

Benjamin Rush Middle School

Principal – Mr. Mark Scheidler
Assistant Principal – Mr. Derek Sumpter
Guidance Counselor – Miss Amy Hedrick
Athletic Director – Mr. Brady Martz
Student At-Risk Counselor – Mrs. Jean Kopf
Health Services – Mrs. Becky Wicker
Secretary – Mrs. Julie Mahan
Secretary/Treasurer – Mrs. Carri Flannery
Secretary/Attendance/Lunch Accounts – Mrs. Connie Amos

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Administrative Offices	330 West Eighth Street Rushville, Indiana 46173	932-4186 FAX 938-1608	Mr. Jim Jameson, Superintendent Melissa Leap, Director of Finance and Technology Kim Nicholson Director of Differentiated Learners Sara Mastin, Principal
Arlington Elementary	2533 N. 700 W. Arlington, Indiana 46104	663-2416 FAX 663-2723	
Benjamin Rush Middle	1601 North Sexton Street Rushville, Indiana 46173	932-2968 FAX 938-2011	Mark Scheidler, Principal Derek Sumpter, Assistant Principal
Milroy Elementary	300 N. Walnut Milroy, Indiana 46156	629-2323 FAX 629-2250	Lisa Wilson, Principal
Rushville Consolidated High School	1201 Lions Path Rushville, Indiana 46173	932-3901 FAX 932-4051	Robert Hadley, Principal Aimee Puls, Assistant Principal Mark Mendoza, Dean of Students
Memorial Gymnasium	1110 Lions Path Rushville, Indiana 46173	932-2984 FAX 932-4798	Melissa Marlow, Athletic Director Heidi Cox, Assistant Athletic Dir.
Agri-Business & Technology	1501 North Sexton Street Rushville, Indiana 46173	932-5313 FAX 932-4663	Blair Orme, Vocational Agriculture Holly Wagner, Vocational Agriculture
Rushville Elementary East	390 West 16 th Street Rushville, Indiana 46173	938-1616 FAX 938-2417	Erin Tilley, Principal
Rushville Elementary West	410 West 16 th Street Rushville, Indiana 46173	938-1509 FAX 938-1703	Julie Innis, Principal
Transportation	1501 North Sexton Street Rushville, Indiana 46173	932-5421 FAX 932-4663	
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BOARD MEMBERS

SCHOOL	ADDRESS	TELEPHONE	ADMINISTRATOR
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President - Mrs. Tammy Jackman, tammyjackman00@gmail.com
Vice President - Mr. Jeff Amos, jeff.amos@rushville.k12.in.us
Secretary - Dr. Steve Sickbert, sickbertfec@yahoo.com
Member - Mr. Doug Marlow, marlowd@rushville.k12.in.us
Member - Mr. Kevin Banks, monrov79@gmail.com
Member - Mr. Mike Beard, mike.beard@rushville.k12.in.us
Member - Mr. Ron Lienemann, inhusker@yahoo.com

Attorney - Amy Matthews
Executive Secretary - Michele Kessler

MISSION STATEMENT

We, the community of Benjamin Rush Middle School, will provide for the students:

1. A positive atmosphere for the progression from elementary to secondary school while encouraging a desire to learn.
2. Opportunities to reach their academic, social, and emotional potential.
3. Instruction to assist in the development of skills needed to become productive members of society.

ATTENDANCE

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 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 absent 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
- 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 nonclassroom 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.

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.

I.C. 20-33-2-3 ATTENDANCE

In order to receive the maximum benefits from the educational process, regular school attendance is required. However, if a student must be absent from school, use the following procedures:

EXCUSED ABSENCES

To receive an excused absence, a phone call is required from a parent/guardian before 10:00 a.m. on the day of the absence (phone no. 932-2968), or a note is needed from a parent/guardian upon return to school. Excused absences include those due to illness, injury, family death, quarantine, or prearranged absences approved by the principal or principal's designee. For illness, students should be fever free for 24 hours prior to returning to school. Students are expected to make up all work missed for an excused absence and are responsible for getting assignments from their teachers.

EXCESSIVE ABSENCES

After a student has been absent seven 8 days in any semester, a doctor's note will be required for each absence thereafter, or an explanation from the doctor as to the reason that regular school attendance cannot be maintained. In order to make up class time missed by excessive absences, students will be assigned Thursday Night Detention, InSchool Suspensions, or Out-of-School suspensions. If no effort is made to correct the excessive absence problem, the student may be suspended out of school and recommended for expulsion. The Rush County Prosecutor's Office and the Rush County Probation Department will be notified if a student continues to be habitually absent from school, as well as the Department of Child Services.

PREARRANGED ABSENCES

Circumstances may dictate that a student may be absent from school for reasons other than illness. These unusual situations need the attention and approval of the principal ahead of time with a written explanation/authorization from the parent/guardian. Examples of a prearranged absence are: medical or dental appointments, funerals, serving as an Election Day worker, serving as a page at the Indiana General Assembly, field trips or activities requiring students to leave school grounds, and family business. Whether prearranged or not, some absences listed above, including planned family vacations, may count towards the excessive absence policy.

UNEXCUSED ABSENCES

Absences are considered unexcused for the following reasons: unapproved absence, truancy, failure of parent/guardian to write a note or call the school, or absences considered unexcused under the excessive absence policy. Any make-up work is the responsibility of the student.

A student not in school is expected to remain at home or be under the supervision of a parent/guardian. Students not in school during the day are excluded from extracurricular activities. Special situations must get approval from the principal.

LEAVING SCHOOL

Students are required to check with the front desk if they need to leave the grounds for any reason. Students leaving school without approval are considered truant. Students found to have contacted home without consent of office staff/nurse to get picked up are

considered unexcused. Any student leaving school must have permission also from his/her parent/guardian.

