procedure will be followed:

Your instructor will:

1. inform you of the date and time of the field trip.
2. give you a BRCP FIELD TRIP INVOLVING HOME SCHOOL TIME FORM to be completed and returned to your instructor at least two (2) days before the field trip.
3. give you a PERMISSION TO DRIVE FORM (if applicable) to be completed and returned to your instructor at least two (2) days before the field trip.

## **OVERNIGHT TRIP OR OUT-OF-STATE TRIP**

In cases when the field trip will be overnight or out of state, the following procedure will be followed.

Your instructor will:

1. inform you of the date and time of the field trip.
2. give you a PARENT PERMISSION FORM or a BRCP FIELD TRIP INVOLVING HOME SCHOOL TIME FORM as appropriate to be completed and returned to your instructor at least two (2) days before the field trip.
3. give you a RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS (if applicable) to be completed and returned to your instructor at least two (2) days before the field trip.

## **HOME SCHOOL FIELD TRIPS**

BRCP recognizes that its students will be involved in field trips at their home school which will take them from their BRCP school classes. Such trips are school-related activities and will not be counted against the student's attendance record provided the student follows the procedure below:

1. Notifies the teacher of the activity prior to the field trip.
2. Obtains permission from the teacher prior to the field trip.
3. Makes arrangements with the teacher for make-up work to be completed within an established time frame.
4. Turns in make-up work within the time frame established.

## **STUDENTS NOT PARTICIPATING IN FIELD TRIP ACTIVITIES**

Students who do not participate in field trip activities are expected to attend BRCP on the day(s) of the activities. The student's instructor will leave appropriate work to be completed by the student. Students who are absent on field trip days except for excused absences will be counted unexcused and will receive discipline as appropriate.

## **School Sponsored Organizations and NTH Society**

### **Organizations**

BRCP Students actively participate in organizations. The following is a list of those organizations students are involved with:

1. Business Professionals of America (BPA)
2. Health Occupation Students of America (HOSA)
3. SkillsUSA

These organizations are nationally recognized and students compete at a district, regional, state and/or national level.

### **National Technical Honor Society**

BRCP Students also have the opportunity to become members of the National Technical Honor Society (NTHS). NTHS is a highly respected organization nationwide. The charter for the Blue River Career Programs' NTHS is open to all students from all BRCP sending schools. The society requires that the members meet certain criteria in the areas of academia, leadership, character, and service. Candidates for the NTHS Society will be selected by the following procedure:

1. The selection process will begin in the fall semester. Juniors, and Seniors with a 3.0 cumulative GPA (based on 4 semesters and 6 semester respectively), and who are currently or past enrolled in Career and Technical Education coursework for a minimum of six (6) credits will be notified of their academic eligibility.
2. Each of the eligible candidates will receive a Student Activity Information Form. The candidate will list her/his high school activities including offices that they may have held. School and community service information should also be completed by student and BRCP will verify information by an adult connected with that activity. In addition, any letters of recommendation on the student's behalf should be attached to the activity form. This activity form is vital because the candidate's service and leadership will be determined by the information listed.
3. Part of the NTHS selection process will include returning the Student Activity Information Form by the deadline listed. This will be listed as part of the instructions, and it will help fulfill the character trait of responsibility. Responsibility character trait information will also be determined by the student's attendance records. Each of the candidate's attendance will be reviewed by the BRCP administrative staff. The BRCP Chapter will expect its candidates to have a ninety five percent (95%) attendance rate from the previous school year. Exceptions will be made for extenuating circumstances. Candidates should understand that these Student Activity Forms are not applications for members, and that review of information gathered does not guarantee selection.
4. The BRCP National Technical Honor Society council consisting of counselors from all five (5) Shelby County high schools, two (2) BRCP administrative staff and one (1) faculty member. The council will meet to evaluate the candidates completed Student Activity form

and all documents attached like letters of recommendation. Only students who have met all four criteria of academia, leadership, character, and service will be selected. Candidates receiving the majority vote of the BRCP council will be inducted into the chapter.

