

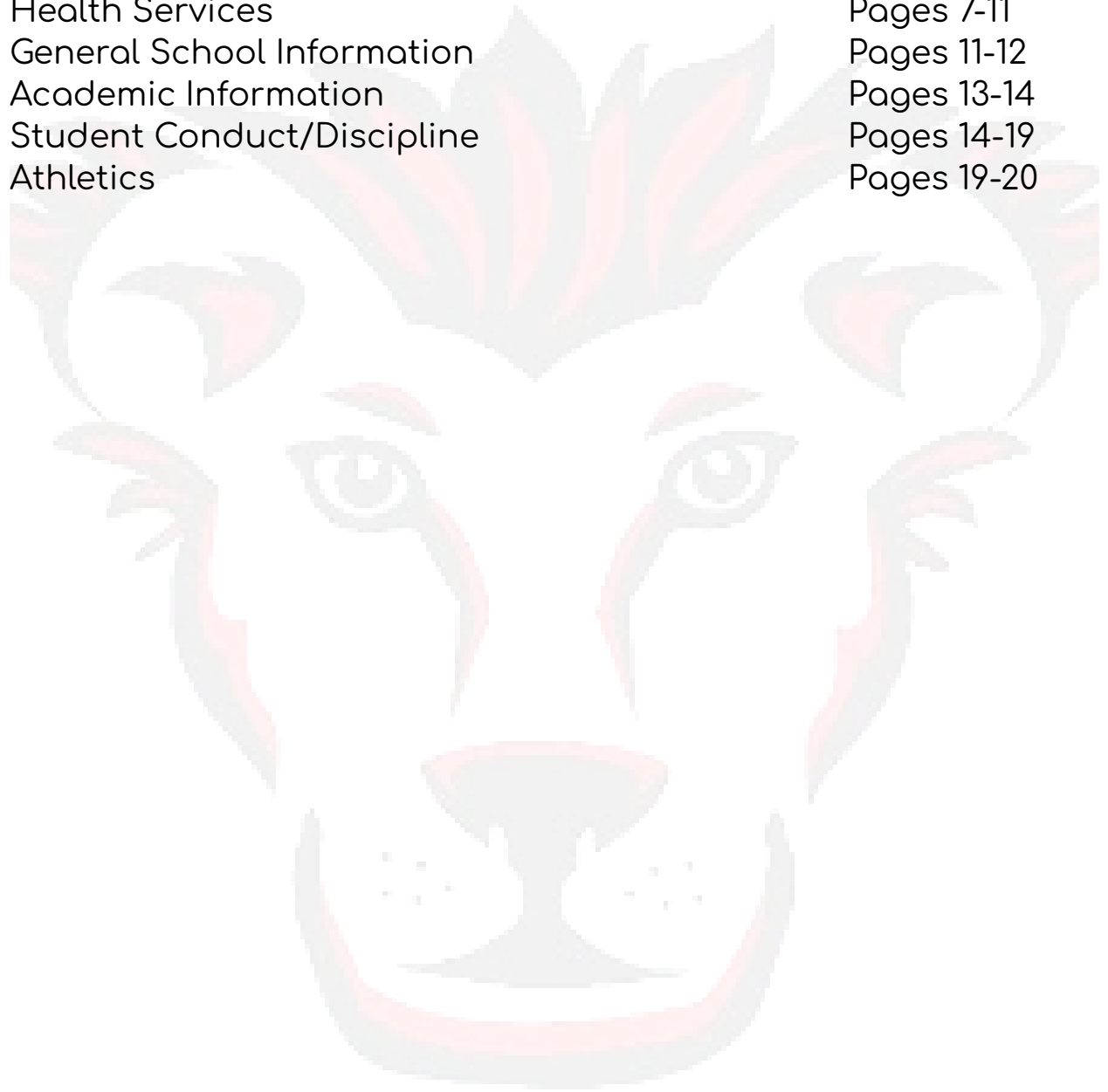


Benjamin Rush Middle School Student Handbook 2025-2026

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Ms. Amy Hedrick	Guidance Counselor
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Mrs. Teresa VanSchoyck	Treasurer
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Table of Contents

Mission Statement/Bell Schedules	Pages 3-4
Attendance	Pages 5-6
Health Services	Pages 7-11
General School Information	Pages 11-12
Academic Information	Pages 13-14
Student Conduct/Discipline	Pages 14-19
Athletics	Pages 19-20



BRMS MISSION STATEMENT

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

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

BRMS VISION STATEMENT

Educating our students today for their success tomorrow.

BRMS Teachers Collective Commitments (Core Beliefs) Aim to Show PRIDE:

(Be) Prepared: We as educators will model preparedness with communicating clear expectations and remaining accountable in providing students with impactful lessons that meet state standards.

(Be) Respectful: We as educators will demonstrate attributes of impactful lessons that meet state standards.

(Be) Immersed: We as educators will model being immersed by being open to observing and implementing different strategies in the classroom to improve student learning and engagement.

(Be) Driven: We as educators will commit to achieving high levels of learning through collaborative efforts in which we take risks, are reflective, have perseverance, and are open minded educators that continuously learn and grow from one another.

(Be) Engaged: We as educators will actively engage students during class instruction with data driven and dynamic approaches to learning.

Students Will Demonstrate Their CUB PRIDE for HIGH QUALITY EXCELLENCE:

(Be) Prepared: Students will bring all required supplies and charged Chromebooks to class.

