

**BOARD OF EDUCATION**

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**SCHOOL ADMINISTRATION**

Superintendent ..... James Jameson  
Director of Finance & Technology..... Melissa Leap  
Principal ..... Robert Hadley  
Assistant Principal ..... Aimee Puls  
Dean of Students..... Mark Mendoza  
Athletic Coordinator ..... Melissa Marlow  
Assistant Athletic Coordinator ..... Heidi Cox

**SENIOR CLASS OFFICERS**

President .....Araceli Leon  
Representative..... Jensen Smith  
Representative.....Audrey Gulley  
Representative..... Chelsey Boyer

**JUNIOR CLASS OFFICERS**

President ..... Parker Wicker  
Representative..... Eli Bridges  
Representative..... Brittany Mahan  
Representative..... Jocelyn Cain

**SOPHOMORE CLASS OFFICERS**

President .....Megan Alexander  
Representative.....Heaven Denney  
Representative..... Dana Durbin  
Representative..... Natalie Cooper

**FRESHMAN CLASS OFFICERS**

President ..... Abby Hill  
Representative..... Bethany Wyrick  
Representative..... Jasmine Cooper  
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**EXECUTIVE STUDENT COUNCIL**

President-Isabella Wilson  
Vice President-Natalie Cooper  
Secretary/Treasurer/Public Relations-Araceli Leon  
Historian-Joshua Foreman

# SCHOOL INFORMATION

The school day will be from 8:10 a.m. to 3:20 p.m. The tardy bell rings at 8:10 a.m.; therefore, students should be in their rooms by 8:05 a.m. each day. The bell rings at the following times: Warning Bell - 8:05 a.m. Tardy Bell - 8:10 a.m.

## SCHEDULE

RGHS uses the Block 8 Schedule with four blocks/classes held each day. Schedules will rotate every other day, beginning with a Red Day. Block 8 is Student Resource Time. If an odd number of days are missed, students may return to a White Day and follow the time schedule below. A White Day may be avoided if an alternative schedule can be arranged.

### REGULAR DAILY SCHEDULE

Block 1 (2) 8:10 a.m. - 9:52 a.m.	AM WCC – Leave 8:10 a.m.	
Block 3 (4) 9:58 a.m. - 11:35 a.m.	Rush TV included PM WCC – Lunch 11:20 a.m.	
Block 5 (6) 11:41 a.m. - 1:44 p.m.		
Lunch A: 11:35 a.m. - 12:08 p.m.	AM WCC – Arrive 11:45 a.m.	
Lunch B: 12:11 p.m. - 12:41 p.m.		
Lunch C: 12:41 p.m. - 1:11 p.m.		
Block 7 (8 SRT) 1:50 p.m. - 3:20 p.m.	(SRT A: 2:05-2:40)	(SRT B: 2:40-3:20)

### WEDNESDAY DAILY SCHEDULE

Block 1 (2) 8:10 a.m. - 9:42 a.m.	AM WCC – Leave 8:10 a.m.	
Block 3 (4) 9:48 a.m. - 11:20 a.m.	Rush TV@11:00 a.m.-PM WCC-Lunch 11:10 a.m.	
Block 5 (6) 11:26 a.m. - 1:12 p.m.		
Lunch A: 11:20 a.m. - 11:50 a.m.	AM WCC – Arrive 11:30 a.m.	
Lunch B: 11:50 a.m. - 12:20 p.m.		
Lunch C: 12:20 p.m. - 12:50 p.m.		
Block 7 (8 SRT) 1:18 p.m. - 2:40 p.m.	(SRT A: 1:33-2:05)	(SRT B: 2:05-2:40)

### TWO-HOUR DELAY SCHEDULE

Block 1 (2) 10:10 a.m. - 11:22 a.m.	NO AM WCC. PM WCC Lunch 11:20	
Block 5 (6) 11:22 a.m. - 1:01 p.m.		
Lunch A: 11:22 a.m. - 11:55 a.m.		
Lunch B: 11:58 a.m. - 12:28 p.m.		
Lunch C: 12:28 p.m. - 1:01 p.m.		
Block 3 (4) 1:07 p.m. - 2:14 p.m.		
Block 7 (8 SRT) 2:20 p.m. - 3:20 p.m.	(SRT A: 2:25-2:50)	(SRT B: 2:55-3:15)

### WHITE DAY SCHEDULE

Block 1 8:10 a.m. - 9:01 a.m.		
Block 2 9:07 A.M. - 9:58 a.m		
Block 3 10:04 a.m. - 10:58 a.m.	RUSH TV 10:50 a.m.	PM WCC – Lunch 10:50 a.m.
Block 5 11:04 a.m. - 12:29 p.m.		
Lunch A: 10:58 a.m. - 11:29 a.m.		
Lunch B: 11:29 a.m. - 11:59 a.m.	AM WCC – Arrive 11:30 a.m.	
Lunch C: 11:59 p.m. - 12:29 p.m.		
Block 4 12:35 p.m. - 1:26 p.m.		
Block 6 1:31 p.m. - 2:23 p.m.		
Block 7 2:29 p.m. - 3:20 p.m.		

No students are permitted in the building after 3:45 p.m. unless they are under supervision.

# 2022-2023

## Rush County Schools Calendar and Grading Periods

### August

Mon.	Aug. 1	Teacher Pre-School In-service
Tue.	Aug. 2	Teacher Pre-School In-service
Wed.	Aug. 3	Students' First Day
Thurs.	Aug. 4	RCHS Open House 6-7 pm

### September

Mon.	Sept. 5	Labor Day-No School
Fri.	Sept. 9	Homecoming Game
Sat.	Sept. 10	Homecoming Dance

### October

Fri.	Oct. 7	End of First Nine Weeks
Wed.	Oct. 12	Report Cards
Mon.-Fri.	Oct. 24-28	Fall Break

### November

Wed.-Fri.	Nov. 23-25	Thanksgiving Break
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### December

Wed.	Dec. 21	End of Second Nine Weeks/ End of First Semester Holiday Break begins at dismissal
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### January

Mon.	Jan. 4	Teacher Record Day
Tues.	Jan. 5	Classes Resume- 2nd Semester Begins
Wed.	Jan. 11	Report Cards

### February

Fri.	Feb. 17	Teacher In-Service
Mon.	Feb. 20	No School/ Make-up Day

### March

Fri.	Mar. 10	End of Third Nine Weeks
Wed.	Mar. 15	Report Cards
Mon.-Fri.	Mar. 27-31	Spring Break

### April

Fri.	Apr. 7	No School/Make-up Day
Sat.	Apr. 15	Junior/Senior Prom

### May

Fri.	May 19	Students Last Day/ End of Second Semester
Tues.	May 22	Teacher Record Day
Sun.	June 4	Graduation – 8:00 p.m.

## **GUIDANCE AND COUNSELING**

The RCHS Guidance Department provides a climate for personal reflection and assists students in reaching their goals. During the year special programs will provide information concerning colleges, vocational schools, financial aid, and careers. Students are welcome to make appointments when needed.

### **Counselor Assignments**

Natalie Hornsby: Counsels students 9-12 – last names A-K

Jan Thoman: Counsels students 9-12 – last names L-Z

Hannah Augsburger: At-Risk Counselor

Kyle Morgan: At-Risk Counselor

### **Grade Classification**

Sophomore status: 8 credits

Junior status: 20 credits

Senior status: 34 credits

### **Graduation Requirements**

To graduate from Rushville Consolidated High School, a student must attend eight (8) semesters and earn forty-four (44) credits including the required subjects. Seven (7) semester graduation may only be granted with administrative approval. Students must also meet the criteria for graduation set by the Indiana Department of Education. In order to participate in graduation ceremonies, a student must have completed ALL requirements to graduate.

Non-RCHS courses for advancement will only be considered after all RCHS options have been exhausted, and only through approval of an administrator. Permission to discontinue any subject after classes begin must be granted by an administrator. In order to participate in Senior Week activities, students must be enrolled in enough credits during the second semester to graduate.

### **Schedule Changes**

Changes to schedules will be made for the following reasons:

1. Failure in a Prerequisite Course
2. Scheduling Conflict
3. Computer Error
4. Teacher Recommendation
5. Career Focus Change.

