

Rush County School Administration Office
330 West 8th Street, Rushville, Indiana 46173
Ph: 765-932-4186 Fax: 765-938-1608
<https://www.rushville.k12.in.us>

Rush County Schools District Administration

Mr. James Jameson	Superintendent
Mr. Grant Peters	Assistant Superintendent
Mrs. Julie Cramer	Director of Finance
Mr. Pat Anderson	Director of Special Services
Mr. Tanner Hedrick	Assistant Director of Special Services

Rush County School Board Members

Mr. Jeff Amos	President	jeff.amos@rushville.k12.in.us
Dr. Steve Sickbert	Vice President	steve.sickbert@rushville.k12.in.us
Mr. Kevin Banks	Secretary	kevin.banks@rushville.k12.in.us
Mr. Addam Carmony	Member	addam.carmony@rushville.k12.in.us
Mrs. Tammy Jackman	Member	tammy.jackman@rushville.k12.in.us
Mrs. Angie Kuhn	Member	angie.kuhn@rushville.k12.in.us
Mr. Ron Lienemann	Member	ron.lienemann@rushville.k12.in.us

**Rushville Elementary
Principals,
Julie Innis and Erin Tilley
400 W. 16th Street
Rushville, IN 46173
Ph: 765-938-1616
Fax: 765-938-2417**

**Arlington Elementary
Principal, Sara Mastin
2533 N. 700 W.
Arlington, IN 46104
Ph: 765-663-2416
Fax: 765-663-2723**

**Milroy Elementary
Principal, Lisa Wilson
300 N. Walnut Street
Milroy, IN 46156
Ph: 765-629-2323
Fax: 765-629-2250**

CORPORATION POLICIES

HISTORY OF RUSH COUNTY SCHOOLS

The Rush County Schools began on July 1, 1964, when Noble, Richland, Rushville, Union, and Washington Townships and the Civil City of Rushville combined to form a single school unit. On January 1, 1965, Anderson Township joined the consolidated school corporation; and on January 4, 1965, Jackson Township became a member. Two more townships, Center and Posey, became a part of the corporation on July 1, 1966. Walker Township became a member of the consolidation on July 1, 1967. Orange Township, coming into consolidation April 1, 1968, became the latest member of the school corporation. The name changed July 1, 1993 from Rushville Consolidated Schools to Rush County Schools. Mays Elementary was closed on July 1, 2015.

At the present time, there are three elementary schools in the Rush County Schools. These are located in Milroy, Arlington, and Rushville.

CORPORATION POLICIES

ANTI-BULLYING

Bullying is **prohibited** by the Rush County School Corporation (“Corporation”). Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

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

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; or
- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

CORPORATION POLICIES

“Bullying,” as defined by this policy and state law, does **not** include actions involving employees. Any behaviors committed by, towards, or amongst Corporation employees should be reported to the employee’s supervisor, building principal, or Superintendent.

Applicability

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual’s race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of

CORPORATION POLICIES

whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then The Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

Reporting to IDOE

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

ATTENDANCE

School Board Attendance Policy

The Rush County School Board believes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to

CORPORATION POLICIES

excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e-learning days or as part of a continuous learning program). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with IDOE guidance and formatting/submission requirements.

Content may be delivered onsite in person or off-site during instructional days in the academic school year. If the Corporation conducts more than three (3) virtual days when at least 50% of the Corporation's in-person enrolled students attend virtually or online, at least 50% of instructional time on any subsequent virtual days will consist of teacher-directed synchronous instruction. Where instruction is less than 100% teacher directed synchronous instruction, the remainder of instruction will be asynchronous.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused an absence from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

At a minimum, the Board considers the following for excused absences:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding

CORPORATION POLICIES

- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. “Educationally related non-classroom activity” as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note from the parent
- H. Illness verified by a note from a physician
- I. Recovery from accident
- J. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- K. Death in the immediate family or of a relative
- L. Observation or celebration of a bona fide religious holiday
- M. Maternity
- N. Military connected families’ absences related to deployment and return
- O. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place or in the manner in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

CORPORATION POLICIES

The Superintendent is authorized to develop administrative guidelines for student attendance, e-learning, and truancy.

The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

Regular Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. Attendance may be a factor in decisions regarding promotion.

A child is considered ill and should not be in school if any of the following conditions exist:

- Temperature is 100 degrees or over;
- Eyes are inflamed;
- There is evidence of impetigo or persistent ulcers
- Vomiting
- Diarrhea

These conditions must have been resolved for 24 hours before a student should return to school.

Our policy states that when a student is not at school during normal school hours, the absence is counted as a one-day absence, one-half day absence, tardy, or early departure. Each of these absences/tardies is counted as excused or unexcused.