(Be) Respectful: Students will listen attentively, put away cell phones and earbuds, and respect both our classmates and teachers.

(Be) Immersed: Students will be attentive in class by asking questions, keeping cell phones and earbuds put away, and participating in class.

(Be) Driven: Students will complete our school work on time, to the best of our ability, and give our best effort on all work assigned by teachers.

(Be) Engaged: We will actively participate in learning during class instruction

2025-2026 Bell Schedules

School doors open each morning 20 minutes prior to the start of 1st period.

Monday/Tuesday/Thursday/Friday

8:00-8:47	1st Period	
8:50-9:37	2nd Period	
9:40-10:27	3rd Period	
10:30-11:17	4th Period	
11:20-11:50	Lunch	7th Grade
11:53-12:40	5th Period	7th Grade
11:20-12:07	5th Period	8th Grade
12:10-12:40	Lunch	8th Grade
12:43-1:30	6th Period	
1:33-2:20	7th Period	
2:23-3:01	8th Period (Study Lab)	

Wednesday Schedule

8:00-8:47	1st Period	
8:50-9:37	2nd Period	
9:40-10:27	3rd Period	
10:30-11:17	4th Period	
11:20-11:50	Lunch	7th Grade
11:53-12:40	5th Period	7th Grade
11:20-12:07	5th Period	8th Grade
12:10-12:40	Lunch	8th Grade
12:43-1:30	6th Period	
1:33-2:20	7th Period	

Two-Hour Delay Schedule

10:00-10:36	1st Period	
10:39-11:15	2nd Period	
11:18-11:54	3rd Period	
11:56-12:26	Lunch	7th Grade
12:29-1:05	4th Period	7th Grade
11:57-12:33	4th Period	8th Grade
12:35-1:05	Lunch	8th Grade
1:08-1:44	5th Period	
1:47-2:23	6th Period	
2:26-3:01	7th Period	

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.

According to Indiana law, the school corporation has the power to establish rules and policies in regard to student attendance. Rush County Schools is in compliance with Indiana Law (I.C. 20-33-2-6) which requires regular school attendance.

In Indiana, the term "chronically absent" is defined in Indiana Code § 20-18-2-2.4, which states: "Chronically absent" means missing 10% (18 days) or more of a school year for any reason.

Reporting Policy

Phone calls not received by 9:00AM will result in unexcused absences. Students have 24 hours upon returning to school to change an unexcused absence to an excused absence with parental notification or documentation. Administrative discretion may be used in determining the change of an unexcused absence.

Compulsory Attendance

Every child between the ages of SEVEN and EIGHTEEN years of age are required to attend school unless there is on file, in the school office, a physician's statement that he/she is physically or mentally unable to profit from the services offered by the school. Any student under EIGHTEEN years of age must have, in writing, a legal reason to withdraw.

Excused Absences

Each student will be allowed up to 8 excused absences per year. Excused absences that count toward the 8 day limit include:

- Personal Illness verified by parent/guardian
- Parents requested funeral attendance other than immediate family
- Family vacation (5 day limit)
- For illness, students should be fever free for 24 hours *without the use of temperature reducing medication* prior to returning to school. *A fever is considered a temperature of 100.4 degrees or higher*

Excused Absences that DO NOT count towards the 8 day limit include:

- Medical or Dental appointments verified with DR. note turned in
- Emergency Situation
- Clinic dismissal due to illness or injury (for that day only)
- Participation in a school sponsored activity
- Activities authorized by the state of Indiana which require verification and are not recorded as an absence
- Absences spent as a page on Honoree of the Indiana General Assembly
- Absences spent serving on a precinct election board or as a helper to a political candidate or political party
- Absences spent as a witness in a court proceeding verified by a subpoena or court approved certificate of attendance
- Absences spent serving active duty with the Indiana National Guard
- Exhibitions in the Indiana State Fair which are properly pre-arranged with school officials and are not recorded as an absence
- Death in the immediate family (parent, grandparent, sibling, child, or other relative that lives in the home)
- Observance of religious holidays
- College visits (up to 3 days per year for Juniors and Seniors)
- Special administrative releases approved by the principal or designee

Unexcused Absences

An unexcused absence is an absence not recognized by state law or the school corporation. Examples of unexcused absences include:

- Unverified by a parent within 24 hours
- Weather: if school is IN SESSION and a bus runs by the student's regular stop
- Truancies
- Absences beyond the 8 day limit which are not excused by proper documentation
- Court appearances not verified by a subpoena, unless countermanded by the court
- Absences identified as unexcused by the principal or designee

Consequence Procedure

Any student shall not exceed 8 absences in any class per school year. Written notification will be sent to parents/guardians on the 4th, 8th, and 12th absence. When a student exceeds this 8 absence limit, an attendance contract will begin to avoid a more serious attendance problem. This attendance contract may include, but is not limited to:

- An attendance conference will be held with the student and parent once the child records 5 absences. All conferences must be held within 5 instructional days of the 5th absence
- Report to Rush County Prosecutor's Office and/or Department of Child Services - If a student fails to comply with an attendance contract, they may be reported to the Department of Child Services and/or the Rush County Prosecutor's Office
- After School Detention
- Extended After School Detention
- If the parents/guardians and student feel there are legitimate reasons for extending the number of absences beyond 8, they may appeal to the principal or designee. The appeal must be made within 5 school days of the 9th student absence.