All changes must be approved by an administrator and all teachers involved (if classes are underway). No changes will be made for social reasons or for teacher preferences. New students enrolling (that have not been enrolled in schooling) after day-school has been in session 15 school days, may be offered the opportunity to earn credits in the Opportunity School or via approved credit recovery programs. Students may enroll in day-school at the beginning of the new semester. Schedule change requests for the fall semester must be made prior to the last day of school. Schedule change requests for second semester must be made prior to Christmas vacation. Withdrawal from a class during a semester must be upon the recommendation of the guidance counselor and the principal and must be done within the first week of the semester. Any other withdrawals may be credited with an "F" on the cumulative record.

### **Indiana Core 40 with Academic Honors Diploma**

To be eligible for an RCHS Academic Honors Diploma, a student must complete a minimum of forty-seven (47) high school credits. The following areas and courses are required:

1. English - 8 credits
  - a. Core 40 + English 12 H or higher + 1 credit from: English 12 H, W131, L202, Linguistics, Speech, Novels, Etymology, Contemporary Literature, six semesters @ which must be at the H/AP level, Creative Writing, Film Literature, Advanced Speech, Themes in Literature
2. Social Studies - 6 credits
  - a. Core 40 + (four semesters which must be at the H/AP level).

3. Mathematics - 8 credits
  - a. Core 40 + 2 additional math credits.
4. Science - 6 credits
  - a. Core 40 + 2 credits which must be at the H level.
5. World Language - 6 or 8 credits
  - a. Six credits from one foreign language or four credits each from two different foreign languages.
6. Fine Arts - 2 credits
  - a. Art, Band, Choir, Theater Arts, Student Publications
7. Health - 1 credit
8. Physical Education - 2 credits
9. TOTAL CREDITS NEEDED – 47 credits

All students must earn a semester grade of “C-” or above in all courses to be eligible for an Academic Honors Diploma. Students must have a grade point average of “B” /“3.0” in above courses. Courses earning less than a “C-” may be retaken for AHD purposes only. No change will be made in GPA. No credit will be awarded. Both grades will be on the transcript.

Students must also complete one of the following:

1. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
2. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
3. Earn two of the following:
  - a. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
  - b. 2 credits in AP courses and corresponding AP exams,
  - c. 2 credits in IB standard level courses and corresponding IB exams.
  - d. Earn a composite score of 1250 or higher on the SAT, with a minimum score of 560 in Mathematics, and 590 on the Evidence Based Reading and Writing Section.
  - e. Earn an ACT composite score of 26 or higher and complete written section.
  - f. Earn 4 credits in IB courses and take corresponding IB exams.

### The Indiana Core 40 Graduation Requirements

Rushville requires a total of 44 credits for graduation.

1. Language Arts - 8 credits
  - a. English 9, 10, 11, plus 2 additional English credits from: Speech, English 12, Contemporary Literature, Etymology, Novels (Sports in Literature), Creative Writing, Film Literature, Advanced Speech, Linguistics, Themes in Literature
2. Mathematics - 6 credits (in grade 9-12)
  - a. 2 credits in Algebra I, 2 credits in Geometry, 2 credits in Algebra II. All students are required to take a Math or Physics course during their junior or senior year.
3. Science - 6 credits
  - a. 2 credits in Biology I, 2 credits in Chemistry I or Physics I or Integrated Physics/Chemistry, and 2 credits in any Core 40 Science course.
4. Social Studies - 6 credits
  - a. 2 credits in U.S. History, 1 credit in U.S. Government, 1 credit in Economics, and 2 credits in World History/Civilization or Geography/History of the World
5. Physical Education - 2 credits
6. Health and Wellness - 1 credit (1 semester)
7. Directed Electives - 5 credits
  - a. World Languages, Fine Arts, Career/Technical
8. Electives - 6 credits
  - a. Career academic sequence recommended
9. Total credits required for graduation – 44 credits

## Core 40 with Technical Honors Requirements

A minimum of 47 credits is required for the Core 40 with Technical Honors diploma, students must:

1. Complete all requirements for Core 40
2. Complete a career-technical program (8 or more related credits)
3. Earn a grade of "C" or better in courses that will count toward the diploma
4. Have a grade point average of a "B" or better
5. Complete two of the following, one of which must be a or b:
  - a. Score at or above the following on Work Keys: Reading for Info-Level 6; Applied Math- Level 6; Locating Info-Level 5
  - b. Complete dual high school/college credits in a technical area (6 college credits)
  - c. Complete a Professional Career Internship course or Cooperative Education courses (2 credits)
  - d. Complete an industry-based work experience as part of a two-year technical education program (minimum 140 hours)

## Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. To graduate with less than Core 40, the following formal opt-out process must be completed:

1. The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) will meet to discuss the student's progress.
2. The student's career and course plan is reviewed.
3. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
4. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### Course and Credit Requirements

1. English/Language Arts - 8 Credits
2. English 9, 10, 11, and 2 additional credits
  - a. Credits must include Literature, Composition and Speech
3. Mathematics - 4 credits
  - a. 2 credits: Algebra I, 2 credits: Any approved Math course
4. Science - 4 credits
  - a. 2 credits: Biology I, 2 credits: Any approved Science course
5. Social Studies - 4 credits
  - a. 2 credits: U.S. History, 1 credit: U.S. Government, 1 credit: any social studies course
6. Physical Education - 2 credits
7. Health and Wellness - 1 credit
8. Career Academic Sequence - 6 credits
9. Flex Credits - 5 credits
  - a. To earn 5 Flex Credits a student must complete one of the following:
    - i. Additional approved courses to extend the career academic sequence
    - ii. Courses involving workplace learning, which may include the following courses:
      1. Career Exploration Internship; Professional Career Internship; Business Cooperative Experiences; Cooperative Family and Consumer Sciences; Industrial Cooperative Education; Interdisciplinary

Cooperative Education (ICE); or Marketing Field Experience

iii. High school/college Dual Credit courses

iv. Additional approved courses in: Language Arts, Social Studies, Mathematics, Science, World Languages and Fine Arts

10. Electives - 13 credits

11. 44 Total Credits are required for Graduation.

### **Graduation Pathways—Requirements beginning with the class of 2023**

The purpose for this graduation pathway recommendation from the State Board of Education is to create an educated and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors. To account for the rapidly changing, global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate’s degree program, or a bachelor’s degree program. These recommendations seek to ensure that every Hoosier student graduates from high school with:

1. A broad awareness of and engagement with individual career interests and associated career options,
2. A strong foundation of academic and technical skills,
3. Demonstrable employability skills that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment. Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

<b>Graduation Requirements</b>	<b>Graduation Pathway Options</b>
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills. (Students must complete at least one of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"><li>• Project-Based Learning Experience; OR</li><li>• Service-Based Learning Experience; OR</li><li>• Work-Based Learning Experience.</li></ul>
3) Postsecondary-Ready Competencies (Students must complete at least one of the following.)	<ul style="list-style-type: none"><li>• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li><li>• ACT: College-ready benchmarks; OR</li><li>• SAT: College-ready benchmarks; OR</li><li>• ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li><li>• State- and Industry-recognized Credential or Certification; OR</li><li>• Federally-recognized Apprenticeship; OR</li><li>• Career-Technical Education Concentrator4: Must earn a C average in at least two nonduplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li><li>• AP/IB/Dual Credit/Cambridge International courses5 or CLEP Exams: Must earn a C average or higher in at least three courses; OR</li><li>• Locally created pathway that meets the framework from and earns the approval of the State Board of Education</li></ul>

## Grading and Curriculum

The semester grade is the average of the grades earned in each grading period and the final examination. It is the semester grade which is recorded on the student's permanent record. Weighted courses will have five-tenths (.5) of a point added to the student's GPA (must have a 2.00 in the class to qualify). Semester examinations will be given and will count no more than one-fourth of the semester grade.

### Grade Equivalents

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	P = 0.67
A = 4.00	B = 3.00	C = 2.00	D = 1.00	F = 0.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	W = 0.0

### Grading Scale

A+ = 99-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = Below 60
A = 93-98	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

### Weighted Courses

English 9 H	Economics H	Biology H	Pre-Calculus
English 10 H	Government H	Algebra II H	Calculus AP/DC
English 11 H	World History H	Chemistry H	Finite Math
English 11 AP	U.S. History H	Quantitative Reasoning	Geometry H
English W 131/L202 DC	U.S. History 139/140 DC	Physics	

## Honor Roll

The honor roll is computed each nine weeks. In order to be on the nine-week honor roll, students must have all A's or all A's and B's including at least one A for that nine weeks. In order to be on the semester honor roll, students must have at least a 3.5 GPA for that semester.