TARDIES

Students are counted tardy when they arrive to school or class late. Students may also be counted tardy if they arrive to class unprepared and/or without necessary materials to participate in learning activities and may need to return to their lockers for those materials. Students will be warned when they receive five tardies in a semester. Office referrals will be written for every three additional tardies thereafter. Consequences for cumulative tardy referrals are as follows:

Number of cumulative referrals per semester:

- 1 – 3 After-School Detention
- 4 – 6 Thursday Night Detention
- 7 – 8 In-School Suspension
- 9+ Out-of-School Suspension

TRUANCY

A student not in school and not meeting the criteria of an excused absence is considered truant. Information concerning student absence must be received by 10:00 a.m. and is the responsibility of the parent/guardian. A student who is considered truant will be assigned In-School Suspensions. A student out of class without permission from the principal, assistant principal, or without a pass from the teacher to whom he/she is assigned is considered truant. A student who is truant four times is considered a habitual truant. A habitual truant under the age of eighteen will not be issued a driver's license or a learner's permit as recorded in I.C. 9-24-2-4, Section 2, and as is indicated in the "Message to Parents." The principal will notify the Bureau of Motor Vehicles upon the student's fourth instance of truancy. Students who are truant will be assigned an In-School Suspension for each day they are truant. Students will be suspended out of school if they become a habitual truant. If no effort is made to correct the truancy problem, the student will be suspended out of school and be recommended for expulsion. The Rush County Prosecutor's office and the Rush County Probation department will be notified if a student becomes habitually absent from school.

MOTOR VEHICLES

Attendance in school is compulsory as provided in Indiana Code 20-33-2. Failure of the child to attend school even one day without an excuse is considered truancy. An excused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration or lawful removal of the student from school by the parent or guardian is not truancy.

Section I Habitual Truancy and Driver's License

A. Indiana Law provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18. B. The term "habitual truant" may be evidenced by the following:

1. Defiance of parental authority in the failure to attend school.
2. A repeated, continuous pattern of absences over a period of time such as a grading period.
3. A larger number of aggregate absences over the period of a school year.
4. More than three (3) judicial findings of truancy.

It is also established that not all unexcused absences should be considered as truancy, only those absences that are in defiance of parental authority should be considered. In establishing a pattern of truancy, the Rush County Schools has decided that a student will

be declared a habitual truant after three such absences per school year. A warning to student and parent/guardian will be issued in writing after each such absence.

Section II Expulsion and Suspension A.

Issuance of License or Permit

1. Indiana Code 9-24-2 states: "An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who is under:
 - 1) at least a second suspension from school for the school year under IC 20-33-8
 - 2) an expulsion from school under IC 20-33-8

Section III Invalidation of License or Permit

1. Indiana Code 9-1-4-33.4(a) states:

"If a person is less than eighteen (18) years of age and is under a suspension, expulsion, or exclusion as described in section 29(g) of this chapter, the department shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

 - 1) The person becomes eighteen (18) years of age;
 - 2) 120 days from date of second suspension or 180 days from date of expulsion or exclusion;
 - 3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8-19.
2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the length of the invalidation period.
 - 1) The student receives a second suspension from school in any one school year;
 - 2) The student is expelled from school for any reason established by the state statute and/or this school system or is excluded for the grounds stated in Indiana Code 20-33-8.
3. Should any such second suspension, expulsion, or exclusion be reversed after the student has utilized the procedure under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.
4. Should the principal have reason to believe that a 17 year-old student, or a 16 year-old student with the written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension the school year or an expulsion or exclusion for misconduct, the principal is given discretion to consider such an offer to quit, to reject the offer, to continue with the suspension, expulsion or exclusion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceedings.

Section IV New Students

For the purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

Section V Non-Public School Students

The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a person not enrolled in this public school system.

CORPORATION POLICIES

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 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. Matt Vance
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.

CONDUCT EXPECTATIONS OF STUDENTS DRESS CODE:

Students are responsible to dress and exhibit grooming habits that are in good taste and suitable for school. The school considers the appearance of students relating to grooming and dress as an important factor for an effective and desirable atmosphere for learning. Student dress reflects the quality of the school, student attitudes, and community expectations. Some types of clothing and grooming habits are disruptive to the educational process and dangerous to the student or others. Students who violate the dress code may be offered acceptable dress by the school, or they may be placed in ISS until proper dress can be obtained.

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

The following are considered inappropriate for school:

1. Bare midriffs or tank tops. Necklines should be appropriate and shoulders must be covered.
2. Clothing or jewelry which advertises, displays, or refers to nonprescription drugs, 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.
3. Torn pants, shorts, or jeans cannot have holes/tears above the mid-thigh. This applies to the front and back of the leg.
4. Hats, hoods, bandanas, coats, or sunglasses are not to be worn in the building and should be removed when entering the building and placed in student lockers.
5. Skirts/shorts are to be in good taste and decency. The length of these garments must be below the mid-thigh.
6. Wearing chains, spiked bracelets/anklets, pierced body parts, or other potentially harmful accessories are not appropriate for school.
7. Alterations to appearance that disrupt the normal operation of the school should not be worn.
8. Baggy jeans or pants must be fastened at the student's waist by a belt. Pants are not to be worn below the hips.
9. Any shoe equipped with wheels or other devices are not to be worn because of safety concerns.
10. Book bags, backpacks, coats, and jackets are to be placed in lockers in the morning and should not be carried into the classrooms.

****Clothing and items associated with gangs are not to be worn in school or on school premises. Students wearing or displaying such items will be asked to remove them. The wearing of such items either by color, by item, or by arrangement may be cause for suspension. Repeated occurrences may warrant a recommendation for expulsion. Coaches and instructors of extracurricular activities may establish specific guidelines for their activity.**

DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and/or students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale of prohibition established by Board policy;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

GENERAL STUDENT CONDUCT

The BRMS discipline plan is intended to provide guidelines by which students are to conduct themselves at school and school sponsored functions. This plan may include, but is not limited to, the specific violations/consequences listed below nor does it limit discipline decided by the administration.

While it is the school's responsibility to provide information about expected behaviors, it is the student's responsibility to read the information in the student handbook.

Level 1

BEHAVIOR:

1. Failure to follow class rules
2. Failure to follow repeated staff member instructions
3. Failure to come to class prepared
4. Failure to complete homework in class

CONSEQUENCES

- Teacher intervention
- Parent/Guardian contact by teacher
- Academic Recovery

Level 2

BEHAVIOR

1. Dress code violation
2. Public display of affection
3. Violation of Cell Phone policy
4. Running and/or horseplay
5. Classroom and/or educational disruption
6. Failure to follow instructions
7. Inappropriate use of food or candy. Students are not to chew gum in school.
8. Sharing lockers
9. Excessive Level 1 offenses
10. Disrespect to fellow student, i.e. Name Calling
11. Misuse of Technology (ie: Inappropriate internet searches, emails, sharing passwords, etc.)