5. All candidates will receive a letter either a) informing them of their selection to the Blue River Career Programs National Technical Honor Society or b) informing them of their non-selection at this time. Juniors not selected will receive suggestions and advice explaining what they may do to be considered the following year.

## **Student and Program Fund Raising**

Students participating in BRCP clubs and activities that are school sponsored will be allowed to solicit funds from other students, staff members, and member of the community. The following general rules will be followed for all fundraisers:

1. Students involved with a fundraiser cannot interfere with students participating in other school activities and classroom environments to solicit funds unless it is prearranged.
2. A fundraiser that requires physical exertion from students will be monitored by staff member and have a signed permission slip from parents.
3. Students who do not return unsold items will be financially responsible for the items and will be billed for the items.
4. Students cannot sell any item without the prior approval of the BRCP director.

## **SECTION III: Student Attendance**

### **Student Attendance Requirements**

One of Blue River Career Programs' goals is to provide students with relevant and timely hands-on technical training in their chosen field. Most of our technical classes are nearly three (3) hours in length which are three (3) times longer than a regular high school class. Therefore, it is essential that students be in attendance regularly.

Without regular attendance at school, students cannot take full advantage of the learning opportunities necessary for their full development as individuals and citizens. **It has been shown that students who have good attendance records achieve higher grades, enjoy school more, and are more employable after leaving school.** Students who do not attend school cannot be taught, and those who come late to class interrupt instruction for themselves and others. The student and his/her family or legal guardian has the primary responsibility for ensuring attendance at school.

Business, industry and the professions demand a high level of attendance and time-on task. **Students are expected to be in attendance each day that Blue River Career Programs' classes are in session, regardless of the home school schedule.** Student absences will be reflected in the student's grade in his/her particular class. It is important for students, parents, and/or legal guardians to understand that there may be consequences for any unexcused absences from school.

Please make every effort to attend classes and be prepared to engage in a learning environment ready to work safely. BRCP is an elective high school course for students. The student's permanent record of attendance is recorded at the student's home school. Thus, a student who is absent at BRCP will be held accountable for absences by their sending high school as well as BRCP. It is important, if possible, to schedule doctor's appointments and family events outside of class time. If an absence is unavoidable, it is very important that a parent or legal guardian call Blue River Career Programs at 317.392.4191, press #3 to report the student's absence. A parent or legal guardian should also report the absence to the student's home school. Parents need to check and/or update phone number information with sending schools as they should receive calls from the high school every day a student misses BRCP. Failure of a parent to call BRCP will be communicated by BRCP as an unexcused absence to student's sending high school.

### **Exempt Absences**

Under IC 20-33-2-14 a student is exempt from attending school under some circumstances. Exempt absences do not count toward the ten (10) day absence limit. Students can be excused from attending Blue River Career Programs for one of the following reasons and will be allowed to make-up missed school work/tests:

1. Serving as a page in the Indiana Legislature.
2. Working at the polls on an election day.
3. Judicial proceeding by subpoena.
4. Service with the National Guard.
5. Serving with the Civil Air Patrol.
6. College visitation by seniors, not to exceed two days (these days must be taken prior to May 1<sup>st</sup>, and may not be taken immediately before or after a school vacation).
7. Home high school field trips when sufficient notice has been provided by the home school.

Documentation of service/trip must be given to BRCP for exempt absences.