Attendance Definitions:

- Legally Present: Students may be counted legally present (1) when actually present; (2) when serving as a page in the legislative assembly; or (3) when a student is issued a subpoena to appear in court.
- Absent: If your child does not attend school, he/she is considered absent.
- One-half Day Absent: If your child leaves before 11:30 a.m., he/she will be counted one-half day absent.
- Early Departure: If your child leaves after 11:30 a.m., he/she will be considered as an early departure. No student will be allowed to leave school prior to dismissal time without either a) a written request signed by the parent or legal guardian or a person whose signature is on file in the school office or b) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent without parental permission. Early departures are noted as tardy PM in the Harmony system.
- Tardy: Late for school. Did not arrive before the tardy bell.

EXCUSED ABSENCES may include:

1. illness
2. prearranged absences
3. doctor appointments
4. death in the family
5. quarantine

UNEXCUSED ABSENCES may include:

1. absence not verified within 48 hours
2. truancy
3. non-approved absences
4. missing the bus
5. excessive absences *

CORPORATION POLICIES

***After five days of absences for illness or pre-arranged absences per semester a doctor's note is required. Five absences are allowed each semester without a doctor slip and are excused as long as a call is received within 48 hours. Every absence beyond the 5-day limit must be accompanied by a doctor slip and a call within the 48-hour time frame or it's unexcused.**

If your child is absent:

- When your child is absent, please call the school on that morning to state the reason for your child's absence. If no phone is available, you may send a note when your child returns to school informing the school about the absence.
- If your child is absent, tardy, or has an early departure because of a doctor's appointment, please obtain a doctor's excuse and send it to school with your child within two school days to excuse the absence, tardy, or early dismissal.
- If your child is going to be tardy or leave early (early departure) because of a doctor's appointment, the parent should notify the school office.

Students are required to sign in/out of the building. Parents should call the school office when arriving to pick up students. A pass is required for all tardies.

Attendance Procedures (Per Semester):

- On or before a total of **six unexcused** absences you may receive a contact from school personnel regarding attendance procedures.
- On or before a total of **eight unexcused** absences the parent may be sent a letter regarding the school attendance policy.
- On or before a total of **ten** days of **unexcused** absences the principal may contact the parent by documented correspondence regarding the concern. The principal may request a parent conference at this time (If the school is not contacted within two days to schedule a conference or the parent does not attend the scheduled conference, the school may contact the Rush County Prosecutor's Office and/or Department of Child Services to report educational neglect.)
- If the student has additional absences, attendance records may be sent to the Rush County Prosecuting Attorney's Office.

Certification of Incapacity Form may be picked up at the office. This form will be given to parents for a physician to complete if their child has a medical reason for poor attendance or extended illness. This form needs to be completed on a yearly basis.

BICYCLE TRANSPORTATION

Students in grades three through six are permitted to ride bicycles. For safety reasons, the school discourages younger students from using bicycles. This permission to ride bicycles may be voided if the privilege is abused.

BOOK RENTAL

Book fees are due and payable during the enrollment process. The total amount for the year is due, but for the convenience of parents who desire, one semester may be paid. The second half

CORPORATION POLICIES

may be paid in January after the end of the first semester. We will, upon request, take weekly or monthly payment for the book fees.

Students who are eligible for free or reduced lunches also qualify for textbook assistance from the state. The state usually pays a portion of the total book fee. The remainder of that fee is the responsibility of the parent.

The textbook rental collection schedule for late enrollment is as follows:

Weeks 1-9, full price; weeks 10-18, three-fourths price; weeks 19-27, one-half price; weeks 28-36, one-fourth price for textbook rental.

The refund schedule for a withdrawal student is as follows: Weeks 1-9, three-fourths refund; weeks 10-18, one-half refund; weeks 19-27, one-fourth refund; weeks 28-36, no refund.

The refund will be made on textbook rental only or workbooks that have not been used. The textbooks may be used again, but the workbooks cannot be issued again, even if they have only been used for a week or two.

For those owing money, possible action will be taken by a small claims court or a collection agency after each semester.

BUS SERVICE

School bus drivers are to have control of all school children conveyed between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and assure that the following regulations are observed by all pupil passengers:

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his/her boarding station when the school bus arrives. In the case of an emergency causing late arrival by the pupil at his/her station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil's station. If the school bus driver is already three minutes late, he/she need not wait at all.

CORPORATION POLICIES

8. Upon recommendation of the bus driver and school principal, and after a conference with the student, parent, and director of transportation, school authorities may deny the privilege of riding on any school bus to any student who fails to abide by the rules.
9. Transportation changes need to be made by 2:00pm to ensure all students are transported to the correct location safely.
10. Students will ride their assigned buses only.

Student Safety

To help ensure safety, students can assist by following the rules.

Stay off the traveled roadway at all times while waiting for the bus.

When attempting to get on or off, wait until the bus comes to a complete stop.

Enter or leave the bus through the front door only (except during an emergency or evacuation drill), and only after the bus has come to a complete stop.