CONSEQUENCES

- Lunch Detention
- After-school Detention

Level 3

BEHAVIOR

1. Petty theft
2. Minor destruction of school or private property
3. Leaving class without permission/Out of assigned area
4. Continual classroom/educational disruption
5. Use of inappropriate, obscene, or vulgar language or gestures
6. Insubordination
7. Excessive Level 2 offenses
8. Conduct constituting an interference with school purposes
9. False Reporting
10. Academic Dishonesty/Plagiarism
11. Failure to serve assigned after school detention
12. Violation of the Excessive Absence Policy

CONSEQUENCES

- After-school Detention
- Thursday Night Detention
- In-School Suspension

Level 4

BEHAVIOR

1. Hazardous conduct which may be harmful to oneself or others
2. Theft of school or personal property

3. Failure to serve/complete assigned Thursday Night Detention
4. Excessive Level 3 offenses
5. Disrespect to staff members
6. Verbal abuse of a student (including racial slurs)
7. Violation of the Truancy Policy
8. Taking, displaying, or posting pictures or videos unrelated to school purposes without a person's consent.

CONSEQUENCES

- In-School Suspension
- Out-of-School Suspension

Level 5

BEHAVIOR

1. Major destruction of school or private property (vandalism)
2. Use or possession of tobacco or a look-a-like. Use or possession of Inhaled Vapor Devices (i.e. E-Cigarettes, Vape-pens etc... Law enforcement may be notified.
3. Threats, intimidation, bullying, or harassment of another student
4. Fighting, Assault, or Battery
5. Possession of a pocket knife
6. Verbal abuse of a staff member
7. Sending, possessing, viewing, or sharing material of sexual nature including electronic form
8. Major theft of school or personal property
9. Excessive Level 4 offenses
10. Excessive Office Referrals/Substantial Disobedience
11. Possession of matches, lighters, or any other combustible materials including fireworks
12. "Depantsing" or attempting to "Depants" another student
13. Indecent exposure

CONSEQUENCES

- Out-of-School Suspension
- Out-of-School Suspension with Recommendation for Expulsion
- Law enforcement may be called.

Level 6

BEHAVIOR

1. Possession or conspiring to possess a firearm, weapon, or look-alike firearm or weapon or any explosives/explosive devices
2. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, stimulant, depressant, barbiturate, alcoholic beverage, marijuana, intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items
3. Possession of drug paraphernalia
4. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, students, or others
5. Major theft of school property
6. Threat to staff member
7. Unlawful activity on school ground or at school activities during weekends, holidays, school breaks, and summer periods
8. Any misconduct in I. C. 20-33-8-14

CONSEQUENCE

- Out-of-School Suspension with recommendation for expulsion. Law enforcement may be called.

Level 7

BEHAVIOR

1. Possession of a firearm
2. Possession of a deadly weapon

CONSEQUENCE

- 10-day suspension pending expulsion for at least one (1) calendar year. Law enforcement authorities may be notified. I. C. 20-33-8-14

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).

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.

I.C. 20-33-8-8 DUTY AND POWERS OF SCHOOL CORPORATION TO SUPERVISE AND DISCIPLINE STUDENTS

Sec. 8

(a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

INTERNET USER RESPONSIBILITIES

All students who request access to Internet resources through Rush County Schools, whether using computers, modems, and/or phone lines owned or controlled by Rush County Schools or not, will complete and sign an Internet Use Agreement with Rush County Schools. In the case of individuals under the age of 18, parental consent and signatures will be required before access will be granted. Rush County Schools requires the permission of and supervision by the school's professional staff for a student to use a school account or resource to access the Internet. It is the policy of the Rush County Schools that the cost of any materials secured utilizing the Internet is the responsibility of the individual user or, in the case of a person under the age of 18, the person who authorizes the network account. This authorization extends to any financial obligation that may be incurred when utilizing the network as a source for goods or services. In no

circumstances will Rush County Schools be liable for any unauthorized purchases made utilizing accounts secured through or equipment owned by Rush County Schools. The signatures on the agreement are legally binding and indicate the party (parties) who has (have) read the terms and conditions carefully, and understand(s) their significance.

The smooth operation of the Internet network relies upon the proper conduct of the net users who must adhere to strict guidelines. Rush County Schools does not assume responsibility to the Internet community to enforce accepted standards of net protocol and its obligation to recommend the termination of a user's network password and identification if it discovers ongoing and intentional misuse of the Internet resources.

Use of the Internet within Rush County Schools must be in support of education and research and be consistent with the educational objectives of the corporation. Transmission of any materials in violation of any United States, state, or local regulation or law is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited. In addition, the following are prohibited:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
2. to transmit obscene, abusive, or sexually explicit language.
3. to violate any local, state, or federal statute.
4. to vandalize, damage, or disable the property of another person or organization.
5. to access another person's materials, information, or files without the implied or direct permission of that person.
6. to violate copyright or otherwise use another person's intellectual property without his/her prior approval or proper citations.

Users should refrain from sending any material over the network that they would not want published on the front page of their local paper, a regional paper, or national newspapers. Users should be aware that it is a violation of network policy to attempt to log on the network using another individual or group's name and password. Misuse of names and passwords can result in the cancellation of network privileges and other penalties. Malicious attempts to harm or destroy data of another user, the Internet, or any agency connected to the Internet backbone, including the loading of computer viruses or worms, is a violation of federal law.

The use of the Internet is a privilege, not a right; inappropriate use may result in the termination of the privilege. Internet activity which violates the rules and policies of Rush County Schools will subject the user to appropriate disciplinary sanctions.

Network etiquette expects that users abide by the following guidelines. These guidelines include, but are not limited to:

1. the use of vulgar, obscene, or inappropriate language is prohibited.
2. personal information such as home telephone numbers, names, and addresses should not be shared over the net.
3. all communications and information accessible via the network should be assumed to be private property.
4. any attempt to compromise network security is prohibited. Any user identifying a possible breach in security must notify a system administrator.

DISCIPLINARY ACTION

LUNCH DETENTION

Lunch detention may be assigned to students who commit minor school and classroom violations. Students serving lunch detention are isolated from the rest of the student population. Lunch detention may also be assigned to students who refuse to complete assigned work and fall behind in their class work. These students will be assigned lunch detention and will be requested to complete their late and missing assignments. Students who complete their missing assignments will be dismissed from lunch detention and return to the general lunch population.