### **Excused Absences**

Absences for which BRCP receives approved parental contact (prior to or day of absence) or a physicians' note **which meet the criteria allowed by the school** will be marked as excused. Excused absences count toward the ten (10) day absence limit. Students whose absences are classified as excused will be allowed to make up work. Career education classes are primarily hands-on activities that cannot be duplicated in take-home assignments. It may not be possible for a student to receive 100% credit for make-up assignments. Assignment deadlines may be extended. Excused absences are outlined below:

1. Medical appointments
2. Personal illness
3. Family funeral
4. Service with the National Guard.
5. Professional appointments that cannot be scheduled at non-school times

Blue River Career Programs will monitor excused absences. If excused absences become excessive, BRCP administration will be in contact with student's sending school as well as parent/guardian. If absences are related to student medical issues, paperwork by parent/guardian and attending physician will need to be completed. Forms for this situation would be given to students by their sending high school. Excessive excused absences can result in detention, in school or out of school suspension, and/or removal from BRCP program.

## **Unexcused Absences**

Absences for which BRCP receives parental/guardian contact but which are not allowed will be marked unexcused. Teachers are not obligated to allow work missed due to unexcused absences to be made up. Assignment deadlines will not be extended. Points will be deducted from the daily grade for each absence.

An unexcused absence for which BRCP receives no parental/guardian contact or for which the parent/guardian is not in agreement will be marked as truancy (definition to follow). Work missed due to truancy cannot be made up. Deadlines are not extended. All points available for a daily grade will be lost.

Students who reach ten (10) absences more than likely will be placed on an attendance contract and could serve a detention here at BRCP. Past the contract level, students can be given in school or out of school suspension, or may be removed from their BRCP program. Additionally, Blue River Career Programs school calendar may differ from that of our student's home high school. **All students are required to be in attendance when BRCP is in session.**

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. The Juvenile code Definition of Truancy states that a child commits a delinquent act, if before becoming eighteen (18) years of age, the child violates IC 20-8.1-3 concerning compulsory school attendance.

1. **Truancy:** Any time a child is away from school during regularly scheduled times of school without the knowledge or consent of parent, guardian, custodian or school officials designated with said authority.
2. **Habitual Truant:** Any time a child has been away from school for three (3) or more truant days.

Schools can suspend a student's driving privileges due to suspension, expulsion, withdrawal from school or habitual truancy by the **Motor Vehicle Habitual Truancy Law** which came into effect July 1, 1995. The law is stated as follows:

1. In accordance with IC 20-8.1-3-17.2(a) each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant". The Bureau of Motor Vehicles will be notified of habitual truants by the school.
2. The term suspension is an out of school suspension as defined in IC 20-8.1-1-11.

3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - a. Is a habitual truant under IC 20-8, 1-3-17.2.
  - b. Is under at least a second suspension from school for the school year under IC 20-8, 1-5, 1-8 or IC 20-8, 1-5, 1-9.
  - c. Is under an expulsion from school due to misconduct under IC 20-8, 1-5, 1-8, IC 20-8, 1-5, 1-9, or IC 20-8, 1-5, 1-10.
  - d. Has withdrawn from school, for a reason other than financial hardship, and the withdrawal was reported under IC 20-8, 1-3-24(a) before graduating.
4. If a person is less than eighteen (18) years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2 [paragraph 3(4)], the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:
  - a. The person becomes eighteen (18) years of age.
  - b. One hundred twenty (120) days after the person is suspended or the end of the semester during which the person returns to school, whichever is longer.
  - c. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5-1.

### **Tardiness**

A tardy is recorded at BRCP and communicated to the sending high school when a student is not in the classroom when the bell rings. A student late more than one half the period will be counted as absent for that class period. The following policy will relate to excessive tardiness in a single semester:

- First thru Fifth offense- recorded by staff. Student receives a late pass and is sent to class.
- Six offense and on- Detention may be assigned at BRCP.
- After eighth offense, student could be assigned an in school suspension.
- Tenth offense and on- Student may be removed from BRCP program.

There are no authorized skip days at Blue River Career Programs. Any senior or other student that violates this rule will be considered truant and class grades will be affected. Students who are excessively late to BRCP can also receive out of school suspension or be removed from their program.