If you must cross a traveled roadway after exiting the bus, remember directions as follows:

Wait until the bus stops moving.

After stepping off the bus, walk several feet (8-10) beyond the front of the bus to become within clear sight of the driver and wait for the proper signal for crossing. Never attempt to cross the roadway from behind the bus.

Help keep the bus clean; do not attempt any acts of vandalism.

Responsibility of Parents

Parents whose children are transported are to:

ensure that their children arrive at the bus stop on time in the morning.

provide necessary supervision of their children going to and from the bus stops.

cooperate with the driver and school officials for proper conduct of students.

provide written permission for a student to be delivered at a stop (emergencies only) other than his/her designated station.

keep this information for future reference.

CAFETERIA

Cafeteria facilities are available to students in all elementary schools. Type A lunches are provided and are based on the nutritional values as set up by the U.S. Department of Agriculture. In addition to giving daily nutritional needs, the plan is based on teaching correct eating habits and introducing new foods.

Breakfast programs are available in all schools. Student lunches are to be prepaid at least on a weekly basis. If problems with charges do occur, the School Board Policy will be implemented.

Sack lunches may be brought from home. There is no refrigeration or heating provided for sack lunches and **soda pop may not be consumed in the cafeteria**. Students with special dietary needs must provide the cafeteria with doctor's instructions. **Fast food from local establishments may not be brought in for individual students**. Food from the cafeteria cannot be taken into hallways or classrooms and must remain in the cafeteria besides in a situation deemed appropriate by the principal

CORPORATION POLICIES

(ex. rewards, lunch with teacher, etc.).

Free and Reduced Price Meals

The Board shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

In accordance with the criteria issued annually by the Federal government through the State Department of Education, the Board designates the Child Nutrition Director to determine eligibility of students for free or reduced-priced meals.

Each year, the schools shall inform all families of the opportunity for free and reduced-price meals by providing an application with the eligibility criteria and instructions to the family of each student enrolled in the school. The schools shall search and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall comply with Federal and State law governing school meal programs, including specifically, but not exclusively, those governing the accounting and audit requirements of the Free and Reduced Lunch program. All employees who participate in the processing or auditing of such applications shall be trained in the program's requirements.

The Superintendent shall establish the necessary administrative guidelines to ensure the program is conducted in accordance with guidelines established by the U.S. Department of Agriculture and the Indiana Department of Education.

Unpaid Meal Charges Policy

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$15.00.

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative account balance.

Furthermore, if a student has a significant negative lunch balance, the student shall not be permitted to change any a`la carte food or beverage items.

Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy #6151.

CARE OF BUILDING

All students are requested to cooperate with the custodians in keeping the buildings and playground clean and orderly. Wastebaskets are placed throughout the building to receive wastepaper and other refuse. Parents of students guilty of destroying school property will be held responsible.

CORPORATION POLICIES

Chewing gum can be a tremendous custodial problem in our schools; therefore, it is not permitted at school.

CRIMINAL ORGANIZATION (“GANG”) ACTIVITY

Prohibited Conduct

The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

Definitions

“Criminal Organization”: a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

“Criminal Organization activity”: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Procedures for Reporting and Investigating

Corporation employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Each school within the Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

CORPORATION POLICIES

Consequences

A confirmed act of criminal organization activity is a violation of the Corporation's code of conduct. The principal or the principal's designee shall respond to criminal organization activity, according to the parameters described in the Corporation's code of student conduct and policy.

Intervention Services

The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

Criminal Organization Prevention and Education

The Corporation shall establish an evidence-based educational criminal organization awareness program for students, school employees, and parents. The Corporation shall implement a school employee development program to provide training to school employees in the implementation of its criminal organization policy.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the Corporation's website.

CUSTODY CHANGES

In the event of a change in legal custody or guardianship of your children, a copy of the legal document stating such change should be shown to the office personnel. In this way, the school will be able to make a notation to whom the child(ren) should be released during the school day. Please list the names of all families involved in custodial care on the enrollment form.

DUE PROCESS PROCEDURES

A breach of the student code of conduct may result in a verbal reprimand, temporary dismissal from the classroom, after school detention, referral to special personnel in school, parent conferences, in school suspension, out of school suspension, expulsion, or such other appropriate discipline determined by the principal or his or her designee.

Indiana law and Rush County School Corporation code of conduct provide for "due process" protections for students facing certain disciplinary consequences. Students may be suspended or expelled for student misconduct or substantial disobedience for any behavior that occurs:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or

CORPORATION POLICIES

- (3) traveling to or from school or a school activity, function, or event. (I.C. 20-33-8-14)

In addition, any student may be removed from school:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to I.C. 16-41-9-3.
- B. For non-compliance with immunization requirements, pursuant to I.C. 20-34-4-5.
- C. If the student has been deemed mentally or physically unfit for school attendance pursuant to I.C. 20-33-2-46.
- D. If the student lacks legal settlement in the Corporation and has not informed the Corporation or gone through the transfer process.