Absence Responsibilities: Student and Parent Responsibilities

1. Students and parents are responsible for the verification of every absence by contacting the school before 9:00 AM
2. Students leaving school without permission are considered truant. Students leaving during the school day must have parental and administrative permission. Students must sign out in the front office. Students must sign in at the front office when returning to school during the school day
3. Students must complete all classroom work missed because of an absence from school, regardless of the reason
4. Students absent from school must contact their teacher upon return to school for assignments. Teachers will allow for makeup work completion of one class session for each day of absence
5. Administrative consideration to extend the makeup work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school
6. Students and parents/guardians have the right to appeal any school-based decision in compliance with the policy by notifying the Superintendent of Schools in writing within 5 school days of such a decision.

Prearranged Absence

Extenuating circumstances, other than personal illness or death in the immediate family will require a pre-arranged absence for excused absence consideration. Prearranged absences may be approved only for students whose parents/guardians have contacted the school in advance and explained the reason for the absence. Students should not be taken out of school for family vacation except in extreme circumstances. The maximum number of prearranged absence days is 5 days. Makeup work should be completed in a timely fashion.

Students Arrival/Dismissal from School

Students should not arrive at school until 7:40 a.m. Upon arriving at school, students should report to the gym or cafeteria when they arrive and they must remain in their area until the morning bell rings at 7:52 AM. Bicycle riders are to ride on the right hand side of the road and watch out for walkers. Bikes are to be parked in the bike racks in front of the building. Students walking to school should stay off the lawns and use the sidewalks. Students who walk to school should NOT walk to the high school for purposes of boarding a bus. Students who ride a bus home will be dismissed first. Bus students should quickly exit the building, remain on the sidewalks, and board your bus. Walkers, bike riders, students riding a bus that is on the second wave, and extracurricular activities should report to the gym at the dismissal bell until released by the teachers on supervision duty. Students who walk, ride bikes, or are picked up by a car should remain on the sidewalks while leaving school grounds and never cross the car pick-up lane in front of the building.

Leaving School

Students are required to sign in and out at the front desk if they need to leave the grounds for any reason. Students leaving school without approval are considered truant. Any student leaving school must have permission also from his/her parent/guardian.

Tardies

Students are counted tardy when they arrive at school or class late. Students may also be counted tardy when they arrive to class without necessary materials to participate in the learning activities and need to return to their lockers for those materials. Students are subject to teacher expectation when it comes to tardy procedures. Some teachers require students to be in the classroom when the bell rings, and others require students to be in their seats when the bell rings. Students will be warned when they receive 5 tardies in a semester. Office referrals will be written for every tardy after 5. Consequences for tardies are as follows:

- 5th Tardy - Warning and conference with administrator
- 6th Tardy - Lunch Detention
- 7th and 8th Tardy - After School Detention (1 hour)
- 9+ Tardies - Extended after-school Detention (2 hours)

Truancy

A student not in school and not meeting the criteria of an excused absence is considered truant. Information concerning a student absence must be received by 9:30 AM and is the responsibility of the parent/guardian. A student who is considered truant will be assigned in-school suspension. A student out of class for any amount of time without permission from the principal, assistant principal, or without a pass from the teacher to whom he/she is assigned is considered truant/skipping class. A student who is truant four times is considered a habitual truant. A habitual truant under the age of 18 will not be issued a drivers license or permit as recorded in I.C. 9-24-2-4, Section 2, and as is indicated in the "Message to Parents." The principal will notify the BMV upon the student's fourth instance of truancy. Students who are truant will be assigned in-school suspension for each day they are truant. Students will be suspended out of school if they become a habitual truant. If no effort is made to correct the truancy problem, the student will be suspended out of school and recommended for expulsion. The Rush County Prosecutor's Office and the Rush County Probation department will be notified if a student becomes habitually absent from school. Any student who is truant from school, written notification will be sent to the parent/guardian and a conference will be held with the student, parent/guardian, and a member of the administration to determine corrective action for the student.

Attendance Recognition and Perfect Attendance

In order to receive a perfect attendance award, a student may not miss class time that would be equivalent to greater than 4 periods of the school day. *** 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

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 healthcare provider. The school nurses are also available to the teachers as resource persons for health education.

Illness/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. As per State immunization requirements: Diphtheria, Tetanus, Pertussis (Dt ap 5 doses), measles, mumps, rubella (mmR 2 doses), Hepatitis B (3 doses), Hepatitis A (2 doses), Varicella (2 doses or disease), Polio (4 doses), Meningitis (1 dose 6th-11th, 2 doses 12th)

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. (1) After 20 days, the child may be exempt from school, unexcused, until either vaccinations are compliant or a waiver is obtained.

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. (2) As per IC 20-34-32 and IC 20-34-3- 3 Waivers for medical exemption must be completed by the student's physician with documentation provided of allergy to components of vaccine or adverse reaction.

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

Vision and Hearing Screening

Vision screening is done in grade 8th and 10th for all students and hearing screening is done in 7th and 10th grade. Any student the teacher suspects is having vision or hearing problems can be screened and all students new to RCS in grades 7-12 will be screened. 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 WEEKS, a prescription label indicating physician, student's name, medication, and instructions is sufficient for Part I of form A12062. Part II will be required to be filled out by the parent.