AFTER-SCHOOL DETENTION

Students who are assigned to detention after school must report to the assigned area after the third bell with study materials and remain in this quiet study area until 4:00 p.m. The purpose of this detention period is to make up class time missed due to referrals of a minor nature. It is used as an alternative to suspension; therefore, attendance is mandatory. Failure to serve an after-school detention will result in a Friday Evening School unless mutually agreed to be rescheduled by a parent and administrator prior to the date and time of the assigned detention.

After-School Detention is held on Tuesday and Thursday. Parents are notified in advance in the event that a child is assigned to detention after school.

THURSDAY NIGHT DETENTION

Thursday Night Detention is held at Benjamin Rush from 3:15 to 5:15 p.m. on selected dates during the calendar year. Parents of students assigned to Thursday Night Detention will be notified. Thursday Night Detention may be scheduled on another day of the week due to school vacation days or schedule conflicts of school personnel. Failure to serve a Thursday Night Detention is a Level 4 offense and will result in an in-school or out-of-school suspension.

REMOVAL FROM CLASS/ACTIVITY

A teacher has the right to remove a student from his/her class for "one" school day if the student is assigned regular or additional work to be completed in another school setting.

ISOLATED INSTRUCTION

Isolated Instruction allows teachers to keep students in an isolated situation and still require work to be completed. **IN-SCHOOL SUSPENSION**

An In-School Suspension is served during the school day. Students are restricted from all extracurricular events and activities. Daily assignments, quizzes, and tests are requested from classroom teachers, and students are expected to complete these assigned tasks while in In-School Suspension. Any student who refuses to follow the rules and requests of the in-school instructor will be subject to out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten school days. The student is sent home during an out-of-school suspension and becomes the responsibility of the parent during the school day. The student is not permitted on any school grounds or allowed to attend school functions, or participate in school activities. Students are responsible for acquiring and making up any assignments, quizzes, or tests they missed during the suspension.

The school may seek other alternatives to expulsion. Law enforcement authorities may be contacted, and a complaint may be filed by the school.

Procedures involving the removal of students from class activity, suspension, or expulsion are fully outlined in the "Message to Parents" included in this handbook.

STUDENT DISCIPLINE POLICY

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.

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.

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, and

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

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.

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:

- 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.

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.

Consequences

A confirmed dent 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.

AUTHORITY OF SCHOOL PERSONNEL

In accordance with IC 20-33-8, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. counseling with a student or group of students;
2. conferences with a parent;
3. assigning additional work;
4. rearranging class schedules;
5. requiring a student to remain in school after regular school hours to do additional work or for counseling; or
6. restriction of extracurricular activity.

NOTE: The provisions stated above shall apply when concerning the movement of students, movement or parking of vehicles, day to day instruction concerning the operation of classroom or teaching station, the time or times for commencement of school, or other standards or regulations relating to the manner in which an educational function is to be carried out.

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>

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 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.

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.

Visitors must register at the school office and 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.

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

Office of the Superintendent
 330 W. 8th Street, Rushville, IN 46173
 765-932-4186

Title IX Coordinator

Office of the Superintendent
 330 W. 8th Street, Rushville, IN 46173
 765-932-4186

Section 504 Coordinator

Office of Special Learners
 330 W. 8th Street, Rushville, IN 46173
 765-932-4186

Non-discrimination Coordinator

Office of the Superintendent
 330 W. 8th Street, Rushville, IN 46173
 765-932-4186

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.

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.

"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 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 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 of 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.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any

- incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
 - "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
 - The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
 - Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

STUDENT SEARCH AND SEIZURE POLICY

Searches of students pursuant to Student Search and Seizure policy (C550) 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
 - a. 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. A search of a student's outer clothing (coats, shirt, blouse, shoes, pants pockets and waistband) and items in the student's immediate possession (back packs, purses, wallets, book bags) shall be based upon individualized reasonable suspicion.
3. Searches of a Student's Inner Clothing or Person

- a. 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 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
 - a. 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
 - a. 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.
 - b. 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
 - a. 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.
 - b. 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
 - a. 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.

Questioning of Students

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

Drug Prevention & Drug Testing Policy

In adopting a policy providing for the detection of the use of illegal drugs, alcohol, or tobacco, the Board's objectives are to:

- a. Detect and act on a student's poor choices while the effects and consequences are reversible;
- b. Discourage all members of the school community from using drugs, alcohol, and tobacco;
- c. Reduce injuries and illness which may be caused by students using drugs, alcohol, tobacco, or e-cigarettes; and
- d. Educate all students about the harm caused by the use of drugs, alcohol, and tobacco.

See Policy A250.

1. Board Findings in Support of This Policy

The Board finds a need in its school community to address illegal drug, alcohol, and tobacco use by its students based upon:

- a. The extensive congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 (20 U.S.C. 7101 et seq.);
- b. I.C. 20-30-5-11 directing that the Corporation provide instruction concerning the harmful effects of illegal drugs;
- c. I.C. 35-46-1-10.5 which makes it unlawful for individuals under the age of 21 to possess tobacco or tobacco products;

2. Scope of Testing

Students may be tested through voluntary testing which requires parental permission or required testing based on individualized, reasonable suspicion, or random testing for high school athletics, extracurricular activities, and driving.

a. Individualized Suspicion

All students, regardless of age, who exhibit behavior which leads [School] authorities to have reasonable suspicion to suspect the student is under the influence of a controlled substance, may be immediately required to submit to a drug/alcohol screen administered at [School]'s expense. Furthermore, [School] may subject items in said student's possession to test to determine if those items contain drugs or alcohol. [School] may pay for such testing of items in student's possession.

Factors which the administration will consider may include, but are not limited to:

1. Odor of alcohol/marijuana/smoke;
2. Glassy, dilated, bloodshot eyes, or dark circles under eyes;
3. Appears dazed, giddy;
4. Staggering walk;
5. Slurred or rapid speech;
6. Incoherent thought processes;
7. Disruptive, aggressive, physically threatening, out of control, or unusual behavior;
8. Bragging or talking to other students about alcohol or drug use;
9. Noticeable withdrawal from favorite activities and friends, or
10. Physical indicators from an objective assessment by the school nurse or health care representative.