## Class Ranking

All classes count toward honor roll, class rank, and GPA. Any class a student takes for credit will apply to the above purposes.

## Latin Honors System

A Latin Honors System is a way to recognize academic honor in graduates. The origins of these systems at the University level dates back nearly 200 years. The purposes of the Latin Honors System are to encourage students to engage in rigorous coursework while decreasing unnecessary competition between classmates. Furthermore, the Latin Honors System is designed to incentivize academic risk taking and reward academic achievement amongst a greater percentage of the student body.

In addition to traditional graduation honors (i.e. top ten, valedictorian, salutatorian, and class rank) RCHS also recognizes graduates using the Latin Honors System.

- Summa Cum Laude – all students with a cumulative grade point average of 4.0 and higher may receive a designation on their diploma and wear a gold cord during the commencement ceremony.
- Magna Cum Laude –all students with a cumulative grade point average of 3.75-3.99 may receive a designation on their diploma and wear a silver cord during the commencement ceremony.
- Cum Laude –all students with a cumulative grade point average of 3.5-3.74 may receive a designation on their diploma and wear a white cord during the commencement ceremony.

## Progress Reports

The Progress Report is designed to keep students and parents informed of student academic progress. Notices are given to students at the midpoint of each nine weeks.

## **Homeschool Students**

Students with legal settlement within Rush County Schools may transfer their status from homeschool 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. High School credits will only be transferred to RCHS if the credits were earned from a national or regional accreditation agency approved by the principal.

## **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 Board Policy on Withdrawal from School.

## **Higher Education**

A college is an institution offering courses of instruction, especially in liberal arts and in specialized fields such as teaching, engineering, law, medicine, etc. A university is usually made up of a group of colleges or "schools" under one central control and usually gives special attention to research work and the widening of human understanding and knowledge.

The scholastic requirements for college entrance are subject to constant change, and any student considering a college education should write for a catalogue from the school which he/she chooses. It is advisable to select his/her school early so that he/she may plan his/her course to suit the school requirements. Your counselors will help you in getting material and scheduling the required tests. A Core 40 Diploma is generally required for acceptance into a four-year college or university.

## **Scholarships**

RCHS is very fortunate to be well-supported by our community. There are numerous scholarships available to seniors through the Rush County Community Foundation as well as other local organizations and groups. Students can find a list of scholarships on the school web page as they become available. The guidance department will be happy to assist anyone who may have questions.

## **ACTIVITIES AND CLUBS**

### **Activity Fund**

The Rushville Consolidated High School Activities Fund is the total deposit of all high school activities. Each organization deposits all money with the school treasurer, and a receipt is given for each deposit.

A check is written by the treasurer on any account only when a voucher properly signed by the organization treasurer and sponsor is presented. All payments from the organization's fund must be made by check. The school treasurer is under bond, and all accounts are examined by the Indiana State Board of Accounts.

### **Clubs and Activities**

Students are encouraged to participate in the extracurricular activities of the school. Research shows that students who participate in activities are more successful students. All clubs meet during the SRT period. Students participating in clubs and activities are to be eligible through the random drug testing policy. The following is a list of organizations available for students at RCHS.

Academic Team, Cheer Block, Broadcasting, Class Officers/Advisor, F.C.A., Student Council, F.F.A., Speech Team, Key Club, International Club, N.H.S., Theater, Choir, Madrigals, etc.

## National Honor Society

Membership in the Rushville Chapter of the National Honor Society is an honor bestowed upon deserving students. Selection for membership is determined by a Faculty Council and is based on outstanding **scholarship, leadership, service, and character**.

Students who have completed one semester of enrollment at RCHS, hold a cumulative GPA of 3.7 or higher, and have completed a minimum of 10 weighted classes are **scholastically eligible** for consideration during the second semester of their junior year and first semester of their senior year.

**Academically qualified** students who wish to be further considered for membership selection must have the required **Student Activity Information form** completed and returned **by the indicated deadline** to inform the selection committee of their qualifications in the areas of **leadership and service**. Two recommendations must accompany the form to aid assessment of the candidate's **character**.

After forms and recommendations have been received, the Faculty Council will review the Student Activity Information forms, and their attendance and discipline records. Specifically, the Faculty Council may eliminate candidates due to violations of the RCHS Truancy/Excessive Absences policy or violations of the RCHS Discipline Policy. Candidates with Excessive absences or Level II disciplinary actions greater than two Friday Night Schools must write a letter of explanation to the Faculty Council in order to be considered for NHS.

NHS candidates must be registered in the RCHS Random Drug Testing Program. Criminal offenses against local and/or state laws may be cause for denial to or removal from the NHS.

A **majority vote** of each candidate by the 5-member Faculty Council will determine selection for membership, with approval of the principal.

If selected and inducted into the Rushville Chapter of NHS, each member must perform the following membership obligations of NHS:

- **Dues** – Members must pay the \$20 chapter dues for lifetime membership
- **Maintaining standards** – Once selected, all members are expected to maintain the standards by which they were selected as per chapter bylaws in the areas of **scholarship, leadership, service, and character**.
- **Meetings** – The Rushville Chapter holds a few informative meetings and **strongly encourages** members to attend all meetings. Members will be notified in a timely manner of these meetings.
- **Chapter Service Project(s)** – All chapters are required to sponsor a chapter service project and all members are required to participate in one project.
- **Individual Service Project(s)** – In addition to the chapter service project noted above, members are to engage in additional service according to their own talents and interests.
- **Additional Obligations** - (*No service hours required*)

The benefits of membership include affiliation with the highly regarded National Organization; local recognition for outstanding achievements in scholarship, leadership, service, and character; graduation with honor cords as part of the graduation attire; and membership listed on college and job applications.

Any member who fails to maintain minimum standards of scholarship, leadership, or service, or whose behavior is inconsistent with that expected of an NHS member, will be given a written warning and put on a one-semester probation. Future failure to maintain minimum standards may result in further disciplinary action, which may include dismissal from the Rushville chapter of the National Honor Society.

## **School Spirit**

School spirit may be divided into four categories.

1. Courtesy--toward teachers, fellow students, school officials, and administrators.
2. Pride--in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship--the ability to win and lose gracefully.
4. Tradition--honor the traditions of the school (i.e., Senior Circle, etc.).

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does the utmost to keep scholastic and activity standards at the highest possible level.

## **School Song**

Rushville High, here's to our Rushville High!

Here's to the dear old red and black!

Here's to the spirit, team fight back!

Rah! Rah! Rah!

Colors true, we've come to honor you!

Here's to everything you've done!

Here's to every game you've won, Rushville High!

## **SCHOOL COLORS: RED AND BLACK**

# **GENERAL INFORMATION**

## **Where to Find Help or Solutions**

Absences/Prearranged	Main Office
Athletics (All-Sports Tickets)	Athletic Office in Gym
Cafeteria Questions	Cafeteria Office
Career Information	Counselors' Office
Change of Address	Main Office
College Information	Counselors' Office
Driver Registration/Parking Permits	Bookstore
Financial Aid to College	Counselors' Office
First Aid	Clinic
Leave the Building	Main Office
Locker Problems	Custodians or Main Office
Lost and Found	Bookstore
A.C.T. or S.A.T. Information	Counselors' Office
Transcripts	Counselors' Office
Work Permits	Main Office

## **Lost and Found**

Articles found should be taken immediately to the bookstore; articles lost should be reported immediately. Articles of value should not be left in lockers, on top of desks or tables, or elsewhere about the building. If it is necessary to bring a large amount of money to school, it should be taken to the office of the principal, where it can be placed in the safe until needed. Articles not called for will be confiscated at the end of each semester.

## **Messages**

Messages from parents will be delivered to students in emergency cases only. These messages will be delivered during SRT (Student Resource Time). All flowers, stuffed toys, balloons, candy, and gifts delivered to the high school can be picked up after school in the main office. Students will be notified of the delivery, but the above listed items are not permitted in the classroom.

## **Bookstore**

School supplies are sold in the bookstore during certain hours. Students are not to go to the bookstore during class time without a valid pass. The bookstore is open from 7:30 a.m. to 3:30 p.m.

## **Learning Commons/Media Center/Library**

The Learning Commons provides books, magazines, pamphlets, and pictures for reference and for leisure reading. During each SRT, 30 students are permitted to use the media center. The facility is open for a period of time before and after school and is available to each student during the lunch period. Media center material is considered property of the school. Charges for overdue books are five cents per school day. In addition, any lost, damaged, or unreturned material must be returned, repaired, or paid for. Students are responsible in this matter.