All over the counter medication, such as Tylenol and cough syrup, must have Form A12062, Part II completed and signed by the parent/guardian. 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, unopened.

If a student needs to carry emergency medication, such as an inhaler or EpiPen on them, 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 on file. Specialized medical equipment needed for the treatment(s) must be provided by the parent/guardian. **No medical treatments will be given to a child without proper consent.**

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 (Form A12062) 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 (prescription medicine)
 - b. The content 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 and unopened
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 medicine. Form A 12062 Part 1 and 2 must be completed. Part 3 will be completed if there is a need for emergency meds to be carried on self.
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 medications that are destroyed are logged and disposed of by a School Resource Officer.

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 nonprescription, 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 in part 3 of Form A 12062.

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.

Emergency Medical Authorization

The corporation will distribute annually to parents/guardians of all students the *Emergency Medical Authorization Form*. This form will be kept in an easily accessible file in each school building during the school year. This is kept in School Care.

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.

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 nurse 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 Sec on 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 as per IC 20-33-8-13c A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions

with a student if the student's parents provide written permission for the student to receive the medication. This is covered in Part 4 of the medical authorization form.

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*.

No Medical treatments will be given to a child without proper consent

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

General Information

New Students

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

Non-Public School Students

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

Homeschool Students

Students with legal settlement within Rush County may transfer their status from home school and enroll in the Rush County Schools at any time. Placement into grade levels and/or courses will be the sole discretion of the building principal. The building principal may require assessments given by school personnel to assist with these decisions. Students wishing to participate in athletics at BRMS and are homeschooled must be enrolled in at least 2 classes at BRMS to be considered eligible for athletics.

Student Lockers

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

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

Lunch

There are two 30-minute lunches that are scheduled by grade level during the students' 5th period class. Students should check the daily schedules in the front of their student handbooks to determine lunch times. Lunch and lunch assignments are subject to change at any time. Students are to enter the cafeteria in an orderly manner and choose their seat. Once students are seated, they are not permitted to move seats during the lunch period. Students ARE NOT to leave the cafeteria without the permission of an adult on lunch duty. Students are permitted to bring their phones to lunch. This privilege can be revoked at any time by an administrator. The following are the lunch expectations:

1. Be prepared
 - a. Bring everything you need for lunch with you from your locker (money, lunch, phone, etc...)
 - b. Students MUST know their lunch code and punch it in themselves
2. Be Respectful
 - a. Talk quietly with friends
 - b. Be kind to ALL, including cafeteria staff and adults in the lunchroom
 - c. Do what is asked of you by adults on duty
3. Be Immersed
 - a. Listen for instructions if asked to be quiet
 - b. Ask permission from an adult if you need to leave the cafeteria for ANY reason
4. Be Driven
 - a. Pick up trash and clean your area without being asked
 - b. Sponges and other materials will be provided for cleaning up spills
5. Be Engaged
 - a. Be aware of your surroundings
 - b. Follow all cafeteria procedures

All students will have a lunch account and an assigned number. The students are encouraged to make payments to the accounts in the morning prior to the start of school. Students wishing to pay cash on a daily basis may do so. Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$15.00. If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance. Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any breakfast, à la carte food or beverage items. Benjamin Rush has a closed lunch, and students are not permitted to leave the school grounds for lunch.

Indiana schools are not legally required to provide students with access to microwaves for heating up their lunches. The Department of Agriculture guidelines for the National School Lunch Program (NSLP) specify that food preparation and reheating should only occur in inspected food prep areas, not in classrooms, cafeterias, or anywhere students could potentially use them. If doctor ordered documentation is submitted to the school for medical reasons or in an IEP accommodation will be provided.

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

Food and Drinks

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

Energy Drinks/Caffeine Packets

Students are prohibited from bringing, possessing, consuming, or distributing energy drinks and caffeine packets on school property or at any school-sponsored events. This includes, but is not limited to, products such as Monster, Red Bull, Bang, 5-hour Energy, powdered caffeine supplements, and similar items that contain excessive levels of caffeine or stimulants. Energy drinks and caffeine packets can pose serious health risks, including increased heart rate, high blood pressure, anxiety, sleep disturbances, and impaired concentration. These substances are not appropriate for a school environment and may interfere with students' ability to learn and participate safely in school activities. Students possessing these items will be subject to disciplinary action.

Academics

Schedule Change Requests

Any student wishing to change their schedule must request in writing to the guidance counselor within five school days each semester. After the five school days have passed, students will not be allowed to make schedule changes unless approved by the principal.

Report Cards

Students will receive 4 report cards each year. Each report card consists of a NINE week grading period. Report cards will be sent home with students after each grading period ends. Progress reports will be sent out each quarter after 4 weeks. These are designed to help students and keep families informed.

Final Exams

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

Honor Roll

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

BRMS Junior Honor Society

BRMS will recognize all 8th grade students who qualify for the Junior Honor Society. Students selected to represent the Junior Honor Society shall maintain a cumulative GPA of 3.5 or higher through their first three semesters of middle school. In addition to scholarship, student participation in service, leadership, character, and citizenship is emphasized in the selection of members to the Junior Honor Society. Any student who has violated the excessive absence policy, received a second Thursday Detention, In School Suspension, or Out of School suspension will not be eligible for membership in the BRMS Junior Honor Society.