If the test is positive, all future drug tests will be done at the parent's/guardian's or student's expense. The administration will make a reasonable attempt to apprise the parent(s)/guardian(s) of the situation.

b. Random Drug Testing Objectives:

The purpose of the random ("suspicionless") testing program is not punitive, but to assist students and their parents in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parents, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This is not intended to deprive students of school attendance or to affect academic progress. Students involved in athletics and/or extracurricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school extracurricular activities, athletics, and parking on school grounds if they test positive for drug/alcohol abuse.

Composition of the Group to Be Tested

All High School students who participate in extracurricular activities, athletics, or are issued a [School] parking permit, or voluntarily enters the program with parental/guardian consent (collectively, "Activities") are subject to random drug and alcohol testing, and are deemed to have consented to the student drug and alcohol testing program. A consent form will be provided and is required to be executed by the student and parent/guardian.

3. Use of Test Results

The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities.

The result of a positive test will be shared with the appropriate individuals involved with the student's Activities and a determination will be made regarding

the student's participation in those Activities moving forward. Test results will be secured in a location accessible only by a designated administrator.

4. Refusal to Submit to a Drug Test, Tampering with Testing Procedure, or Other Violations of Policy

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or drugs. Further, tampering with testing procedures or other violations of this Policy constitute violations of school rules and will be dealt with according to the student discipline procedures outlined in the Rush County student handbook.

5. Periodic Summary of Test Results

The Testing Coordinator shall periodically, at least once a semester, report to the Superintendent on the results of testing pursuant to this Policy. Along with these reports, the Testing Coordinator shall summarize any disputes that have arisen in the implementation and any proposed changes in this Policy. At least once a school year, the Superintendent shall make a written report to the Board on the results of the implementation of this Policy.

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 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 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 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.

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.

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

INDOOR AIR QUALITY (IAQ)

In accordance with School Board policy, the Superintendent has appointed The director of Building 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.

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 A275.

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.

UNAUTHORIZED USE OF SCHOOL PROPERTY

Any student or other person that is found upon school grounds or in school buildings at any time outside of school hours or without permission of the proper authorities shall be subject to prosecution in the Circuit or Juvenile Court.

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
- (3) traveling to or from school or a school activity, function, or event. (I.C. 2033-8-14)

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

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.

GENERAL INFORMATION LOCKERS

A locker is provided for each student to store books, materials needed for class, coats, umbrellas, etc. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. Students are not to share lockers or store personal items in any other student locker but

their own. Students sharing lockers or storing items in a locker other than their own will be subject to disciplinary action. (BRMS Student Handbook, Level 2, Number 8). At no time should students decorate the outside of any locker. Only school associated groups, i.e. sports/clubs, may attach anything to the outside of any student locker. A principal may search a student's locker and the locker's contents at any time. A law enforcement agency may, at the request of the school principal, assist a school administrator in searching a student's locker and the locker's contents. At no time are lockers to be used to harbor illegal substances, stolen property, weapons, or any items that are prohibited by school rules, corporation rules, or state laws. Although the school respects privacy, there are instances when locker searches or the search of persons becomes necessary for the safety of the school, protection of property, etc. A locker search may or may not be handled in the presence of the student.

The principal or member of the administrative staff may request the assistance of a law enforcement officer to utilize trained dogs for a search.

MEDIA CENTER RULES AND USAGE

The mission of the BRMS Library is to provide students and teachers with access to materials in a number of different formats, to provide support for the school's curriculum, to educate students in the use of information technologies, and to foster a love of reading.

The media center is open before school, during lunch and after school for all students. Students are welcome to use the media center at any time during the school day with a pass from a teacher. Books, digital material, magazines, reference materials, and audiobooks are available to students. All materials should be returned promptly. Students who have overdue materials for more than ten days will not be allowed to check out any other materials until their overdue issue is resolved. Fines are assessed for any damaged or lost items. If lost items are returned after payment has been made, the media center has the option to refuse acceptance of the item. Students will not be allowed to check out other materials until the lost item(s) is found or paid for. Students who habitually lose or damage materials will be limited to using materials in the library only. Damaging or destroying media center materials or furnishings may result in disciplinary action.

CELL PHONES IN SCHOOL

Possessing or using on school grounds during school hours an electronic device, a cellular telephone, a smart watch, or any other telecommunication device in a situation not related to a school purpose or educational function is prohibited (see Level 2, Number 3 BRMS General Student Conduct). In addition, this policy prohibits utilizing an electronic device to listen to music during passing periods, so earbuds, ear pods and headphones should not be worn outside of class.

It is preferred that cell phones are left at home; however, students will not be disciplined if the following are followed:

Middle School students must turn off cell phones during school hours from 8:05 a.m.-3:16 p.m. Cell phones must not make any noises or be a disruption to class in any way. Cell phones must never be on during school hours without specific permission by school personnel.

If an administrator has reasonable suspicion to believe that a cell phone might have proof of violated discipline codes beyond possession of a cell phone, only the administrator or designee may search the contents of the phone in compliance with search and seizure regulations.

The school is NOT responsible for cell phones and other electronic devices that are lost, damaged, or stolen.

Electronic readers may be used for reading purposes ONLY! These may not be used to access the internet, games, etc. Devices may be required to be turned off at teacher discretion.

STUDENTS ARRIVAL/DISMISSAL FROM SCHOOL

Students should not arrive at school until 7:45 a.m. Upon arriving at school, students should go to their lockers to get their materials for their first period class. Students should take their materials to their designated assembly area and wait for the first period dismissal bell. Students wanting to eat breakfast may report to the cafeteria to receive breakfast. Bicycle riders are to ride on the right hand side of the road and watch out for walkers. Bikes are to be parked in the bike racks in front of the building. Students walking to school should stay off the lawns and use the sidewalks. Students who walk to school should NOT walk to the high school for purposes of boarding a bus. Students riding a bus home should quickly exit the building, remain on the sidewalks, and board your bus. Walkers, bike riders, students being picked up by a car, and any students who are staying after school for athletics and extracurricular activities should dismiss at the appropriate time. Students who walk, ride bikes, or are picked up by a car should remain on the sidewalks while leaving school grounds and never cross the car pick-up lane in front of the building. Students walking home should use the properly marked crosswalks at all times.