### **Permission to Leave Class**

Students may not leave career program classes without approval. Students wishing to leave class early or come late must present a note, signed by a parent or guardian, one school day prior to the requested absence time. The student will bring the note to the career center office and sign out prior to leaving. If the career center does not feel the absence is in the student's best interest, a call will be made home to inform the parent. NO STUDENT MAY LEAVE SCHOOL WITHOUT PRIOR PARENTAL APPROVAL.

## **Displaced Student**

On occasion students become sick, lost, or sidetracked between regular school and career center classes. Students missing part of the school day must inform the home school or career center office prior to leaving or upon arrival. STUDENTS ABSENT PART OF THE DAY WITHOUT NOTICE WILL BE IDENTIFIED AS “LEAVING SCHOOL WITHOUT PERMISSION” AND SERVE THE APPROPRIATE PUNISHMENT. PRESENTING A NOTE OR HAVING A PARENT CALL THE FOLLOWING DAY WILL NOT BE ACCEPTED

## **SECTION V: Student Conduct**

### **Student Behavior Standards**

Blue River Career Programs strives to offer students an educational atmosphere that is safe, orderly, and conducive to learning. Because the safety and wellbeing of all students must be considered, behavior standards are necessary to ensure that the educational purposes and functions of BRCP are accomplished.

All students are expected to:

1. Act respectfully to adults, teachers and fellow students.
2. Be in attendance and on time each day.
3. Be attentive in class.
4. Work well with others.
5. Complete assigned tasks on time.
6. Abide by the school dress code policy.
7. Help maintain a creative and positive learning environment.

### **Disruptive Student Conduct**

Each student participating in BRCP classes is expected to abide by the rules set forth. Even though students may feel these rules are not in their best interest as an individual, BRCP believes they serve the entire student body. Since most rules are good common sense and manners, ignorance is no excuse for violating them. Any student acting in a manner judged by administrators of Blue River Career Programs not to be in the best interest of the school and/or its students may be suspended or expelled. Penalties awarded by BRCP may be different from penalties received from the student's home school.

### **Bullying Policy**

Blue River Career Programs is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from bullying. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.



For purposes of this policy and per state law, bullying means overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted;
2. Physical acts committed; or
3. Any other behaviors committed;

By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is prohibited when:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event; or
4. using property or equipment provided by the school.
5. off school grounds, outside of school activities, if the behavior was initiated at school.

Counseling, corrective discipline, and /or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation also constitutes violation of the policy.

Blue River Career Programs will provide educational outreach and training to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of bullying.

## **Harassment**

Harassment may be classified as sexual, gender, ethnic, religious, disability, height, or weight harassment. Harassment may be verbal, non-verbal, or physical. Harassment of any kind will result in disciplinary action being taken appropriate to the type and degree of the harassment.

Verbal harassment consists of, but is not limited to, the making of written or oral innuendoes, comments, jokes, insults, threats, propositions, or disparaging remarks of a sexual nature or concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation. Verbal harassment can also consist of conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

Non-verbal harassment consists of, but is not limited to, causing the placement of objects, pictures, or graphic commentaries (sexual or otherwise) in the school environment or the making of insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

Physical contact consists of, but is not limited to, threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing the body of a fellow student, staff member, or other person associated with the Corporation. Physical contact also includes any intimidating or disparaging action such as hitting, hissing at, or spitting on a fellow student, staff member, or other person associated with the Corporation.

To report harassment, or for information on reporting harassment, contact the BRCP Director (compliance officer).

## **Criminal Organizations and Criminal Organization Activity**

BRCP prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students at school-sponsored functions. BRCP prohibits the reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Definition of a “Criminal Organizations” and “Criminal Organization Activity”

- A. “Criminal Organization,” as used in this policy, means a group with at least three (3) members that specifically:
  - 1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  - 2. requires as a condition of membership or continued member the commission of a felony or an act that would be a felony if committed by an adult or the offense of batter (I.C. 35-42-21).
- B. “Criminal Organization Activity” as used in this policy, means to:
  - 1. actively participate in a criminal organization;
  - 2. knowingly or intentionally commit an act;
    - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
    - b. for the purpose of increasing the person’s own standing or position within a criminal organization;
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
  - 4. threaten another person because the other person:
    - a. refuses to join a criminal organization;
    - b. has withdrawn from a criminal organization; or
    - c. wishes to withdraw from a criminal organization when engaged in by a student who attends Blue River Career Programs.