Academic Dishonesty/Plagiarism (Including the unauthorized use of AI)

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

Penalty:

1st Offense -: Documentation of the incident by the instructor with the administration. Automatic "0" for the assignment with the student given the opportunity to redo the assignment for up to 50% credit., and the parent notified by letter, email, and/or phone call from the instructor.

2nd offense: : Automatic "0" for the assignment, the parent notified by letter, email, and/or phone call from the instructor, and student assigned 2 hour extended after school detention

3rd offense: Student consequences will be based on level 3 offense in the general student conduct section

Internet User Responsibilities

All students who request access to Internet resources through Rush County Schools, whether using computers, modems, and/or phone lines owned or controlled by Rush County Schools or not, will complete and sign an Internet Use Agreement with Rush County Schools. In the case of individuals under the age of 18, parental consent and signatures will be required before access will be granted. Rush County Schools requires the permission of and supervision by the school's professional staff for a student to use a school account or resource to access the Internet. It is the policy of the Rush County Schools that the cost of any materials secured utilizing the Internet is the responsibility of the individual user or, in the case of a person under the age of 18, the person who authorizes the network account. This authorization extends to any financial obligation that may be incurred when utilizing the network as a source for goods or services. In no circumstances will Rush County Schools be liable for any unauthorized purchases made utilizing accounts secured through or equipment owned by Rush County Schools. The signatures on the agreement are legally binding and indicate the party (parties) who has (have) read the terms and conditions carefully, and understand(s) their significance. The smooth operation of the Internet network relies upon the proper conduct of the net users who must adhere to strict guidelines. Rush County Schools does not assume responsibility to the Internet community to enforce accepted standards of net protocol and its obligation to recommend the termination of a user's network password and identification if it discovers ongoing and intentional misuse of the Internet resources. Use of the Internet within Rush County Schools must be in support of education and research and be consistent with the educational objectives of the corporation. Transmission of any materials in violation of any United States, state, or local regulation or law is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited. In addition, the following are prohibited:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
2. to transmit obscene, abusive, or sexually explicit language.
3. to violate any local, state, or federal statute.

4. to vandalize, damage, or disable the property of another person or organization.
5. to access another person's materials, information, or files without the implied or direct permission of that person.
6. to violate copyright or otherwise use another person's intellectual property without his/her prior approval or proper citations.

Users should refrain from sending any material over the network that they would not want published on the front page of their local paper, a regional paper, or national newspapers. Users should be aware that it is a violation of network policy to attempt to log on the network using another individual or group's name and password. Misuse of names and passwords can result in the cancellation of network privileges and other penalties. Malicious attempts to harm or destroy data of another user, the Internet, or any agency connected to the Internet backbone, including the loading of computer viruses or worms, is a violation of federal law. The use of the Internet is a privilege, not a right; inappropriate use may result in the termination of the privilege. Internet activity which violates the rules and policies of Rush County Schools will subject the user to appropriate disciplinary sanctions. Network etiquette expects that users abide by the following guidelines. These guidelines include, but are not limited to:

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

Student Conduct

Dress Code

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

TOPS

1. Tops should cover the midriff area and chest. If the top does not, one must wear a tank top underneath.
2. The neckline of the shirt or tank top worn underneath should be appropriate.
3. No tube tops, cut off shirts, tank tops, or spaghetti straps are to be worn unless covered by another appropriate garment.
4. Straps on shirts that are a minimum 3" in width with a finished sleeve (sheer or transparent material will not meet the above requirement)
5. Hoodies (with/without zippers) may be worn, but hoods should not be pulled up over the student's head.
6. T-shirts that are inappropriate or vulgar are not considered suitable for school.
7. Winter Jackets must be kept in lockers
8. Light jackets or windbreakers may be worn during school

BOTTOMS

1. 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.
2. Shorts, skirts, spandex, and dresses are to have an inseam with a length that does not distract from the educational learning environment.
3. No excessive holes or tears in jeans or pants above the fingertip as the arm hangs down the side normally are to be worn. Any pants worn with excessive holes above fingertip length the student must have tights, yoga pants, or long shorts underneath to cover any exposed skin.

HATS/Accessories

1. No hats or any other headgear or hair covering are to be worn in the building (exceptions are made for verified religious or medical reasons).
2. ALL HATS must be kept in lockers and may not be taken to class
3. No sunglasses are to be worn in the building at any time.
4. Apparel, including jewelry, which advertises, displays, or refers to nonprescription drugs, controlled substances or illegal drugs, tobacco, sexual references, alcoholic beverages are not considered suitable for school.
5. Chains, spike jewelry, or potentially harmful accessories are not appropriate.

SHOES

1. No bare feet. Shoes/sandals must be worn at all times.
2. No slippers.
3. No shoes with wheels or other devices are permitted for safety reasons

MISCELLANEOUS

1. Any type of dress, jewelry, or accessory that causes a classroom disruption may result in a referral and placement in ISS until the disruption is resolved
2. Students may be offered appropriate dress by the school, or they may be placed in ISS until proper dress can be obtained
3. Special exceptions to the dress code may be made for school sponsored events, spirit days, or as determined by the principal
4. Clothing and items associated with gangs are not to be worn in school or on school premises. Students wearing or displaying such items will be asked to remove them. The wearing of such items either by color, by item, or by arrangement may be cause for suspension. Repeated occurrences may warrant a recommendation for expulsion. Coaches and instructors of extracurricular activities may establish specific guidelines for their activity.