EMERGENCY CLOSINGS AND DELAYS

There are times it becomes necessary to delay or cancel school because of adverse weather conditions. School closings and/or delays will be announced via telephone messaging system, and TV stations as soon as it is possible to get it on the air. The following stations will carry this bulletin: Rushville and Television Channels 6, 8 and 13.

When school is closed because of bad weather, the school administration (principal and superintendent) shall determine, that day, whether a scheduled activity for that afternoon and/or evening will be held.

When it becomes necessary to close school during the school day, every effort will be made to coordinate bus schedules and to notify parents through the radio station as to when to expect students home. On days when questionable weather conditions exist, parents are urged to monitor the radio station in order to be informed. When possible all students throughout the school system will be dismissed at the same time in order for parents to know when to expect them home.

Please make plans with your child for a safe place to go if school would be dismissed early. Parents may sign up to have an automated message sent in case of emergency closings or delays. Parents are encouraged to keep all contact information in Harmony updated.

ENTRANCE REQUIREMENTS

Although kindergarten is not compulsory, it is our hope that eventually 100% of our preschool children will have kindergarten training. Under the present program, kindergarten services are available in all of the district's elementary schools.

Kindergarten students must be five and first grade students must be six on or before August first of the school year. Kindergarten Round-Up is held in April via on-line registration. Those requesting early entrance should contact the principal of the elementary school. Further information may be obtained from the principals of the elementary schools.

CORPORATION POLICIES

Students entering school for the first time, regardless of grade, are requested to have a complete physical and dental exam. Indiana law requires that students have complete immunizations for diphtheria, tetanus, whooping cough, polio, measles, rubella, mumps, and hepatitis B. Proof of immunizations is required prior to enrolling. An official birth certificate issued by the county in which the child was born is required at or before enrollment.

ENVIRONMENTAL

Asbestos

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Chief Operations Officer.

Indoor Air Quality (IAQ)

In accordance with School Board policy, the Superintendent has appointed a Director of Buildings and Grounds to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator may be contacted at 765-932-4186.

Pesticide Use

On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Buildings and Grounds at 765-932-4186.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Rush County Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against

CORPORATION POLICIES

a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the

Superintendent listed below:

Mr. Jim Jameson

Superintendent

765-932-4186

The complaint should be submitted in writing with all available pertinent information. The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The response may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

EVACUATION DRILLS

All schools in Indiana are required to have a bus evacuation drill each semester, a tornado drill two times a year, a fire drill monthly, and two man-made crisis drills – one per semester. During drills, students should follow the practiced drill pattern as quickly as possible without running. No talking is permitted when the drill begins or when returning to the classroom or bus. This is important in case of a real emergency so that all students hear the necessary directions.

EXTRACURRICULAR APPEARANCE

Extracurricular participation by students is a privilege. Students must represent their school in dress and appearance prescribed by the school and sponsor. No body markings other than medical needs will be permitted in any activity. No jewelry is to be worn in athletics.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student records maintained by the School Corporation are governed by laws including the Family Education Rights and Privacy Act (“FERPA”). FERPA affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request

CORPORATION POLICIES

for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation 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 Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C., 20202-4605

Directory Information: The School Corporation designates the following items as Directory Information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1 of each school year. School Corporation will comply with the requirements of the federal law in providing information to military recruiters upon request. This information includes students' names, addresses, and telephone numbers. This information will be released unless the student or the parent of the student has requested in writing, using a provided form with a stated reason, that this information not be released.

School Corporation will forward, upon request, disciplinary records and copies of all other permanent student records to any elementary or secondary school for any student who is enrolled or seeks to enroll in the school. This is a requirement of federal law.

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request

CORPORATION POLICIES

in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

Student Records: The Family Education Rights and Privacy Act provides parents' access to their children's student records, provides for a hearing in which parents may challenge the contents of such records, and spells out who may have access to records without parental permission, and when parental permission is required.

The School Corporation collects and records data concerning the student. The Corporation recognizes that the collection, maintenance and limited dissemination of such data is essential in school operations, but also that right of privacy and the right to correct erroneous information is also essential. The Corporation has adopted a policy to comply with the provisions of the Family Educational Rights and Privacy Act. For more information, ask to review Corporation policy.

GIFTS – PARTIES

Classroom parties take away from instructional time and therefore are prohibited. School sponsored parties may be held at the discretion of the school administrator. Due to food allergies, outside edible treats are not permitted. Non-edible treats are encouraged to celebrate if desired. Delivery of flowers or balloons is prohibited, as they can not be sent home on the bus. Invitations for outside birthday parties can only be passed out at school if every student in the classroom is included.

GRADING SYSTEM

The following grading system shall be implemented by all schools of the Rush County School System.

Keys to the chart below for grading kindergarten through six.