## **LIVING AND WORKING TOGETHER**

Keep hands off other persons' bodies and their property, including but not limited to refraining from:

1. Hand holding and other displays of affection.
2. Scuffling and pushing
3. Defacing or destroying the property of others, including books, clothing, bicycles, vehicles, or other items.
4. Students are expected to walk, not run, in the building.

## **Locks and Lockers**

Lockers will be assigned by the office. Students will be assigned to one locker per person. Keep your lockers clean and take pride in protecting them. Keep them locked! A student who has a locker that is the property of a school corporation is presumed to have no expectations of privacy in that locker or the locker's contents. A principal, or designee, may in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.

## **Security Cameras**

Security cameras will be used to monitor building activity and enhance security.

## **Book Bags and Coats**

For the safety of our students and staff, book bags and coats should be placed in lockers within ten (10) minutes of arrival in the building. If necessary, sweat shirts or sweaters may be kept in lockers for cool days.

## **Student Property**

Personal items of considerable value should be kept at home for their safekeeping. The school will assume no responsibility for items lost or stolen. Students are not to bring distracting items to school.

## **Cell Phones and Smartwatches**

Students are encouraged to leave cell phones and/or smartwatches at home for safekeeping. However, if you bring a cell phone and/or smartwatch to school, it must be kept in your locker and turned off. Students are not to use a cell phone and/or smartwatch anywhere on school grounds during school hours (8:10 a.m. to 3:20 p.m.). The RCHS discipline policy will be applied for student cell phone and/or smartwatch use or possession other than placing it in a locker or retrieving it at the end of the day and for disruption of school by having the device ring, vibrate or sound other tones. If an administrator has reasonable suspicion to believe that a cell phone and/or smartwatch might have proof of violated discipline codes beyond possession of a cell phone and/or smartwatch, only the administrator or designee may search the contents of the phone in compliance with search and seizure regulations.

### **Electronic Devices That Are Not Cell Phones**

These devices may be used for various applications on an individual basis with prior staff approval

## **Food, Drinks, Chewing Gum**

Food is to remain in the cafeteria area only. 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 an administrator.

Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems and costly repairs. Therefore, the school administration will support any staff member who does not allow chewing gum in his/her classroom. Careless disposal of gum will bring about disciplinary action.

### **Care of Classroom**

Students are to show the responsibility of good housekeeping within the classroom. Do not mark on desks or walls. No materials should be attached to the fabric walls.

### **Dance Regulations**

1. Students of Rushville Consolidated High School are encouraged to attend school dances, and your cooperation in the past has enabled everyone to have a good time. All dances will end at 11:00 p.m.
2. All RCHS students and their guests must be preregistered at least three (3) school days prior to the date of the dance.
3. If a student invites a guest, he/she is responsible for the guest's behavior and informing the guest of school regulations. Guests attending RCHS dances must be in ninth grade or above, 20 years of age or under, be attending or a graduate of an accredited high school, or attending an accredited alternative educational program.
4. The participants should confine themselves to the area that is set aside for the school function.
5. Always help keep the school neat and clean.
6. All school rules apply regarding behavior and conduct.
7. Appropriate dress is required at all school dances. The school dress code policy may be relaxed according to individual dance guidelines.
8. If a student leaves the dance, he/she will not be readmitted.
9. Withdrawn students may not participate in school activities.
10. An RCHS student that becomes ill must attend/have attended a minimum of two (2) complete block periods to be eligible to attend a dance the same day. This does not include lunch. (The two {2} complete block periods or the equivalent may constitute any part of the curricular school day.)
11. Students participating in dances are to be eligible through the random drug testing policy.
12. Drug Testing paperwork must be turned in four (4 weeks) prior to the dance.
13. Students should refrain from any lewd or indecent behavior.

### **Posters**

Posters must be approved by the sponsor or the office prior to being posted in designated areas.

### **Bus Students**

Students who ride the buses are not to leave the bus until it has arrived at school. Students planning on not returning home on the bus in the evening must tell the bus driver upon leaving the bus in the morning. If the decision is made during the day that you will not return home on the bus, you are to report this to the bus driver prior to his/her departure in the afternoon.

### **Automobiles**

A student parking lot is available to the school near the gym and south of the fairgrounds. Students who desire to drive and have reason to drive must fill out a registration card and submit it to the assistant principal at the beginning of each year. After submitting the required documentation and fees, student drivers will be issued an RCHS parking permit. Student drivers must display their parking permit so that it is clearly visible at all times the vehicle is on RCHS property. When a new license plate is issued, a new registration is needed in the attendance office. Failure to register could result in additional punishment when violating a parking rule.

1. Upon arrival at the school, proceed immediately to the parking area and go immediately to the building.

2. Parking for students is provided in the senior lot, gravel lot, athletic lot, Lions Path, and the designated areas on 12th Street and Harrison Street by the Memorial Gym. Students MUST park in these areas. Students are NOT to park in teacher lots, handicapped spaces, visitor spaces, the areas surrounding the softball field, and other areas around the high school.
3. Park in such a manner as to not interfere with any other car, not in the grass or blocking an entrance.
4. Driving is a privilege. Conduct your driving as a good school citizen and always use seatbelts.
5. The school may assign a detention, ISS, and/or other penalties including suspension of driving privileges.
6. Students are asked not to drive on Lions Path and Harrison Street in front of the school or on the streets at either end or the rear of the high school during school hours (8:10 a.m. to 3:20 p.m.). All motorcycles are to be parked south of the high school by the bicycle racks.
7. Students are not to ride in the back of pickup trucks before and after school.
8. When leaving school, proceed immediately to cars and safely exit school grounds.
9. All student drivers must be eligible through the random drug testing procedures.
10. A principal or designee, may in accordance with rules of the governing body, search student's car and the car's contents when there is reasonable suspicion.
11. Park at your own risk. The school is not responsible for any damage or loss.

### **Bicycles**

Bicycles are to be parked in the racks provided.

### **Fire Drill Regulations**

1. At the sound of the alarm, students should proceed quickly and QUIETLY to the assigned exit and safety area outside the building.
2. No talking.
3. Be orderly and move as rapidly as possible, but do not run.
4. Everyone must leave the building when the alarm sounds.
5. All school policies are in effect.
6. Methods of Exit will be posted in each room.

### **Tornado Drill Regulations**

This procedure is different from the fire drill in that no one leaves the building!

1. A broken tone will sound and, if possible, an announcement will be made on the public address system.
2. The groups assigned to regular interior rooms should remain in the classroom and move to a main wall.
3. Students should follow the teacher in single file from the classroom to the posted designated safety area.
4. The student designated to be the last from the room is to report to the teacher when the safety area has been reached.
5. Stay away from outside windows or doors as far as possible--the interior classrooms are the safest areas.
6. Remain quiet in order that emergency instructions can be given.
7. Gymnasium--Go to the physical education dressing rooms.
8. Vocational Building--Move to inside rooms.

### **Physical Examinations**

Students who feel they are unable to participate in the required physical education program must present themselves to a doctor, who will make final recommendations for each individual. Students who participate in competitive athletics must file in the office of the principal a parent approval slip and a certificate of physical fitness signed by the family physician.

## **Lunch Period**

All students will be expected to report to the cafeteria for lunch. Students leaving the cafeteria during the lunch period should have permission from a lunch supervisor.

## **Extracurricular Organizations**

In order to participate in any extracurricular organization, a student must have passed the equivalent of five (5) credits during the past grading period. The semester grade takes precedence over the nine-week grade. Students must be eligible through the random drug testing procedures.

## **Extracurricular Activities Dress Guidelines**

Students are invited and encouraged to attend extracurricular activities as spectators and show positive school spirit. All students, including the Jungle Dogs, must be fully clothed and have clothing on that is in good taste. All student dress is subject to administrative review.

## **Work Permits**

Indiana's new youth-employment law went into effect on July 1, 2021. Indiana has eliminated work permits completely, and now requires all employers with five or more minor employees (under age 18) to begin using the Indiana Department of Labor's Youth Employment System (YES) to track and report minor-employee information. The change is part of amendments to Indiana Code 22-2-18.1-26.

## **Telephone**

The office and classroom telephones are for school business only and should never be used without proper permission.

## **Passes and Classes**

To be excused from an assigned class, the student must have a signed pass. Students in halls or rest rooms without a pass could receive disciplinary action.

## **Student Sales**

Students are prohibited from selling merchandise of any kind at school unless it is a school sponsored activity.