Withdrawal from School

A student withdrawing from school must follow this procedure:

1. The parent must accompany the student and sign the appropriate forms.
2. Books and materials must be returned.
3. Obligations must be cleared.
4. See an administrator for an exit interview.
5. Once withdrawn from school, the students are no longer permitted on school grounds on a school day between 7:00 a.m. and 4:00 p.m. without a previously scheduled appointment. Withdrawn students may not participate in school activities (e.g., school dances).

For more information, please refer to Policy C600 Withdrawal from School.

SOCIAL EVENTS

Social events sponsored by the school or the school's student groups are open to BRMS students only. The administration and faculty at Benjamin Rush Middle School do not encourage dating for social events. Any BRMS student serving an In-School or Out-of-School suspension will not be permitted to attend any school-sponsored social event.

PASSES FOR STUDENT CONFERENCES/HALL PASSES

All students are to be issued a pass whenever they leave the classroom. It is recommended that agenda books be used for this process.

EMERGENCY CLOSING OF SCHOOLS

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, over the radio and TV stations as soon as it is possible to get it on the air. The following stations will carry this bulletin: WIFE-FM (94.3) 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.

STUDENT BUSING REGULATIONS RESPONSIBILITY OF BUS DRIVERS

School bus drivers are to maintain appropriate supervision and discipline of student passengers' enroute to and from school. To assure safety, school bus drivers will enforce rules as outlined below.

RULES FOR STUDENTS

1. Immediately after boarding, each student shall be seated as assigned by the driver.
2. Standing or moving from place to place is prohibited while enroute.
3. Misconduct, including loud, boisterous, or profane language, teasing, scuffling, tripping, restraining, hitting, or any other objectionable behavior will not be tolerated.
4. No windows or doors may be opened or closed without permission of the driver.
5. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
6. The student should be waiting at his/her boarding station when the school bus arrives; drivers are responsible for maintaining the bus schedule and shall use their own discretion in waiting for students who are late for pickup.
7. Students are to obey the driver, reporting promptly to school officials when asked.
8. On the school bus, a student is not allowed to eat, drink, or use tobacco, drugs, or any other controlled substance or possess drug paraphernalia.
9. Students should be silent when a bus is nearing a railroad crossing.
10. Only children enrolled in school will be transported and they must adhere to their designated stations for loading and unloading.
11. Whenever possible, a student is to inform the driver of expected absence from school.

A due process procedure has been established regarding disciplinary situations on buses in the Rush County Schools.

STUDENT SAFETY

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

1. Stay off the traveled roadway at all times while waiting for the bus.
2. When attempting to get on or off, wait until the bus comes to a complete stop.
3. 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.
4. If you must cross a traveled roadway after exiting the bus, remember directions as follows:
 - i. Wait until the bus stops moving.
 - ii. 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.

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

RESPONSIBILITY OF PARENTS

Parents whose children are transported are to:

1. ensure that their children arrive at the bus stop on time in the morning.
2. provide necessary supervision of their children going to and from the bus stops.
3. cooperate with the driver and school officials for proper conduct of students.
4. provide written permission for a student to be delivered at a stop (emergencies only) other than his/her designated station.
5. keep this information for future reference.

CLASSROOM MANAGEMENT

It is imperative that each teacher plan and organize class work to instill proper motivation for learning. Through such planning and organization, it is hoped that desirable outcomes for pupils' self-discipline will be achieved. The school principal and staff are committed to subscribing to a positive learning atmosphere in the school. The principal must assume responsibility for setting up building standards for pupil conduct in cooperation with the teaching staff. Building conduct standards shall be made available to teachers, pupils, and parents.

Some preventive measures for alleviating the need for disciplinary action encourage the teacher to be responsible for the following:

1. having a strong background of subject matter to fit units of work relative to courses of study;
2. using proper materials (tests, audio visual, etc.);
3. utilizing techniques in the classroom to inspire pupils to question and to think;
4. maintaining an attractive room complemented by displays and children's work;
5. setting room standards designed by both pupils and teachers;
6. teaching group work as well as giving individual attention where and when needed;
7. being consistent in maintaining standards so that the teacher serves as an example;
8. using voice properly;
9. rewarding/praising, giving pupils opportunities to gain success; and
10. recognizing the development of potential misbehavior and taking appropriate preventive action at once.

Teachers should make every effort to understand each pupil. As a means of gaining this understanding the following suggestions are given:

1. referral to the pupil's cumulative folder for background information;
2. teacher conference with the pupil;
3. teacher conference with pupil and administrator;
4. teacher and/or administrator conference with pupil and parents;
5. aid from counselor, psychologist, nurse, speech therapist, or others who may be able to assist in reaching the pupil.

The teacher or administrator may find it necessary to resort to immediate and limited action to correct pupil misbehavior. Following are some suggested means of improving behavior:

1. The child may be corrected verbally, even in front of the class or other pupils, if necessary.
2. The principal and teacher should discuss and agree on corrective measures to be taken, such as withdrawal of privileges, isolation from classmates, keeping after school, etc.
3. The teacher or principal may take hold of a child for corrective action.

SCHOOL SAFETY

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.

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.

LUNCH

There are two 30-minute lunches that are scheduled by grade level during the students' 5th period class. Students should check the daily schedules in the front of their student

handbooks to determine lunch times. Lunches and lunch assignments are subject to change at any time.

- A. The following rules pertain to student conduct:
 1. Students are to enter the cafeteria in an orderly manner and select their seat for the day. Students are to stay at that seat for the duration of lunch, unless getting or throwing away food. Lunch supervisors will dismiss students by tables to line up for lunch, and students must ask permission to leave their seat to use the restroom.
 2. Students should have nothing with them in the cafeteria, except for those that brought their own lunch. Books, cards, sketch pads, Chromebooks, etc. are prohibited.
 3. All students are responsible for keeping their table and area clean. Sponges are provided for cleaning up spills.
 4. Students should speak to their tablemates at a reasonable volume. Yelling is not appropriate.
 5. No food or drink, except for bottled water, is to be taken out of the cafeteria.
 6. Any student failing to follow the rules and guidelines set for the lunchroom may be given a consequence as part of the normal General Student Conduct policy and/or assigned a seat for an undetermined amount of time.
- B. All students will have a lunch account and an assigned number. The students are encouraged to make payments to the accounts in the morning prior to the start of school. Students wishing to pay cash on a daily basis may do so. 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 lunch account balance. Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any breakfast, à la carte food or beverage items. Benjamin Rush has a closed lunch, and students are not permitted to leave the school grounds for lunch.