- 4- Exceeds Standard-Beyond Expectation
- 3 –Meets Standard Expectation
- 2- Does not consistently meet Standard Expectations
- 1-Not meeting Standard Expectation at this time

To more accurately communicate progress to parents, RCS has incorporated a standard based report card in all elementaries. Parents will receive a report card which highlights achievement by Academic Standards.

Report to Parents

Students are issued a copy of their report card to take home at the end of each nine-week grading period. Parents may also view their child's progress online. Parents are encouraged to visit their child's teacher at Parent Conferences and at any time they have a concern.

HEALTH SERVICES

The school maintains health services for all children so they may attend school with the best physical, mental, and emotional health attainable to facilitate learning.

CORPORATION POLICIES

The school nurses are available to the teacher as a resource person for health education, including family life education. Girls Inc. is an abstinence-based program that is being offered in all sixth grade classes.

Immediate first aid is provided in the event of illness or injury at school. If a student becomes ill during the school day, he/she is to check in the clinic or office. Except for dire emergencies, the student should obtain a pass to the clinic from his/her teacher. In the event of serious illness or injury which necessitates the student leaving school, parents are contacted by school personnel to assume responsibility for their child's care. The school does not carry health insurance for students.

The school nurses are available for consultation and recommendation. Diagnosis and treatment are prescribed by the student's family health care provider.

Students requiring food or drink for medical reasons should obtain permission in advance from the school nurse and/or an administrator.

Administering Medicine at School

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine).
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must

CORPORATION POLICIES

be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.

4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

The school nurse or designee, and/or personnel in the school office, should be notified of all medication brought to school.

Any student needing to take prescription medication during the school day must have Form A12062, Parts I and II, completed. These are available from the school nurse and in each principal's office. Prescription medication must be in the original container with a current label indicating the child's name, medication name, dosage, time to be given, and prescribing physician's name. If the medication is to be taken for only a short period of time (less than two weeks), the prescription label indicating physicians, student's name, medication, and instructions is sufficient for Part I of Form A12062.

All over-the-counter medication, such as Tylenol and cough syrup, must have Form A12062, Part II, completed and signed by the legal custodian. A letter from the parent may be substituted for Form A12062, Part II, so long as it includes the same information as listed on the form. Over-the-counter medication must be provided by the parent in the original container.

CORPORATION POLICIES

If a student needs to carry medication on his/her person (inhaler or epipen), Form A12062, Parts I, II, and III, must be completed and on file.

NO MEDICATION WILL BE GIVEN TO A CHILD WITHOUT PROPER CONSENT.

Any student needing specific medical treatment(s) during the school day must have physician's orders and instructions and a parental permission form on file. Specialized medical equipment needed for the treatment(s) must be provided by the parents.

NO MEDICAL TREATMENTS WILL BE GIVEN TO A CHILD WITHOUT PROPER CONSENT.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose. The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Communicable Diseases

CORPORATION POLICIES

The Corporation will collaborate with and follow regulations from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy on Communicable Disease* at: <https://www.in.gov/health/files/2022-Communicable-Disease-Reference-Guide-for-Schools.pdf>

Concussions and Sudden Cardiac Arrest

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. The Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the Corporation for use by employees with proper training.

Do Not Resuscitate (DNR) Orders/Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such a facility.

Emergency Medical Authorization

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

CORPORATION POLICIES

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

Head Lice

Children who have head lice must have their heads treated with a preparation which will kill the lice, and nit removal must be evident.

Hearing Screening

Audiometric (hearing) screening examinations are administered to students in grades K, 1, 4, new students, and to any student the teacher suspects is having a hearing problem. Students failing the screening test the second time are referred for further medical evaluation.

Immunizations

Consistent with state law, the School Board requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians at the beginning of each school year.

The Corporation shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

Immunization records are maintained on all students, and parents must show proof that each child's immunizations are complete for diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis A & B, meningitis, and varicella. The measles, mumps, rubella, and

CORPORATION POLICIES

varicella vaccines must have been given on or after the first birthday. A second measles, mumps, and varicella vaccine is required. Records must indicate the month/year/date of each dose of vaccine given. Students who have not attended Rush County Schools previously must present proof, upon enrollment, of immunizations as listed above.

If a child's immunizations are not in compliance with the minimum requirement, the school nurse will inform the parents and **may** grant a waiver of not more than 20 days during which time the child is required to become in compliance.

Parents who object to their child having immunizations must sign an "Objection to Immunization" form yearly. These are available from the school principal and/or school nurse. Objections to immunizations can only be accepted if the objection is for religious or medical reasons.

To keep your child's health record up to date, please notify the school nurse if he/she receives additional immunizations during the school year.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

Mental Health Treatment Notification

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring the student to a provider of mental health services.

CORPORATION POLICIES

School Wellness Policy

Rush County School Corporation has in place a school wellness policy that includes methods to promote student wellness, prevent and reduce childhood obesity, and comply with legal requirements for school meals and other food and beverages made available at school. This Wellness policy is available online under Board Policy.