General Conduct

The BRMS discipline plan is intended to provide guidelines by which students are to conduct themselves at school and school sponsored functions. This plan may include, but is not limited to, the specific violations/consequences listed below nor does it limit discipline decided by the administration. While it is the school's responsibility to provide information about expected behaviors, it is the student's responsibility to read the information in the student handbook.

Level 1 Behaviors

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

Possible Consequences

1. Teacher intervention
2. parent/guardian contact by teacher
3. Academic recovery
4. Study hall

Level 2 Behaviors

1. Dress code violation
2. PDA
3. Running and/or horseplay
4. Classroom and/or educational disruption
5. Failure to follow instructions
6. Inappropriate use of food or candy
7. Sharing lockers
8. Excessive level 1 offenses
9. Disrespect to another student or staff member (i.e. name calling, back talking, etc...)
10. Misuse of technology

Possible Consequences

1. Any level 1 consequences
2. Lunch detention
3. After school detention
4. parent/student/administrator conference

Level 3 Behaviors

1. Petty theft
2. Minor destruction of property
3. Leaving class without permission/not in assigned area
4. Continual classroom/educational disruption
5. Use of inappropriate, obscene, or vulgar language or gestures
6. Insubordination
7. Excessive Level 2 offenses
8. Conduct constituting an interference with school purposes
9. False reporting
10. Failure to show for after school detention

Possible Consequences

1. All consequences from Level 1 and 2
2. Extended after school detention (2 hours)
3. In-School suspension

Level 4 Behaviors

1. Hazardous conduct which may be harmful to oneself or others
2. Theft of school or personal property
3. Excessive level 3 offenses
4. Verbal abuse of a student or staff member (this includes using racial slurs)
5. Violation of the truancy policy

Possible Consequences

1. All consequences from levels 1, 2, and 3
2. Out of school suspension

Level 5 Behaviors

1. Major destruction of property (vandalism)
2. Use or possession of tobacco or look alike or use of a Vape device. Law enforcement will be notified
3. Threats, intimidation, bullying, or harassment of another student
4. Fighting, assault, or battery
5. Possession of a pocket knife
6. Sending, possessing, viewing, or sharing material of a sexual nature, including social media and/or other electronic forms
7. Recording, viewing, and sending incidents (fights or other)
8. Major theft
9. Excessive level 4 offenses
10. Substantial disobedience
11. Possession of matches, lighters, or other combustible materials (including fireworks)
12. Indecent exposure
13. "Depantsing" or attempting to "depants" another student

Possible Consequences

1. All consequences from Levels 1, 2, 3, and 4
2. Out of school suspension with recommendation for expulsion
3. Law enforcement may be call

Level 6 Behaviors

1. Possession or conspiring to possess a firearm, weapon, or look alike firearm or weapon and any explosive devices
2. Possessing, using, selling, transmitting, or being under the influence of any drug (narcotic, hallucinogen, amphetamine, stimulant, depressant, barbiturate, alcoholic beverage, marijuana, or intoxicant of any kind.
3. Possession of drug paraphernalia
4. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, students, or others
5. Major theft of school property
6. Threat to staff members
7. Unlawful activity on school grounds or at school activities during weekends, holidays, school breaks, or summer

Any misconduct in I.C. 20-33-8-1

Consequences

1. Out of School suspension with recommendation for expulsion
2. Law enforcement will be notified

Level 7 Behaviors

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

Consequences

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

Disciplinary Action

Lunch Detention

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

After School Detention

Students who are assigned to detention after school must report to the assigned classroom by 3:05 PM with study materials and remain in the quiet study area until 4:00 PM. The purpose of this detention period is to make up class time missed due to referrals of a minor nature. It is used as an alternative to suspension; therefore, attendance is mandatory. Failure to serve an after school detention may result in serving an extended after school detention (2 hours) until 5:00 PM unless mutually agreed to be rescheduled by a parent and administrator prior to the date and time of the assigned detention. After-School Detention may be held on any day of the week. Parents are notified in advance in the event that a child is assigned to detention after school.

Extended After School Detention

Extended After School Detention is held at Benjamin Rush from 3:05 to 5:00 p.m. on selected dates during the calendar year. Parents of students assigned to Extended After School Detention will be notified. Extended After School Detention may be scheduled on any day of the week due to school vacation days or schedule conflicts of school personnel. Failure to serve an Extended After School Detention is a Level 4 offense and will result in an in-school or out-of-school suspension.

Removal from Class/Activity

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

Isolated Instruction

Isolated instruction allows a teacher to keep students in an isolated situation and still require work to be completed.

In-School Suspension

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

Out-of-School Suspension

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

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

Sec. 8

1. Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
 - a. (1) a school corporation; and (2) the students of a school corporation.
2. In all matters relating to the discipline and conduct of students, school corporation personnel:
 - a. stand in the relation of parents to the students of the school corporation; and
 - b. have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
3. Students must:
 - a. follow responsible directions of school personnel in all educational settings; and
 - b. refrain from disruptive behavior that interferes with the educational environment