BRCP employees shall report any incidence of suspected criminal organization activity to the Director and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the Director. The Director and the school

safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal activity, criminal intimidation, or criminal organization recruitment on school Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organizational activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The Director shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Administrative guidelines.

The Director shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organizational activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the Director or designee.

A corporation employee who in good faith reports an incident of suspected criminal organizational activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

### **Acts against the Law**

Students involved in acts that are against the law will be turned over to the appropriate authorities. These acts include, but are not limited to, possession of a firearm or deadly weapon; possession of tobacco, alcohol, drugs or paraphernalia; under the influence of alcohol or a controlled substance; theft of school or private property; and vandalism to school or private property.

### **Use of Knives in Class Programs**

Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, is grounds for suspension or expulsion from school. A student who must use a knife as part of a class activity or an activity held by an organization (BRCP Student Organization) that has been approved by the Director of the school is exempt from this policy as long as the knife is used as a part of or in accordance with the approved organized activity.

Any student who brings a knife to school subjects him/herself to suspension or expulsion from school.

PL 72-2006:

1. makes possessing a knife on school property or on a school bus a Class B misdemeanor.
2. makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

### **Search and Seizure**

Upon “reasonable suspicion or probable cause” on the part of a teacher or an administrator, a student may be subject to search and seizure by the director or other members of the administrative staff. This search may extend to the student’s locker, vehicle, or belongings. Any substance and/or items found during such search may be confiscated and/or may be grounds for suspension, expulsion, and/or arrest.

### **Dress and Grooming**

Programs at BRCP adhere to the industry standards for dress and grooming as much as possible. Many programs will request students to dress as people in the occupational path they have chosen. Programs at BRCP may require students to wear an industry standard uniform. Students will not be allowed to participate in class without the appropriate dress code attire for their program as this could create a health, or safety issue. Not adhering to the program dress code could result in the loss of class participation points.

For programs where a uniform is not issued, clothing that in any way disrupts the educational process, promotes vulgarity, allows for indecent exposure, or endangers the safety of any student is prohibited.

Appropriate dress for BRCP:

- Shirts, blouses, and tops must cap over shoulders.
- Shirts, blouses and tops should be long enough to be able to tuck into pants or skirts.
- Shorts, dresses, and skirts must be the standard fingertip length.
- All pants, shorts, dresses and skirts must be worn at the waist.

Inappropriate dress for BRCP:

- Shirts, blouses or tops may not expose midriff, back, or torso.
- Shirts, blouses or tops cannot be sleeveless, tank tops, spaghetti strapped, halter tops, strapless or see through.
- Cut off shorts are not allowed as they pose a safety risk.
- Pants and shorts with holes must have holes below fingertip length.
- Clothing that is tight and immodest may not be worn.
- Clothing with sexual images, slogans or innuendos is not allowed.
- Clothing that has tobacco, alcohol, or drug promotions are not allowed.

## **Code of Conduct**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. Removal from class or activity--Teacher: A teacher will have the right to remove a student from his/her class or activity for disruptive and/or unsafe behavior for a period of one school day if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from school-Director: The BRCP Director (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
3. Expulsion: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception or possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

### **GROUND FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any 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, a school activity, function, or event.
- d. During summer school.

#### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
- 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
- 7. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
- 8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 9. Possessing, handling, or transmitting, a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 10. Possessing, using, transmitting, or being affected by glue, chemical substances, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- 11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 12. Possession of tobacco and/or an electronic cigarette.
- 13. Possessing, using, transmitting, or being affected by substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- 14. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- 15. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 16. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 17. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

18. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
19. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel.
  - f. possessing or using a laser pointer or similar device.
20. Using or possessing tobacco in any form on school grounds and/or at any event sponsored by the school.
21. Using, without instructor permission, on school grounds during school hours a cell phone and/or tablet in a situation not related to a school purpose or educational function.
22. Use of audio-visual, communication, or data-transmission equipment that is inappropriate, improper, illegal, or not related to a school purpose or function.
23. Using school equipment in a manner that is inappropriate, improper, illegal, or not related to school purposes.

## **B. Possessing a Firearm**

No student shall possess, handle, or transmit any firearm on school property. A firearm is defined in I.C. 35-47-1-5 as a weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion. If a student brings a firearm on school property:

1. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the Director if the circumstances warrant such reduction.
2. The Director shall notify the county prosecuting attorney's office when a student is expelled under this rule.

## **C. Possessing a Deadly Weapon**

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I. C. 35-41-1-8:
  - a weapon, taser, or electronic stun weapon, 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.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.

4. The Director shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **D. Unlawful Activity**

1. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **E. Parent Liability**

Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5000.00 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

School officials will contact law enforcement authorities whenever, in their discretion, there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.

### **Guidelines for Discipline Infractions**

Blue River Career Programs will discipline students who fail to meet the expected student behavior while on school property, off site while participating in a school activity or traveling to and from a school activity. The following explains the common types of disciplines followed by BRCP administration:

- Detention: Student will be removed from class and time will be served during class time.
- In School Suspension: Student will miss class at the career center; however, student will attend home school.
- Out of School Suspension: The student will miss classes at the career center as well as the home school. Out of School Suspensions mean that student must stay at home or an alternate setting and not attend school but will return after serving the allotted time.
- Expulsion: Circumstances may require that a student be removed from the school setting for disciplinary reasons. In such cases, a parent or guardian will be notified of the incident and options available to them should they be in disagreement with the punishment. Expulsion may be for the semester or school year. Expulsion will result in a loss of credit for the semester.

It is important to note that under P.L. 121-1989, a person under eighteen (18) years of age will lose driving privileges if suspended twice in the school year or expelled from school. The next page



details the rule violations and penalties that are the most commonly associated with Blue River Career Programs and the likely actions taken to BRCP school administration from those violations.

### **BRCP Administrative Conduct and Discipline Chart**

| <b>Violations</b>   | <b>Penalty-1st Report</b>  | <b>Penalty-2nd Report</b>                                    | <b>Penalty-3rd Report</b>                          |
|---|--|--|--|
| Disruptive Conduct  | Conference to Detention  | Suspension 1-3 Days  | Suspension up to 5 Days                            |
| Inappropriate Attire  | Appropriate Attire Offered   | Parent called to pick up student or bring appropriate attire | Detention to Suspension                            |
| Failure to follow teacher requests; defiant attitude;<br>Repeated failure to comply   | Detention to Suspension  | Suspension   | Suspension to Expulsion                            |
| Possession, use of tobacco in any form including an Electronic Cigarette  | Suspension 3 days  | Suspension 5 days  | Suspension to Expulsion                            |
| Fighting, threats, bullying, harassment (all types)   | Suspension (Depending on conditions)   | Suspension   | Suspension to Expulsion                            |
| Deadly weapons, including knives on belt  | Suspension to expulsion/weapon confiscated   | Expulsion  |  |
| Inappropriate language/obscenity/profanity  | Conference to detention  | Detention to suspension                                      | Suspension   |
| Cutting class/leaving school without permission; failure to arrive at school  | Detention  | Detention to suspension                                      | Suspension to expulsion; parent conference         |
| Cheating  | “F” for assignment   | “F” for assignment and detention to suspension               | Suspension to expulsion; parent conference         |
| Reckless driving/improper driving   | Conference to Restricted driving privilege   | Restricted driving privilege to detention                    | Loss of driving privilege                          |
| Under the influence of illegal substances; improper use of chemical substances; using, possessing, or transporting drugs, alcohol, or paraphernalia | Suspension to expulsion  | Suspension to expulsion                                      | Expulsion  |
| Vandalism   | Restitution/suspension to expulsion  | Expulsion  |  |
| Theft   | Restitution/suspension to expulsion  | Expulsion  |  |
| Use of portable electronic devices (cell phone, tablet, etc.) during prohibited times   | Confiscation of device   | Confiscation of device and parent conference                 | Detention to suspension and confiscation of device |
| Possession of a firearm   | Expulsion from school for one year; return to school the semester following the year’s expulsion; weapon confiscated |  |  |
| Endangering the safety of others or themselves  | Detention to suspension to expulsion   | Suspension to expulsion                                      | Expulsion  |
| Improper, inappropriate use of school equipment   | Conference to detention to suspension  | Detention to suspension                                      | Suspension to expulsion                            |