## **Election to and Holding of Office**

### **Conduct of Elections**

1. Class officer and organizational elections will be held in the spring.
2. Election ballots should be posted appropriately and filed with the main office.
3. All candidates must meet filing deadlines.
4. Write-in ballots will not be counted.
5. Ballots should not be altered or defaced.

### **Qualifications**

Any student wishing to run and to hold an office.

1. Must be a full-time student.
2. Should be able to demonstrate good citizenship in the school and the community. Students earning a third day of ISS or one (1) day out-of-school suspension during/within the previous 365 days are ineligible to run for or continue in office. Students convicted of illegal activity or those who have participated in illegal activity, other than minor offenses like parking/traffic violations, are ineligible to run for or continue in office for a period of 365 days. Students facing prosecution may not be allowed to perform duties of an office/elected position pending disposition of charges.
3. Must maintain a cumulative "C" average (2.00 GPA).
4. Must be eligible through the random drug testing procedures.
5. Must have had no athletic code violations related to alcohol, tobacco, or other drugs within the previous 365 days.

## **King and Queen Elections**

Candidates will be required to meet the extracurricular requirements of passing the equivalent of five (5) credits for the past nine (9) weeks. King and Queen candidates will also be required to meet the "good citizenship" qualifications listed above in Numbers 1, 2, 4, and 5 for class officers.

## **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.

The school nurses are available for consultation and for making recommendations. Diagnosis and treatment are prescribed by the student's family health care provider. The school nurses are also available to the teachers as resource persons for health education.

### **Illness or Injury at School**

If a student becomes ill during the school day, he/she is to check into the clinic. Except for dire emergencies, the student should obtain a pass from his/her teacher to go to the clinic. If the illness necessitates the student leaving school, the parent or guardian must be contacted. Any student bypassing the clinic may be charged with an unexcused absence.

### **Illness during Lunch**

The previous procedure must be followed. Adjustments in certain cases may be made with the Attendance Office and/or the Assistant Principal's permission.

### **Immunization Requirements**

Immunization records are maintained on all students, and records must show proof that each child's immunization is complete for diphtheria, tetanus, whooping cough, measles, rubella, mumps, hepatitis B, and chickenpox. The measles, rubella, and mumps vaccines must have been given on or after the first birthday. A second measles vaccine is required. Records must indicate the month/day/year of each dose of vaccine given. Students who have not attended Rush County Schools previously must present proof, upon enrollment, of immunizations as listed above.

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

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

To keep your child's school health record up to date, please notify the school nurse if he/ she receives additional immunizations. Each graduating senior will be given a copy of his/her immunizations.

### **Vision and Hearing Screening**

Vision and hearing screening is done in grade ten for new students and any student the teacher suspects is having a problem. Those students failing the screening test are referred for further evaluation. Any child already wearing glasses should remain under the supervision of his/her eye care professional.

## **MEDICAL NEEDS AT SCHOOL**

### **Medication**

The school nurse 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. It is preferred that the parent brings the medication to school and not send it with the child on the school bus. The student will be required to go to a designated location to receive the 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 and each principal's office. Prescription medication must be in the original container with a current label indicating the child's name, medication name, dosage, time to be given, and prescribing physician's name. If the medication is to be taken for only a short period of time (less than two {2} weeks), 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 Form A12062, Part II, 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 medication such as an inhaler or EpiPen on his/her person Form A12062, Parts I, II, and III, must be completed and on file. **No Medication Will Be Given to a Child Without Proper Consent.** Any student needing specific medical treatment(s) during the school day must have physician's orders and instructions and parental permission form on file. Specialized medical equipment needed for the treatment(s) must be provided by the parents. **No Medical Treatments Will Be Given to a Child Without Proper Consent.**

### **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 self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
  - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (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 on 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. 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.

### **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 student to a provider of mental health services.

## **ATTENDANCE**

Good attendance is vital to the future success of students at Rushville Consolidated High School. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. To encourage student achievement, RCHS must use every reasonable measure to assist students to develop positive attendance habits. The following attendance guidelines are in effect at Rushville Consolidated High School.

### **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 non-classroom activity" as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note from the parent
- H. Illness verified by a note from a physician
- I. Recovery from accident
- J. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- K. Death in the immediate family or of a relative
- L. Observation or celebration of a bona fide religious holiday
- M. Maternity
- N. Military connected families' absences related to deployment and return
- O. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

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

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

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

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

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

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.

## **Absence Notification Procedure - TO REPORT AN ABSENCE - PHONE 932-3901.**

A parent/legal guardian should contact the school on the day the absence occurs. Calls to the attendance office can be made 24 hours a day. If a parent/legal guardian does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. **All notes will be verified by the Attendance Office.**

Phone calls and verification notes must be received by the Attendance Office within 48 hours of the student's return to school.

## **Excused Absences**

For each excused absence, a student will have 24 hours to complete and turn in all make-up work or as directed by the individual teacher(s). It is the student's responsibility to discuss with the teachers the work necessary to complete prior to known or arranged absences.

## **Prearranged Absences\***

Any absences which can be made in advance should be ARRANGED IN ADVANCE THROUGH THE ATTENDANCE OFFICE. Authorization by the parent/legal guardian is needed. Student's absence(s) will be excused, but WILL count towards the eight-day limit for the following Prearranged Absences:

1. funerals outside the immediate family; any person NOT listed under immediate family below
2. family business
3. college visits/military exams (beyond two {2} per year)

Student's absence(s) will be excused, but WILL NOT count towards the eight-day limit for the following Prearranged Absences:

1. medical and dental appointments
2. funerals of the immediate family: mother, father, legal guardian, brother, sister, grandparent, step-mother, step-father, uncle, aunt, niece, nephew, and any other relative who at the time of death was living as a member of the student's household.
3. college visits/military visits (two {2} per year)

Students WILL NOT BE COUNTED ABSENT for the following Prearranged Absences (I.C. 20-33-2-14,15,16,17.):

1. serving as a page for the Indiana General Assembly
2. election day worker
3. students issued a subpoena to appear in court
4. active duty in the Indiana National Guard for not more than ten (10) days
5. serving as a member of the state standards task force
6. field trips or school activities requiring students to leave school grounds – students with one or more "F" grades (current or most recent grade report) are NOT eligible to participate in field trips.
7. Student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes.

## **Doctor's Appointments**

A student leaving school for an appointment is to present a note from a parent/legal guardian to the attendance office before school on the day of the appointment. Upon returning to school, the student should present documentation from the doctor/dentist to the attendance office. A student missing any school for a doctor's appointment is required to have a parent call during each day out and present doctor verification to the attendance office upon returning to school. Verification should include the date that the student is to return to school. All doctor's notes must be received by the Attendance Office within 48 hours of the student's return to school and may only excuse student illness.

## **Athletic Participation**

An RCHS student that becomes ill must attend/have attended a minimum of two (2) complete block periods to be eligible to participate in an athletic practice or game the same day. This does not include lunch period. (The two {2} complete block periods or the equivalent may constitute

any part of the curricular school day, however one of the two blocks must be the last period of the day.)

### **College Visits**

College visits for juniors and seniors must be scheduled in advance by a parent to be excused. Documentation from the admission's office will verify the absence. (College visits beyond two {2} per year WILL count as part of the eight-day limit.) Documentation of the college visit must be received by the Attendance Office within 48 hours of the student's return to school.

### **Leaving School Grounds**

Any student leaving the school campus for any reason during school hours (upon arriving at school and 3:20 p.m.) must receive authorization from a parent/guardian AND sign out in the attendance office before leaving school grounds. Students will be considered TRUANT if these procedures are not followed.

### **Verification of Absences**

An absence must be verified by a parent or guardian within two (2) days (48 hours) of the absence in order to be excused. The day of return is the first 24 hours.

### **Excessive Absences**

Parent contact will be allowed for eight (8) days of absence from school without a doctor's note each semester. These eight (8) absences will be considered excused. Parents are asked to please reinforce the importance of being in school. Absences verified with only parent contact beyond eight (8) will fall under the truancy/excessive absence policy. Any absences with verified doctor's notes will not fall under this paragraph. The Excessive Absence Policy applies to individual blocks as well as daily attendance.