BRMS Cell Phone Policy

Cell Phones and Smartwatches

Students are encouraged to leave cell phones and/or smartwatches at home for safekeeping. Cell phones and smartwatches are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school's operation may be confiscated and will be returned to the student and/or parent at a time deemed appropriate by administration. The use of cell phones and smartwatches are prohibited anywhere on school grounds during all instructional time, inside the office complex, in/around areas deemed private (i.e.: restrooms and/or locker rooms, and during times of detention/ISS). "Instructional time" is defined in IC 20-30-2-1 seen below. According to IC 20-26-5-40.7 this policy also prohibits the use of cell phones and smartwatches during passing periods. Earbuds, earpods and headphones are also prohibited during instructional time. Cell phones must be kept in lockers AT ALL TIMES during the school day. Students are permitted to check their phones at their lockers between classes. This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

Consequences for cell phone violations are as follows:

First offense: Warning - This will be recorded as a discipline referral with the outcome as warning. The phone will be taken to the office to be picked up by the student at the end of the day

Second offense: Lunch Detention - the student will serve a lunch detention and the phone will be taken to the office for the student to pick up at the end of the day

Third offense and beyond: After school detention- the phone will be taken to the office, parent will be notified and required to pick up the phone from the office

IC-20-30-1

Section 1 as used in this chapter, "instructional time" is time during which students are participating in:

1. An approved course;
2. A curriculum; or
3. An educationally related activity

Under the direction of a teacher, including a reasonable amount of passing time between classes. Instructional time does not include lunch or recess

Media Center Rules and Usage

Benjamin Rush Middle School Media Center strives to support the curriculum, personal reading, and lifelong learning through print and digital resources, technology and programming. The media center is open before school and during lunch for all students. Students are welcome to use the media center during class time with a pass from a teacher. Books, eBooks, digital audiobooks, magazines, reference materials, and digital databases are available to students. All materials are due 14 days after the checkout date.

Circulation Policy

- Students can check out 2 books at a time.
- Students will receive an automated email two days before the book's due date as a reminder to renew or return the book.
- An automated email will be sent out the day after the due date warning that the book is overdue. Overdue emails will be sent every 2 days until the book is returned, renewed, or marked lost.
- Overdue books can be renewed at the school library so the student has additional time to read.
- If a book is 30 days overdue, the library system will mark the book as lost.
- A lost book fine will be added to the student's library account, which will be 50% of the book's original purchase cost.
- Damages to a book will NOT result in a fine. The book still needs to be returned to the library.
- Lost books can be returned to the library and the fine for those books will be waived.
- If the fine has already been paid but the book is returned, a refund will be given.
- Letters will be going home to parents/guardians on a regular basis to alert them of any fine on their student's library account.
- Fines can be paid with cash or a check made out to the school.
- If there is a need for financial assistance, please reach out to the Learning Commons staff.

Damaging or destroying BRMS Media Center materials and/or furnishings may result in disciplinary action.

Food and drink are not permitted in the Media Center.

Social Events

1. Students of Benjamin Rush Middle School are encouraged to attend social events and school dances, and your cooperation in the past has enabled everyone to have a good time.
2. Social events sponsored by the school or the school's student groups are open to BRMS students only
3. The participants should confine themselves to the area that is set aside for the school function.
4. Always help keep the school neat and clean.
5. All school rules apply regarding behavior and conduct.
6. Appropriate dress is required at all school dances and social events. The school dress code policy may be relaxed according to individual dance and event guidelines.
7. If a student leaves the dance or event, he/she will not be readmitted.
8. Withdrawn students may not participate in school activities

9. Students who are ill must be in attendance for a minimum of the last four (4) periods of the school day. Students with excused prearranged absences will be considered eligible to attend such events.
10. Students should make proper arrangements for transportation home after all dances and school events.
11. Students who fail to follow the above guidelines may be denied admission to future school dances or events
12. Students who are suspended from school or expelled are not allowed to attend any BRMS or Rush County Schools extracurricular activities until their suspension or expulsion has been served.

Messages and Deliveries

Messages from parents will be delivered to students in emergency cases only. These messages will be delivered during the 8th period (7th period on Wednesday). 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.

Athletic participation/Extracurricular activities/ Band/Choir/Music/FFA

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

Cheerleaders

Cheerleading tryouts will be held in the spring of each year at which time students will be chosen to fill the 7th and 8th grade cheer teams. Cheerleaders are required to cheer at all home contests and tournaments and must attend summer cheer camp. Cheerleaders must meet the eligibility requirements for athletic participation, and are expected to follow all rules set forth by coaches.

BRMS Guidelines for Athletic Eligibility

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

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

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

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

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

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

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

Student Requirements

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

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

1. A BRMS student must be at school for a minimum of 4 periods to be eligible to participate in an athletic practice or game the same day. If a student athlete is absent five or more days due to illness or injury, a medical release from a doctor will be required before participation can continue.
2. Athletes become ineligible for participation the day they turn 16 years of age. If a student repeats a grade, he/she is ineligible for the first nine weeks of the semester. Passing grades are required to become eligible.
3. All students participating in athletics must have on record a parent/guardian signature stating that the student/athlete has adequate insurance or a signed statement that the parent/guardian assumes all

- financial responsibility.
4. A Permission to Participate Form must be completed and on file in the principal's office before an athlete may start to practice.
 5. A physical exam must be completed and on file before an athlete may start to practice.
 6. All student athletes must conform to practice requirements as established by the team coach or sponsor.