Student Emergencies and Accidents

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, Corporation employees will take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. The administrator in charge must submit an accident report to the Superintendent on all accidents.

Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication

Vision Screening

Vision screening is done in grades K, or 1, 3, and 5, for new students, and any student the teacher suspects is having a vision problem. Those students failing the screening test are referred to their optometrist or ophthalmologist for further evaluation. With the help of local eye care professionals, the Modified Clinical Technique is utilized when screening kindergarten or first grade students. Any child already wearing glasses should remain under the supervision of his/her eye care professional.

HOMEBOUND INSTRUCTION

Homebound instruction is available for students if evidence is on file with the school corporation having jurisdiction of said child, and that child will be homebound for at least four to six weeks.

HOMEWORK POLICY

RCS elementary students will be expected to do the work that is assigned to them. Homework is the out-of-class tasks that a student is assigned as an extension of classroom work. It is to be understood that homework has value and is to be completed on time.

There are three types of commonly assigned homework.

CORPORATION POLICIES

Practice

to reinforce newly acquired skills and/or complete daily assignments

Preparation

to provide background information (reading, research, collection of materials for class presentation)

Extension:

to encourage individual creative learning, often long-term projects

Homework serves valid purposes when it: (1) provides essential practice in needed skills; (2) trains pupils in good work habits; (3) affords opportunities for increasing self-direction; (4) enriches and extends school experiences; (5) helps children learn to budget time; (6) brings pupils into contact with out-of-school learning experiences; and (7) promotes growth.

HONOR ROLL

Third through sixth grade students enrolled in the Rush County School System shall receive recognition for achieving 3.0 or higher, in core subjects, on their report card at the end of the school year.

LOST AND FOUND

A lost and found department is maintained in each of our schools so that articles may be returned to their rightful owners. Students are urged to make an early effort to locate lost articles, since unclaimed articles are eventually given away to someone who can use them or are destroyed.

MAKE-UP WORK POLICY

Students who are absent from school will be allowed to make up assignments. Students whose absences are excused will be allowed a period of time equal to the number of days of absence to complete make-up work. Students who are absent from school unexcused or due to a suspension will be allowed a twenty-four hour period after returning to school to make up assignments unless other arrangements are made.

MEDIA CENTER

The aim of the media center is to provide the best books, periodicals, and other materials for reference and recreational reading and to guide the student in the use of media center facilities so that he/she can prepare assignments with confidence and efficiency. The school media center is available to assist students with their book selection.

MCKINNEY VENTO RESIDENCY AND EDUCATIONAL RIGHTS

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

CORPORATION POLICIES

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

NON-DISCRIMINATION & ANTI-HARASSMENT

The Rush County School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The Rush County School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator

(Race, color, national origin)

Mr. James Jameson
Superintendent
765-932-4186

Title IX Coordinator

(Sex, including sexual harassment/sexual assault, gender discrimination)

Mr. James Jameson
Superintendent
765-932-4186

Section 504 Coordinator

(Disability)

Mr. Pat Anderson
Director of Special Services
765-932-4186

Non-discrimination Coordinator

(All other forms)

Mr. James Jameson
Superintendent
765-932-4186

CORPORATION POLICIES

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

PERFORMING GROUPS

School functions by performing groups are expected to be a priority with students and parents. Absence will affect the group's ability to perform. Any extenuating circumstance regarding a student's participation in a performance should be discussed prior to the performance with the instructor and the school principal.

SAFETY

Students should walk, not run, in the halls and are expected to walk on the right-hand side of the hallway and stairs. Teachers stress safety measures in the use of the playground equipment. Crisis management plans exist for each building. Copies are located at corporation sites.

All Rush County Schools' buildings have a Crisis Management Plan unique to each building. These plans are updated annually in accordance with Indiana State Law. Due to the sensitive information contained in these plans, they will be available only to committee members and school employees. Emergency drills are conducted to comply with Crisis Management Plans and Indiana State Law. Law enforcement will be notified when required by law and in additional discipline issues at the discretion of the school administration.

Rush County Schools, in the interest of keeping our children safe, has implemented the Raptor visitor management system. By scanning driver licenses, Raptor compares information to a sex offender database and alerts school officials if a match is found. If no match is found, a visitor badge will be created including a photo, the name of the visitor, time and date. Raptor will provide a consistent system to track visitors while keeping away people who present a danger to students and staff.

CORPORATION POLICIES

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

SCHOOL DISCIPLINE

School discipline is simply a matter of courtesy, manners, and attitudes on the part of students. Insubordination will not be permitted. Students are expected to do what is asked of them while under jurisdiction of any staff member. If students believe they have been unjustly disciplined, the problem may be discussed later with the teacher or principal. **Please become familiar with the discipline policy in your child's building.** Make-up work following a suspension will be due within twenty-four hours after returning to school unless other arrangements have been made. Students who have served an in-school suspension may not participate in extracurricular activities on that day(s).