### **Unexcused Absences**

May include:

1. absence not verified within 48 hours
2. truancy
3. non-approved absence(s)
4. missing the bus
5. car trouble
6. oversleeping
7. leaving the school without permission of appropriate school personnel
8. absence without notification by parent/legal guardian
9. work
10. short-term incarceration

### **Absences Due To Suspensions Out of School**

Students suspended from school shall be allowed to make up assignments and earn full credit for work completed while suspended. Work should be turned in upon returning to school. However, students requiring additional time to complete assignments will have days equal to the number of days of their suspension to turn work in (i.e. upon return to school from suspension, a student who was suspended for two days will have two additional days to submit their work). Obtaining and completing assignments will be the student's responsibility. Assignments requiring extra materials such as worksheets and tests will be allowed to be made up for full credit upon returning to school.

**ISS:** Students will earn full credit of the earned grade on work completed in ISS. Tests may be given during ISS or on the day of return to class.

### **Truancy/Excessive Absences**

Truancy means "any student who is absent or not in class without legitimate reason or without knowledge of either parent or school official." Students leaving the building without authorization by the attendance office or administrator will be TRUANT. The absence will not be excused. The following procedures will be followed for excessive unexcused absences (per semester), truancy (per school year), or "habitual truancy" (Rush County Schools, using I.C. 20-33-2-11):

- 1st offense - Day(s) ISS (In School Suspension)
- 2nd offense - Day(s) ISS (In School Suspension)
- 3rd offense - Day(s) ISS (In School Suspension)
- 4th offense - Intervention of Probation Officer/Prosecuting Attorney, - Day(s) ISS (In School Suspension)
- 5th offense - Invalidation of Driver's License (I.C. 9-24-2-1; I.C. 9-24-2-4) - 10 Days Suspension from School and Recommendation for Expulsion.

### **Habitual Truancy**

Indiana Law (Rush County Schools, using I.C. 20-33-2-11 & I.C. 20-33-8-12) defines habitual truancy for students under 18 years of age:

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 finds of truancy.

Names of habitual truants must be reported by the attendance office to the Bureau of Motor Vehicles (I.C. 9-24-2-1).

### **Tardies**

Almost all tardiness is avoidable. Tardiness disrupts not only your school program but also the progress of your class. It interferes seriously with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits cannot help but be detrimental to a successful life. Future employers have a high regard for promptness. Plan to arrive early and allow for emergencies.

### **To School:**

Students will be counted tardy if they arrive at school after 8:10 a.m. and before 8:30 a.m. After 8:30 a.m. or twenty (20) minutes into any block, the unexcused tardy becomes an UNEXCUSED ABSENCE. Any student arriving late to school must report to the attendance office. The following reasons will be unexcused:

1. car trouble
2. oversleeping
3. missing the bus.

### **To Class:**

Students not in the classroom when the tardy bell rings will be counted tardy. Individual teachers may have tardy policies that are stricter, and these will apply if on file in the principal's office. If a classroom teacher gives a detention, a 24-hour notice must be afforded the student.

The following guidelines may apply:

The first, second, and third tardy in each class (each semester) will be handled by the classroom teacher according to the class rules. Every additional tardy should be written on a discipline referral and sent to the assistant principals' office. Students can be assigned Lunch Detention, Friday Night School, In-School Suspension, and Out-of-School Suspension.

Penalties for cumulative referrals in a semester:

- 1st-4th referrals Lunch Detention/Friday Night School
- 5th-8th referrals In School Suspension (1-3 days)
- 9th-10th referrals Out of School Suspension (1-3 days)
- 11 referrals 10 days Out-of-School Suspension and recommendation for expulsion

### **Attendance Recognition**

Perfect Attendance:

In order to receive a perfect attendance award, a student may not miss any class time. For example, if a student is absent during one (1) class block to go to the dentist or doctor, he/she will not qualify for perfect attendance.

**\*\*Note--**In accordance with state guidelines, school activities, field trips, serving as a page in the legislature, and working the election polls are not considered absences from school.

## **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.

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.

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

## **DISCIPLINE Philosophy**

The entire foundation and success of public school education depends on the basic concept of self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls upon to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of Education to responsible officials with the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

The school is committed to assisting the students in developing respect for themselves and for others. In order to accomplish this, rules and guidelines exist to maintain the rights and responsibilities of those in the school setting.

The discipline plan is intended to provide general guidelines by which students are to conduct themselves. This plan may include, but is not limited to, the specific violation/consequence listed below nor does it limit the 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 0**

#### **BEHAVIOR**

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

#### **CONSEQUENCE**

The following procedures are recommended prior to sending a student to the office:

1. Teacher intervention
2. Parent/Guardian contact by teacher
3. Teacher communication with counselor
4. Counselor intervention

### **LEVEL 1**

#### **BEHAVIOR**

1. Petty theft or possession of others' property without permission
2. Public displays of affection
3. Littering
4. Possession of musical device during the school day (between 8:10 a.m. and 3:20 p.m.)
5. Driving/Parking offenses
6. Dress Code Violation

## **CONSEQUENCE**

- 1st Offense - Conference with an administrator/Parent-Guardian Contact/Lunch Detention/ Friday Night School
- 2nd Offense - Lunch Detention/Friday Night School/1-2 days ISS (In School Suspension)
- 3rd Offense - 2-4 days ISS (In School Suspension)

## **LEVEL II**

### **BEHAVIOR**

1. Minor damage or destruction of school or private property (Vandalism)
2. Act of forgery or deception
3. Insubordination by a student
4. Use of inappropriate/vulgar/obscene language or gestures
5. Leaving class without permission
6. Showing disrespect for staff members
7. Conduct constituting an interference with school purposes
8. Possession of a laser pointer or similar device
9. Classroom and/or educational disruption
10. Out of assigned area
11. Possession of cellular phones and/or smartwatch (between 8:10 a.m. and 3:20 p.m. and while serving FNS).
12. Misuse of technology and/or email (i.e. Inappropriate, obscene, or indecent internet searches, inappropriate use of email, utilization of Hot Spot features, etc.)

## **CONSEQUENCE**

- 1st Offense - Lunch Detention/Friday Night School/1 day of ISS (In School Suspension)
- 2nd Offense - Friday Night School/2-4 days of ISS (In School Suspension)
- 3rd Offense - Out-of-School Suspension

## **LEVEL III**

### **BEHAVIOR**

1. Major damage or destruction of school or private property (Vandalism)
2. Use or possession of tobacco or look-alike. No possession and/or use of inhaled vapor devices (i.e. e-cigarettes, vap-pens, etc.) is allowed. Law enforcement authorities may be notified if the student is under the age of 18
3. Possession of matches or lighter
4. Threats or intimidation
5. Hazardous conduct which might be harmful to oneself and others
6. Bullying (See Bullying Policy in RCS Message to Parents)
7. Verbal abuse of staff members or inappropriate gesture toward staff member
8. Fighting (i.e. punches thrown) - Students may face a disorderly conduct charge from law enforcement
9. Possession of pocket knife
10. Possession of mace or tear gas
11. Any misconduct in I.C. 20-33-8-14 or I.C. 20-33-8-15
12. Earning ten (10) days of ISS in a semester.
13. Use of racial slurs
14. Harassment
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

18. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
19. Taking or displaying pictures and/or videos (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
20. Engaging in pranks that could result in harm to another person.
21. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to the school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
22. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

### **CONSEQUENCE**

- 1st Offense - 2-4 days of out-of-school suspension
- 2nd Offense - 5-10 days of out-of-school suspension and recommendation for expulsion. The school may seek alternatives to expulsion.

### **LEVEL IV**

### **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. Possessing drug paraphernalia
4. Indecent exposure
5. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, students, or others
6. Theft
7. Threat to staff member
8. Unlawful activity on school grounds or at school activities during weekends, holidays, school breaks, and the summer period
9. Any misconduct in I.C. 20-33-8-14 or I.C.20-33-8-15.

### **CONSEQUENCE**

- 5-10 days of suspension and recommendation for expulsion. The school may seek alternatives to expulsion. Law enforcement authorities may be notified.