## **SECTION VI: Transportation**

### **Bus Transportation**

Blue River Career Program's does not provide transportation between its school and the sending schools. The sending schools provide bus transportation for their students most of the time. However, some student may need to provide their own transportation to BRCP.

BRCP in most instances does provide transportation to and from off-campus classes/learning opportunities with the exception of Health Sciences, and Work Based Learning. It may be required for students to ride the bus, if one is provided. Students riding the bus to BRCP must conform to the rules and regulations of their sending school. Students who ride a bus to BRCP are expected to ride the bus back to their school. Students riding on buses provided by BRCP must follow all of the career center's school rules and regulations. Riding the bus is a privilege. Students will receive disciplinary action for misbehaviors. Students who are provided the opportunity to ride school transportation are encouraged to do so. If a bus is late, students will not be counted tardy at the career center.

### **Driving/Parking Regulations**

Students may drive to Blue River Career Programs if they have permission from their home school. BRCP follows all sending school driving procedures. Some programs at Blue River can have the occasional instance when a student may need to drive to school. In these instances, permission to drive forms need to be filled out in advanced. Instructors will have forms available for students. At all times, students need to operate their vehicles in a safe and courteous manner. Students who do not respect this request or who violate standards for driving and parking on school property will have their driving privileges to BRCP suspended.

The following is a list of rules and guidelines to following for student who drive to BRCP:

- Loitering is not allowed in school parking lots.
- Students must park in the student parking lot.
- Students must enter the building immediately upon arriving on school grounds through the student entrance.
- Students must obey the speed limit and not drive in a reckless manner.
- Blue River is not liable for accidents of the drivers going to or from their work experience, class experience, school or any other event where a student may drive to any function.
- Students must be in good attendance and discipline standing in order to maintain driving privileges. Driving to BRCP is a privilege which can be revoked at any time.

# **STUDENT HANDBOOK ACKNOWLEDGEMENT**

**2023-2024**

Dear Student:

Blue River Career Programs believes that the education of our students relies on an orderly and disciplined environment. The rules and guidelines established in this student handbook BRCP feels are reasonable for student behavior and will promote educational goals set forth by the Blue River Career Programs' governing board, administration, faculty, and staff.

Along with the other important information in this handbook, please read the pages concerning discipline procedures, school rules, and the attendance policy. If you have questions concerning these procedures, please schedule an appointment with the Student Services Coordinator.

By signing this form, you acknowledge receipt of the Blue River Career Programs' student handbook and understand the policies covered within it.

---

Student Printed Name

---

Date

---

Student Signature

---

Parent Signature

---

BRCP Instructor

---

Date Received



## **Blue River Career Programs**

801 St. Joseph Street  
Shelbyville, IN 46176

Phone: 317-392-4191  
Fax: 317-392-5741

Steve Shaw, Director

[www.brcp.net](http://www.brcp.net)