Rush County Schools Discipline Policy

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 IC

20-33-8, administrators and staff members may take the following actions (if not superseded by special education law):

An elementary teacher will have the right to refer a student from his/her classroom or activity to the office for a period of up to 1 (one) school day.

The Rush County School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

A.	relate in kind and degree to the infraction;
B.	help the student learn to take responsibility for his/her actions;
C.	are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

CORPORATION POLICIES

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Teachers and other employees of this Board having authority over students shall have the authority to take any action that is reasonably necessary to carry out or prevent an interference with an educational function.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

All discipline imposed shall be in accordance with federal and Indiana statute and regulations.

Restraint or Seclusion of Students

The Rush County School Corporation has in place a plan for using restraint or seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations.

Suspension and Expulsion of Students

The Rush County School Board will ensure a child is afforded due process before suspension or expulsion. A student may be suspended and/or expelled from an activity, program, or a school if his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

A student may also 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, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred in accordance with Indiana law and Board Anti-Bullying Policy. A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. Students with disabilities shall be afforded procedural safeguards as required by state and federal law.

The School Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

The Superintendent shall develop a Student Code of Conduct providing appropriate procedures for implementing this policy and complying with applicable law.

CORPORATION POLICIES

The principal shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

SPECIAL EDUCATION

Special Education services are available through Rush County Schools Office of Differentiated Learners. The phone number is 765-932-4186.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Students with special needs/accommodations

It is the responsibility and intent of the Rush County School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities he or she may have.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

Discipline policy for students with disabilities

Students with disabilities are subject to the discipline rules adopted by the board of school trustees. A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than ten (10) school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. Rush County School Corporation will follow all applicable procedural safeguards under the law for students with disabilities

STUDENT DRESS

Student Dress: Clothing should be in good taste and suitable for school. Some types of dress and grooming habits distract from a learning atmosphere and will not be permitted at school (Refer to RCS School Board Policy.)

The following guidelines have been established and are within compliance of the School Board Dress Policy.

The following are considered inappropriate for school:

- Bare midriffs or tank tops. Necklines should be appropriate and shoulders must be covered.
- Clothing or jewelry which advertises, displays, or refers to non-prescription drugs,

CORPORATION POLICIES

tobacco or alcoholic beverages. Any clothing that mentions or depicts violence, defamation of individuals, groups, or organizations, or is of a sexual nature is not appropriate for school.

- Torn pants, shorts, or jeans cannot be worn without something worn underneath to cover the skin at a point above the mid-thigh. This applies to the front and back of the leg.
- No hats, bandannas, hoods or hair coverings are to be worn in the building.
- Skirts/shorts are to be in good taste and must meet the “fingertip rule.”
- No bare feet. Shoes must be worn at all times.

STUDENT SEARCH AND SEIZURE POLICY

Searches of students pursuant to Student Search and Seizure policy shall be permitted in all situations in which the student is subject to school disciplinary rules pursuant to I.C. 20-33-8-14 including:

- 1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- 2) off school grounds at a school activity, function, or event; or
- 3) traveling to or from school or a school activity, function, or event.

Standards for Search and Seizure

In balancing a student's privacy interest against the School Corporation's obligation to maintain a safe, alcohol/drug-free working and learning environment, the administration utilizes the following principles:

1. Searches of Storage Areas Provided for Student Use

Storage areas such as lockers and desks are school property provided for student use, subject to the right of the Superintendent to search the storage area and the items in the storage area at any time without individualized reasonable suspicion. Students shall not have an expectation of privacy in any locker or other storage area on school property and shall not be permitted to deny entry to an administrator by the use of a lock or other device.

2. Searches of a Student's Outer Clothing and Items in the Student's Immediate Possession

A search of a student's outer clothing (coats, shirt, blouse, shoes, pants pockets and waistband) and items in the student's immediate possession (backpacks, purses, wallets, book bags) shall be based upon individualized reasonable suspicion.

3. Searches of a Student's Inner Clothing or Person

A search of a student's inner layer of clothing (pants, skirt, shirts/blouse, sweater, sweatshirt) or a search of the student's person involving the removal of the inner layer of

CORPORATION POLICIES

clothing (i.e., clothing that would not otherwise be seen in the classroom such as underwear) is not permitted.

4. Use of Breath-Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. A student shall be offered a breath test when an administrator has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.

5. Searches of Student Vehicles

Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

6. Law Enforcement Assistance in School Searches

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

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under conditions established in the Superintendent's administrative guidelines.

7. Disposition of Seized Items

Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to the County Sheriff.