### **LEVEL V**

### **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

### **Suspension**

Students who are serving an out-of-school suspension are not permitted to participate in extracurricular activities during the suspension period. **Rushville Consolidated High School will notify and cooperate with Rush County Probation Department on all out-of-school suspensions.**

**At Any Time A Student Receives A Second Suspension From School, A Recommendation For Suspension Of The Driver's License (I.C. 9-24-2-1, I.C. 9-24-2-4) May Be Initiated. Procedures involving removal of student from class or activity, suspension, or expulsion are fully outlined in the Message to Parents included in this handbook. Students and parents are encouraged to be knowledgeable of these discipline procedures and processes.**

### **In School Suspension (ISS)**

Students serving an In School Suspension will report to the attendance office with their books and materials for that day. Students will be given their assignments for that day. Students will earn full credit of their earned grade on work completed in ISS. Tests may be given during ISS or on the day of return to class. Students are limited to ten (10) days of accumulated ISS's in a semester. \*See Handbook, Discipline Policy, Level III, Number 12. **Students continually failing to comply with the directions of the ISS instructor may be subject to out-of-school suspensions.**

### **Friday Night School**

Students serving a Friday Night School should report to the designated room by 3:30 p.m. Friday Night Schools are assigned by two (2) hour sessions. Students will be released at 5:30 p.m. Students should bring school materials to work on during this time. Failure to serve a Friday Night School will result in In School Suspension or Out-of-School Suspension.

Penalties for cumulative referrals for failing to serve Friday School in a semester:

- 1st Offense - 1 Day of ISS
- 2nd Offense - 2 Days of ISS
- 3rd Offense - Out-of-School Suspension.

### **Lunch Detention**

Students serving Lunch Detention will pick up their lunch per normal procedures and then report to the designated Lunch Detention area of the cafeteria. Students are permitted to return to the serving lines and use the restroom at the discretion of the staff members serving as cafeteria supervision. Failure to serve a Lunch Detention will result in Friday Night School, In School Suspension, or Out-of-School Suspension.

Penalties for cumulative referrals for failing to serve a Lunch Detention

- 1st Offense - 1 Friday Night School
- 2nd Offense - 1 Day of ISS
- 3rd Offense - 1 Day OSS

### **Whitewater Career Center (WCC) Disciplinary Policy**

Disciplinary actions which affect RCHS/WCC students will be reciprocal. For example, a student suspended at RCHS will also be suspended at WCC, or vice versa. RCHS attendance policies also apply to our students as they attend WCC.

### **Student Dress Policy**

The Board of Education has established the following dress policy for students. Clothing should be suitable for school. Some types of dress and grooming habits detract from a learning atmosphere and will not be permitted in school. Coaches and instructors of extracurricular activities, upon approval of their building principals, may establish specific guidelines which will be strictly enforced by the administration and supported by the school board.

All administrators and teachers have the responsibility and duty to enforce all aspects of the dress policy and shall take whatever action is necessary to be certain that the policy is enforced to the extent of its meaning.

The following guidelines (within compliance of the school board) have been developed.

1. The midriff area must be covered both standing and sitting. Neckline should be appropriate.
2. Clothing or any other item of apparel, including jewelry, which advertises, displays, or refers to nonprescription drugs, controlled substances or illegal drugs, tobacco, sexual references, alcoholic beverages, or T-shirts that are inappropriate or vulgar are not considered suitable for school. Chains, spike jewelry, or potentially harmful accessories are not appropriate.
3. No hats, hoods, hair coverings or sunglasses are to be worn in the building (exceptions are made for verified religious or medical reasons).
4. Clothing should be appropriate for school. Undergarments are not to show.
5. Oversized pants or pants with excessively large pockets are considered inappropriate for school purposes and present the opportunity to conceal contraband; therefore, they will not be allowed.
6. No tube tops, cut-off shirts or tank tops are to be worn.
7. No bare feet. Shoes/sandals must be worn at all times.
8. Any type of dress or jewelry that causes a class disruption may result in a referral and placement in ISS until the disruption is resolved.
9. Special exceptions to the Dress Policy may be made for school sponsored spirit days or as determined by the principal.

**Students may be offered appropriate dress by the school, or they may be placed in ISS until proper dress can be obtained. Also, students may be issued an appropriate dress checklist that they carry throughout the day to ensure compliance is maintained each block. Students who continually fail to comply with the dress code will be placed at Level I of the school's discipline policy and be handled accordingly.**

### **Plagiarism and Academic Dishonesty**

Plagiarism is defined as the deliberate submission of a document or speech that is directly copied from or clearly modeled after a published work such as a book, magazine, pamphlet, or online document without proper notification and citation. Academic dishonesty includes any instance of a student's copying another's work for submission as his/her own and/or cheating on a test/quiz. This also includes online submission (i.e. Moodle classrooms).se

Disciplinary procedure:

1. For homework, journal entries, daily work, tests/quizzes, student(s) will receive no credit for the work. A formal disciplinary report may be submitted to the office.
2. For formal essays and papers (i.e. research papers), every effort will be made by the teacher to help students avoid unknowingly plagiarizing in their work. If a paper is resubmitted without proper corrections, that paper will receive a failing grade. In regard to research papers, a failing grade may result in class failure. A formal disciplinary report may be submitted to the office.
3. Essays, book reports, speeches, etc., that are purchased from online sources will receive automatic failing grades. A formal disciplinary report may be submitted to the office.

### **Tobacco**

RCHS 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. Students who violate this rule may be dismissed from school. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, pipe, snuff, or any other matter or substance that contains tobacco or nicotine as well as electronic, vape

pens/devices “vapor” (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes. Students who violate this rule may be dismissed from school.

### **Use of School Computers**

Students using school computers must have on file a signed Internet Acceptable Use Policy Agreement. Students damaging computer equipment will be dealt with in accordance to the discipline policy. Students utilizing computers for any reason other than specified school purposes may have all computer privileges revoked. See Policy 7540.03

### **Student Search and Seizure Policy**

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

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

### **Standards for Search and Seizure**

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

1. **Searches of Storage Areas Provided for Student Use**
  - 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:

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

### **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:

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

### **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.

#### **3a. 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.

#### **3b. 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.

1. 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.

2. 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 Rushville Consolidated High School Student Handbook.

3. 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.

**RUSHVILLE CONSOLIDATED HIGH SCHOOL ATHLETICS**

Athletics-Male	Athletics-Female
Football	Volleyball
Soccer	Soccer
Tennis	Golf
Cross Country	Cross Country
Basketball	Basketball
Wrestling	Gymnastics
Track	Track
Baseball	Softball
Golf	Tennis

## Eastern Indiana Athletic Conference

Batesville	Franklin County	Lawrenceburg	South Dearborn
East Central	Greensburg	Rushville	Connersville

### RCCHS Training Regulations

- 1) Terminology:
  - a) **Practice-Contest Season** means the number of days during which a specific sport's practices and contests take place. (From the first day of IHSAA sanctioned practice up to and including the IHSAA state tournament for a specific sport.)
  - b) **Out-of-Season** means the number of days during which a specific sport's practices and contests do not take place. (This would include the time period from the last contest date for baseball in June until the first practice date for football in August.)
  - c) **Year** means 365 days from the day of the training violation.
- 2) Purpose:
  - a) To build character, morality, and responsibility into RCCHS athletics.
  - b) To create uniformity of disciplinary action throughout the RCCHS Athletic Program.
  - c) To give RCCHS athletes a consistent set of training regulations to follow.
- 3) Violations Determination:
  - a) All RCCHS Training Rules violations must be determined by a member of the RCCHS Coaching Staff or by a member of the RCS Administrative Staff. When a violation occurs, the athlete, the athlete's parents, and all RCCHS coaches will be notified of the situation. As in other school matters, the student has the right to appeal through due process procedures.
- 4) Suspensions Determination:
  - a) All RCCHS Training Rules suspensions will be made collectively by the head coach(s) of the athlete, the athletic director, and the principal. When a suspension occurs, the athlete, the athlete's parents, and all RCCHS coaches will be notified of the decision. As in other school matters, the student has the right to appeal through due process procedures.
- 5) Regulations and Rationale:
  - a) **No use or possession of drugs (except as prescribed medically), no consumption or possession of alcoholic beverages, and no use or possession of any form of tobacco or nicotine and/or inhaled vapor devices.** Penalty:
    - i) First violation during practice-contest season
      - (1) Suspension of the athlete from the team for up to 50% of the total contests in the next practice contest\_season he/she is participating in. Suspension may overlap into the next season if the percentage of suspension cannot be served in the current season. ALSO, in an extreme case, an athlete could be suspended from participation on all athletic teams for up to, but not to exceed, one\_year (365 days)
      - (2) In addition to suspension, the athlete could be required to be referred for counseling and/or rehabilitation.
    - ii) First Violation out-of-season
      - (1) Suspension of the athlete from the team for up to 50% of the total contests in the next practice contest\_season he/she participates in. ALSO, in an extreme case, an athlete could be suspended from\_participation on all athletic teams for up to, but not to exceed, one year (365 days).
      - (2) In addition to suspension, the athlete could be required to be referred for counseling and/or rehabilitation.
    - iii) Second Violation during practice-contest season or out-of-season
      - (1) Suspension of the athlete from participation on all athletic teams up to, but not to exceed, one year (365 days).
      - (2) In addition to suspension, the athlete could be required to be referred for counseling and/or rehabilitation.