FOOD AND DRINKS

Food is to remain in the cafeteria area only, and students may not bring or consume outside drinks, such as soft drinks and energy drinks, into school. Students may possess a water bottle. All water bottles must be clear and contain only water. Students may not bring water bottles into the Computer Labs. Students must abide by individual classroom policies. Allowing students to carry around a water bottle is a privilege. Misuse may lead to that student being unable to have a water bottle in class. Glass bottles are not to be permitted in the building. Students requiring food or drink, beyond water, for medical reasons, should obtain permission in advance from the school nurse and/or administrator.

SCHOOL LUNCH

Cafeterias are provided in each school with hot lunches prepared daily by an excellent staff. Special federal support programs are made available to qualifying students. Board Policy #8500- FOOD SERVICES

The Board will provide cafeteria or serving facilities in all schools where space and facilities permit and food service for the purchase and consumption of lunch for all students.

The Board also will provide a breakfast program in accordance with procedures established by the State Department of Education.

The Food Service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons," but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not identified as having a disability but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

The operation and supervision of the food-service program is the responsibility of the Building Cafeteria Manager. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board will assist the program by furnishing available space, initial major equipment, and utensils.

Meal Charges

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.

The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.

The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.

Adult community residents shall not be permitted to charge meals.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Cafeteria Managers. This procedure will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

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 lunch account balance.

Furthermore, if a student has a significant negative lunch account balance, the student shall not be permitted to charge any à 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.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy at the beginning of the school year. If the Corporation contracts with any third party to provide food services, the Board policy and Superintendent's procedure also must be distributed to the contractor and its employees working in the Corporation schools.

A lunch account becomes inactive after 4 weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of \$10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Bad Debt/Uncollectible Debt

Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation general fund or other State or local funding to make that reimbursement.

Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible also are unallowable.

Bad debt may be removed from accounts receivable in accordance with Policy 6151. In accordance with Federal law, Building Cafeteria Manager will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections.

The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts will be made by the Director of Finance. Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods may accrue to the Food Service program.

With regard to the operation of the Corporation Food Service program, the Superintendent shall require the:

- A. maintenance of sanitary, neat premises free from fire and health hazards;
- B. preparation of food that complies with Federal food safety regulations;
- C. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460);
- D. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- E. safekeeping and storage of food and food equipment pursuant to USDA regulations;
- F. regular maintenance and replacement of equipment.

No foods or beverages, other than those associated with the Corporation's food-service program, are to be sold during food-service hours. The Corporation's food service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current Nutrition Standards for the National School Lunch and School Breakfast Programs, and the USDA Smart Snacks in Schools regulations. Foods and beverages unassociated with the food-service program may be vended subject to the limitations of State law in accordance with the rules and regulations set forth in Policy 8540.

The Superintendent will require that the Food Service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

MEDICAL NEEDS AT SCHOOL

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.

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.

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.

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 selfadministration), 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 (on 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 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.

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.

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; or

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 facility.

Student 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.

Communicable Diseases

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 A325 Communicable Disease*.

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. 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, rubella, mumps, and varicella vaccines must have been given on or after the first birthday. Records must indicate the month/day/year of each dose of vaccine given. 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.

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 school health record up-to-date, please notify the school nurse if he/she receives additional immunizations during the school year.

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.

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.

Vision screening is done for students in grade eight, 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. Any child already wearing glasses should remain under the supervision of his/her eye care professional.

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

In conjunction with physical education classes, heights and weights are recorded on all students in grades seven and eight. Results are indicated on the child's health record.

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 into the clinic or office. Except for dire emergencies, the student should obtain a pass to the clinic from his/her teacher. Any student bypassing the clinic will be charged with an unexcused absence. 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 or accident insurance for students.

NO MEDICATION WILL BE GIVEN TO A CHILD WITHOUT PROPER CONSENT

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

If it is necessary for a student to take medication during the school day, the medication must be provided to the school by the parent. The school does not stock medications for student use. It is preferred the parent BRING the medication to school and NOT SEND it with the child on the school bus. The student will be required to go to the clinic to receive the medication. Cough drops are considered medication.

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, in each principal's office, and online. 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 medication is to be taken for only a short period of time (less than two weeks), the prescription label indicating physician, 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 the form as long as it includes the same information as listed on the form. Over-the-counter medication must be in the original container. If a student needs to carry emergency medicine, i.e. inhaler/epipen, on his/her person, Form A12062, Parts I, II, and III must be completed and on file.

NO MEDICAL TREATMENTS WILL BE GIVEN TO A CHILD WITHOUT PROPER

CONSENT

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

GUIDANCE AND COUNSELING GUIDELINES FOR PUPILS

Any professional employee acting within the procedures described by these guidelines will be supported by the Board and the central office staff.

Each teacher shall be responsible for the order and discipline of pupils in his or her own room and immediate surroundings. In maintaining a well-disciplined room, a positive approach to elicit good behavior shall be used to avoid the necessity of disciplinary action.

It is the responsibility of the parent or guardian to instill within the individual child the proper standards of acceptable behavior. The parent should insist that the child follow the rules of the school at all times.

It is understood that:

1. The public school teacher and authorities of the school stand in loco parentis (acting in place of parents) of the child.
2. School authorities have the power and responsibility to adopt appropriate rules and regulations for governing of the schools under their control.
3. When a student's behavior disrupts learning, either of the student himself and/or the learning of others, the teacher and/or school officials are obligated to investigate the cause of such behavior and initiate appropriate remedial action, including immediate contact with the parent.

REPORT CARDS

The school year is divided into two semesters with each semester containing two nine-week periods.

GRADES

The following scale will be to calculate student GPA:

A+ 4.33	A 4.00	A- 3.67
B+ 3.33	B 3.00	B- 2.67
C+ 2.33	C 2.00	C- 1.67
D+ 1.33	D 1.00	D- .067

FINAL EXAMS

Students are required to take final exams in all their classes at the end of each semester. The final exams will be scheduled daily by subject areas and will take place during a three-day period prior to the end of each semester. Classes that are project-based or assessed on performance will be required to assign projects or performances during final examination times. The student's final examination grade will count no more than ten percent of the student's final grade.