CORPORATION POLICIES

Questioning of Students

1. Access to Students in Investigations of Suspected Abuse or Neglect

A properly identified employee or agent of the Department of Child Services (DCS) or law enforcement officer investigating suspected abuse or neglect shall be permitted to question and examine a student at school without notice by the school administration to the student's parent/guardian. A private place at school shall be provided for this interview. Corporation employees shall not participate in the interview or examination unless requested by the DCS worker or law enforcement officer.

2. Access to Students Without a Court Order in Investigations Other Than Suspected Abuse or Neglect

A law enforcement officer acting without a court order or warrant who requests to question or examine a student at school or while a student is supervised by a school employee should be asked by the building principal to explain the reason for the questioning and the reason(s) why the questioning should take place at school.

The building principal shall call the parent/guardian and delay the officer's access to the student until the parent/guardian can arrive.

3. Access to a Student Pursuant to Court Order

A law enforcement officer with a court order specifically directed to school officials ordering that the officer be permitted to have access to or to question a specific student at school shall be permitted to question the student in a manner consistent with the order.

STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION AND INSPECTION OF MATERIALS

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

CORPORATION POLICIES

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and

The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

Parent's Right to Know

Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications

CORPORATION POLICIES

Testing

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>

SUPERVISION

Students are under the supervision of the school from the time they are first in the care of a school employee until they leave the care of the last school employee (example – bus driver). Students are also under school supervision at all school-planned functions such as class parties and athletic contests. **A contact must be made with the school for changed plans in transportation.**

If your child needs to remain inside the school during recess, please send a note to this effect to his/her teacher.

Requests to release children from school present a serious problem to school administrators and teachers. Such requests are made for many and varied reasons, and careful discrimination in each individual case becomes more and more justified.

The general attitude of the school is that the school is responsible for the child and responsible to his/her parents, and that the brief hours in school are of such importance to the growth and development of the child that they should be guarded from interruption.

The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:

1. Children are released from school only to their parents or to persons authorized by their parents.
2. Children are released to police officers only after proper clearance by the building principal.
3. **In case of family dissension (divorce, stepparents, grandparents of separated parents, etc.), the request occasionally comes to prohibit one part of the conflict from taking the child from school. Such requests are honored only if legal status is established.**
4. Children are released for days of religious observance upon request of their parents. A note signed by the parent must be brought prior to the day of observance.
5. Teachers **will not** admit unauthorized visitors to the classroom without a note from the office.
6. In case of emergency, a child is sent home only with a parent or with another authorized and reliable adult if the parent is not available.
7. Requests for released time for dental and medical appointments are honored. Appointments after school and on non-school days are desirable. Circumstances may make that impossible. "What is the best for the child" is the determining factor.
8. School authorities weigh each individual case because the school is obligated to protect the health and safety of all its students.

CORPORATION POLICIES

9. In the absence of the principal and/or designee the classroom teacher is responsible for making decisions. The teacher notifies the principal (as soon as possible) of any decision he/she has made.

TELEPHONES

Students will be allowed to use the telephone only in case of emergency. Permission must be granted by the teacher. Parents are encouraged to call their child's teacher any time and leave a message on his/her voice mail. Students are allowed to carry cell phones for after school use, however, they must remain off and in backpacks during the school day and on the bus ride home. Failure to comply with cell phone policies will result in the phone being confiscated and the parent being required to come to the school to pick it up. The school is not responsible for loss or damage of cell phones, therefore students are cautioned against bringing them to school.

TRANSFERRING

The Elementary Schools are divided into the following districts: Arlington, Milroy, and Rushville.

All pupils are required to attend the school in the district in which they live unless they are accepted as a transfer to another school within the school corporation or if the family moves from one school district to another school district within the corporation during the school year and requests that students remain in their former school for the remainder of the school year. Transfer request forms may be obtained from the school principal. March 15 is the cut-off date for receiving applications for the following school year. Any extra transportation involved in a transfer is the responsibility of the parent.

Some pupils may be asked to cross district lines. Everything possible will be done to place students in a class of not over 30 in number.

TOBACCO FREE

RCS is a drug-free zone. Therefore, possession of tobacco within 1,000 feet is a violation of state and federal laws, and local authorities will be contacted. Students are not to smoke or possess any form of tobacco in the building, at the parking lot, on the school grounds, or while under the supervision of school personnel. This rule applies to all school activities, streets, and areas adjoining the school grounds. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, pipe, snuff, or any other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices "vapor" (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes. Students who violate this rule may be dismissed from school.

USE OF SCHOOL COMPUTERS

Students using school computers must have on file a signed Internet Acceptable Use Policy Agreement. Students damaging computer equipment will be dealt with in accordance with the

CORPORATION POLICIES

discipline policy. Students utilizing computers for any reason other than specified school purposes may have all computer privileges revoked.

VISITORS

The Corporation welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. Disruptions to the educational environment will not be tolerated.

All visitors must register with the Raptor System upon entering any building and will be issued a visitor's pass. They must seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the Principal and instructor.