- iv) **Rationale:**
  - (1) IHSAA By-Laws provide in Rule 8, Section 1, that the conduct of an athlete in and out of school shall be such as (1) not to reflect discredit upon his/her school or the association, or (2) not to create a disruptive influence on the discipline, good order, morale, or educational environment in the school.
- v) **Drugs:**
  - (1) The use of nonprescribed drugs is illegal in the State of Indiana. The use of nonprescribed drugs may result in physical or mental injury to the athlete.
- vi) **Alcoholic Beverages:**
  - (1) The use of alcoholic beverages is illegal for persons under the age of twenty-one in the State of Indiana. It decreases the maximum physical and mental performance and may cause injury to the athlete.
- vii) **Tobacco:**
  - (1) The use of tobacco, nicotine, and/or inhaled vapor devices can decrease maximum physical performance and may cause injury to the Athlete.
- b) Violation of public, criminal, or civil law. Penalty:
  - i) During practice-contest season or out-of-season
    - (1) Suspension of the athlete from participation on all athletic teams for up to, but not to exceed, one (1) year (365 days).
    - (2) Rationale: See Rationale above.
  - c) Other behavior that may result in discredit to the athlete, team, school, community, or other parties not herein described. Penalty:
    - i) During practice-contest season or out-of-season
      - (1) Suspension of the athlete from participation on all athletic teams for up to, but not to exceed, one (1) year (365 days).
      - (2) Rationale: See Rationale above.
- d) **Additional training rules and regulations may be enforced by individual coaches. Violators of those rules and regulations will be disciplined by individual coaches. Each RCHS athlete will receive an individualized copy of his/her coach's rules and regulations.**

### **IHSAA ELIGIBILITY RULES FOR STUDENTS IN GRADES 9, 10, 11, 12**

#### **YOU ARE INELIGIBLE IF:**

- 1) AGE
  - a) You are 20 years of age prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.
- 2) AMATEURISM
  - a) You play under an assumed name.
  - b) You accept money or merchandise directly or indirectly from athletic participation.
  - c) You sign a professional contract in that sport.
- 3) AWARDS/GIFTS
  - a) You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
  - b) You use or accept merchandise as an award, prize, gift or loan, or purchase such for a token sum.
  - c) You accept awards, medals, recognitions, gifts, and honors from colleges/universities or their alumni.
- 4) CONDUCT/CHARACTER
  - a) You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
  - b) You create a disruptive influence on the discipline, good order, morale, and educational environment in your school.
- 5) ENROLLMENT
  - a) You did not enroll in school during the first 15 days of a semester.

- b) You have been enrolled more than four (4) consecutive years, or the equivalent (e.g. 12 semesters in a trimester, etc.) beginning with grade 9.
  - c) You have represented a high school in a sport more than four (4) years.
- 6) ILLNESS/INJURY
- a) **You are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.**
  - b) Student must also be cleared through the Rush Memorial Hospital trainer to return to practices/competition after being released by physician and/or nurse practitioner.
  - c) An RCHS student that becomes ill must attend/have attended a minimum of two (2) complete block periods to be eligible to participate in an athletic practice or game the same day. This does not include lunch period. (The two {2} complete block periods or the equivalent may constitute any part of the curricular school day, however one of the two blocks must be the last period of the day.)
- 7) PARTICIPATION
- a) During Contest Season
    - i) You participate in tryouts or demonstrations of athletic ability in that sport as a prospective post-secondary student athlete.
    - ii) You are on a junior high school (grade 9) team and participate with or against a student enrolled in grade 11 or 12.
    - iii) You participate in an organized athletic contest with or against players not belonging to your school.
    - iv) You participate as an individual on any team other than your school team.
    - v) You participate as an individual without following the criteria for the outstanding student athlete.
    - vi) You attend a non-school camp.
    - vii) You attend and participate in a student clinic.
  - b) During School Year Out-of-Season
    - i) You participate in a team sport contest where admission is charged, or as a member of a non-school team where there are more than the following number of students listed below in each sport who have participated the previous year in a contest as a member of their school team in that sport.  
(1) Basketball-3 Baseball-5 Football-6 Volleyball-3 Softball-5 Soccer-7
    - ii) You receive instruction in team sports from individuals who are members of your high school coaching staff.
  - c) During Summer
    - i) You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport who have participated the previous year in a contest as a member of their school team in that sport (Exception: Baseball and Softball).  
(1) Basketball-3 Football-6 Volleyball-3 Soccer-7
    - ii) You receive instruction in a team sport from individuals who are members of your high school coaching staff. (Exceptions-Open Facilities)
    - iii) You attend a non-school camp and/or clinic after Monday of Week 3 in football and Monday of Week 4 for all other sports. (See your athletic director for specific dates.)
- 8) PRACTICE
- a) You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.
- 9) SCHOLARSHIP
- a) You did not pass five (5) full credit subjects and/or did not receive full credit or the equivalent in your previous grading period. Semester grades take precedence.
  - b) You are not currently passing in five (5) full credit subjects or the equivalent.

10) CONSENT AND RELEASE CERTIFICATE

- a) You do not have the completed certificate on file with your principal each school year, between May 1 and your first practice.

11) TRANSFER

- a) You transfer from one school to another primarily for athletic reasons.
- b) You were not enrolled in your present high school last semester or at a junior high school from which your high school receives its students unless:
- i) You are entering the 9th grade for the first time.
  - ii) You are transferring from a school district or territory with a bona fide move by your parents.
  - iii) You are a ward of the court.
  - iv) You are an orphan.
  - v) You transfer to reside with a parent.
  - vi) Your former school closed.
  - vii) Your former school is not accredited by the state accrediting agency in the state where the school is located.
  - viii) Your transfer was pursuant to school board mandate for redistricting.
  - ix) You enrolled and/or attended, in error, a wrong school.
  - x) You transferred from a correctional school.
  - xi) You are emancipated.
  - xii) You did not participate in any contests as a representative of another school during the
    - xiii) preceding 365 days.
  - xiv) You return to an IHSAA member school from a nonmember school and reside with the same parent/s or guardian/s.
  - xv) You transfer to a member boarding school with a corresponding move from the residence of your parent/s, or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
  - xvi) o) You are a qualified, foreign exchange student attending under an approved CSJET program.

12) UNDUE INFLUENCE

- a) You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

**Student Insurance**

RCHSAA does not offer athletic insurance; therefore, the only coverage would be by the insurance provided by the family.

**Drug Testing**

Students participating in athletics are to be eligible through the random drug testing policy. The full policy can be found on the RCHS and RCS website and upon request from the RCHS main office.

**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 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.

## **NON-DISCRIMINATION & ANTI-HARASSMENT**

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

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

**Title VI Coordinator**  
(Race, color, national origin)  
Superintendent  
330 W. 8th Street, Rushville, IN 46173  
(765) 932-4186

**Title IX Coordinator**  
(Sex, including sexual harassment/sexual assault, gender discrimination)  
Superintendent  
330 W. 8th Street, Rushville, IN 46173  
(765) 932-4186

**Section 504 Coordinator**  
(Disability)  
Superintendent  
330 W. 8th Street, Rushville, IN 46173  
(765) 932-4186

**Non-discrimination Coordinator**  
(All other forms)  
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](mailto: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 or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

## **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.

## **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. 20-33-8-14)

In addition, any student may be removed from school:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to I.C. 16-41-9-3.
- B. For non-compliance with immunization requirements, pursuant to I.C. 20-34-4-5.
- C. If the student has been deemed mentally or physically unfit for school attendance pursuant to I.C. 20-33-2-46.

- D. If the student lacks legal settlement in the Corporation and has not informed the Corporation or gone through the transfer process.

## **REASONABLE ACCOMODATIONS 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.

## **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.

### **INDOOR AIR QUALITY (IAQ)**

In accordance with School Board policy, the Superintendent has appointed The Director of Operations 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 330 W. 8th Street, Rushville, IN 46173 (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 on the school corporation's website.

### **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.

### **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.

### **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>

### **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.

### **FREE AND REDUCED-PRICE MEALS**

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

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

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

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

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

UNPAID MEAL CHARGES SEE POLICY 8500