HONOR ROLL

Students who receive the grade of A or B in all classes have attained Honor Roll status.

BRMS Junior Honor Society

BRMS will recognize all 8th grade students who qualify for the Junior Honor Society. Students selected to represent the Junior Honor Society shall maintain a cumulative GPA

of 3.5 or higher through their first three semesters of middle school. In addition to scholarship, student participation in service, leadership, character, and citizenship is emphasized in the selection of members to the Junior Honor Society. Any student who has violated the excessive absence policy, received a second Thursday Detention, In School Suspension, or Out of School suspension will not be eligible for membership in the BRMS Junior Honor Society.

PROGRESS REPORTS

Progress Reports will be sent out after four weeks of each nine-week period. These reports are designed to help students and to keep parents informed.

ACADEMIC DISHONESTY/PLAGIARISM

Any observation made by a teacher that gives an indication of an attempt to cheat or plagiarize will be treated as an incident of cheating.

Penalty:

1st Offense -: Documentation of the incident by the instructor with the administration. Automatic "0" for the assignment, and the parent notified by letter, email, and/or phone call from instructor. Additional Offenses-: Automatic "0" for the assignment and student will be placed at Level 3 of the General Student Conduct.

STUDY TABLES

Study Tables are available to all students who need help with homework or just a quiet place to study. Study Tables are available from 3:20 to 4:20 on Tuesday and Thursday each week and supervised by a BRMS teacher.

AGENDA BOOKS

Recognizing the difficulties that the middle school child often has in learning organizational skills, the agenda books are used to help students develop these skills. Student agenda books are to be filled out every day. Parents may check the agenda book on a nightly basis to keep updated on the child's homework and to enable the parent to keep informed of what a child is doing on a daily basis in school.

ATHLETIC PARTICIPATION/ EXTRACURRICULAR ACTIVITIES BAND/CHOIR/MUSIC

Band, choir, and music are considered regular classes and not extracurricular subjects. Students are expected to attend performances, programs, and contests as a part of class requirements. Grades are given for daily classroom effort, singing or playing tests, written tests, and performances, with the performances being the greater percentage of the grade. Each performance or contest may count up to 50% of a student's grade for the nine weeks. Failure to attend may result in a failing grade. The responsibility for attending performances falls on the student and his/her parent/guardian. When granted an excused absence, an additional assignment might be required.

CHEERLEADERS

Cheerleading tryouts will be held in the spring of each year at which time students will be chosen to fill the 7th and 8th grade cheer teams.

Cheerleaders are required to cheer at all home contests and tournaments and must attend summer cheer camp.

Cheerleaders must meet the eligibility requirements for athletic participation, and are expected to follow all rules set by coaches.

GUIDELINES FOR ATHLETIC ELIGIBILITY

To participate in athletics, a student must not have an “F” in any subject. If a student has received an “F” on the most recent nine-week report card, he/she is ineligible for games until he/she receives all passing grades on the next progress report. At semester, the second nine-week grades (not the semester average) will be used to determine eligibility for the current school year only.

Progress reports will also be used to determine eligibility. If an “F” is received on the progress report, the student will be ineligible for games until the failing grade is improved or becomes a passing grade, and all other classes remain a passing grade.

Fall Sports – Cross Country, Football, Volleyball: The first nine-week progress reports will be checked to determine eligibility.

Boys Basketball: A student who has an “F” on a report card prior to the start of the basketball season are eligible to tryout and practice but are ineligible for games until the student has passing grades in all classes on the following progress report. If the student does not have passing grades at the next progress report, they will no longer be a member of the team. Second nine-week progress reports and second nine-week grades will be used to maintain eligibility.

Girls Basketball: The second nine-week progress reports will be reviewed. If there are any failing grades, the students' progress in that class will be checked on the Monday of tryout week (the last week of the second nine weeks). If that grade is still an “F”, they are ineligible to play basketball – a spot will not be held for them. As in other sports, progress reports during the season will be used to maintain eligibility.

Wrestling: The second nine-week report card grades will be used to determine eligibility for stating the season. Progress reports will be used to maintain eligibility.

Spring Sports – Baseball, Softball, Track, and Golf: The third nine-week grades will be used to determine eligibility. Forth nine-week progress reports will be used to maintain eligibility.

STUDENT REQUIREMENTS

Athletic activities are considered extracurricular events. All participants are required to maintain their standing as good citizens in the school. Participants are expected to display habits and conduct that are representative of the school's philosophy. Participation in athletics at Benjamin Rush Middle School is open only to B.R.M.S. students.

A student may participate in only one athletic activity at a time. This does not pertain to cheerleaders. An athlete or manager is not allowed to quit one sport to participate and try out for another sport. A person who quits one sport becomes ineligible until a new season begins.

Absence from school for any part of the school day without special permission from the principal eliminates participation. If a student athlete is absent five or more days due to illness or injury, a medical release from a doctor will be required before participation can continue.

1. Athletes become ineligible for participation the day they turn 16 years of age. If a student repeats a grade, he/she is ineligible for the first nine weeks of the semester. Passing grades are required to become eligible.
2. All students participating in athletics must have on record a parent/guardian signature stating that the student/athlete has adequate insurance or a signed statement that the parent/guardian assumes all financial responsibility.
3. A Permission to Participate Form must be completed and on file in the principal's office before an athlete may start to practice.
4. A physical exam must be completed and on file before an athlete may start to practice.
5. All student athletes must conform to practice requirements as established by the team coach or sponsor.
6. Benjamin Rush Middle School will follow the Rushville Consolidated High School Athletic Code of Conduct.
7. Students who are academically ineligible may participate in practice, with the understanding that they will participate in academic study tables until academic eligibility is regained. Participants are to attend all contests unless excused by the coach or sponsor. When attending an away contest, transportation to and from the event will be provided by the school.

NEW STUDENTS

For the purpose of the policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy, and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

NON-PUBLIC SCHOOL STUDENTS

The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a person not enrolled in this public school system.

HOMESCHOOL STUDENTS

Students with legal settlement within Rush County may transfer their status from home school and enroll in the Rush County Schools at any time. Placement into grade levels and/or courses will be the sole discretion of the building principal. The building principal may require assessments given by school personnel to assist with these decisions.