Athletic Code of Conduct

1. 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.
2. No conduct that is detrimental to Benjamin Rush Middle School, BRMS Athletics, or the community of Rushville. The conduct of an athlete in and out of school shall be such as:
 - a. not to reflect discredit upon his/her school or community,
 - b. not to create a disruptive influence on the discipline, good order, morale, or educational environment of the school, or
 - c. students who are habitually truant from school will not be eligible to participate in school sponsored activities.
3. First Violation
 - a. Suspension of the athlete from the team for up to 20% 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)
4. Second Violation
 - a. 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)
5. Third Violation
 - a. Suspension of the athlete from all BRMS Athletics for the remaining duration of his/her time at Benjamin Rush Middle School.
6. Additional training rules and regulations may be enforced by individual coaches. Violators of those rules and regulations will be disciplined by individual coaches. Each BRMS athlete will receive an individualized copy of his/her coach's rules and regulations.
7. Students who are academically ineligible may participate in practice, with the understanding that they will participate in academic study tables until academic eligibility is regained. Participants are to attend all contests unless excused by the coach or sponsor. When attending an away contest, transportation to and from the event will be provided by the school.

Dual Sport Athletes

Any student-athlete at Benjamin Rush Middle School interested in participating in two sports during the same season, must first designate a primary sport. Once the primary sport has been established, the coaches of the primary sport and proposed secondary sport will meet to discuss schedules and determine if it would be a possibility. IF deemed a possibility, the student-athlete and parents/guardians of the student-athlete must have a sit-down meeting with the primary sport coach and secondary sport coach to determine the plan for the student-athlete to participate in both sports.

Rush County Schools Directory

School	Address	Telephone	Administrator
Administrative Offices	330 W. 8th Street Rushville, In 46173	932-4186 Fax 938-1608	Mr, Jim Jameson, Superintendent Grant Peters, Assistant Superintendent Julie Cramer, Director of Finance Patrick Anderson, Director of Special Services
Arlington Elementary School	2533 N. 700 W. Arlington, In 46104	663-2416 Fax 663-2723	Sara Mastin, Principal
Benjamin Rush Middle School	1601 N. Sexton St. Rushville, In 46173	932-2968 Fax 938-2011	Justin Tucker, Principal Kirstyn Preizer, Assistant Principal
Milroy Elementary School	300 N Walnut St. Milroy, In 46156	629-2323 Fax 629-2250	Jennifer Myers, Principal
Rushville Consolidated High School	1201 Lions Path Rushville, In 46173	932-3901 Fax 932-4051	Warren Cook, Principal Elizabeth Meek, Assistant Principal , Dean of Students
Memorial Gymnasium	1110 Lions Path Rushville, In 46173	932-2984 Fax 932-4798	Melissa Winkler, Athletic Director Heidi Cox, Assistant Athletic Director
Agri-Business & Technology	1501 N. Sexton St. Rushville, In 46173	932-5313 Fax 932-4663	
Rushville Elementary School	390 W. 16th Street Rushville, In 46173	938-1616 Fax 938-2417	Jake Shaffner, Principal Cassandra Metcalf, Assistant Principal

Rush County School Board Members

Mr. Kevin Banks, President	kevin.banks@rushville.k12.in.us
Mr. Addam Carmony, Vice President	addam.carmony@rushville.k12.in.us
Mrs. Angie Kuhn, Secretary	angie.kuhn@rushville.k12.in.us
Mr. Jeff Edwards, Member	jeff.edwards@rushville.k12.in.us
Dr. Steve Sickbert, Member	steve.sickbert@rushville.k12.in.us
Mr. Matt Jones, Member	matt.jones@rushville.k12.in.us
Mr. Jeff Amos, Member	jeff.amos@rushville.k12.in.us

EQUAL EDUCATION OPPORTUNITY

It is the policy of Rush County Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the Superintendent listed here:

Mr. Jim Jameson, Superintendent 765-932-4186

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

EMERGENCY CLOSING OF SCHOOLS

There are times it becomes necessary to delay or cancel school because of adverse weather conditions. School closings and/or delays will be announced via telephone messaging system, over the radio and TV stations as soon as it is possible to get it on the air. The following stations will carry this bulletin: WIFE-FM (94.3) Rushville and Television Channels 6, 8 and 13.

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

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

STUDENT BUSING REGULATIONS RESPONSIBILITY OF BUS DRIVERS

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

RULES FOR STUDENTS

Immediately after boarding, each student shall be seated as assigned by the driver.

Standing or moving from place to place is prohibited while enroute.

Misconduct, including loud, boisterous, or profane language, teasing, scuffling, tripping, restraining, hitting, or any other objectionable behavior will not be tolerated.

No windows or doors may be opened or closed without permission of the driver.

No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

The student should be waiting at his/her boarding station when the school bus arrives; drivers are responsible for maintaining the bus schedule and shall use their own discretion in waiting for students who are late for pickup.

Students are to obey the driver, reporting promptly to school officials when asked.

On the school bus, a student is not allowed to eat, drink, or use tobacco, drugs, or any other controlled substance or possess drug paraphernalia.

Students should be silent when a bus is nearing a railroad crossing.

Only children enrolled in school will be transported and they must adhere to their designated stations for loading and unloading.

Whenever possible, a student is to inform the driver of expected absence from school.

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

STUDENT SAFETY

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

- Stay off the traveled roadway at all times while waiting for the bus.
- When attempting to get on or off, wait until the bus comes to a complete stop.
- Enter or leave the bus through the front door only (except during an emergency or evacuation drill), and only after the bus has come to a complete stop.
- If you must cross a traveled roadway after exiting the bus, remember directions as follows:
- Wait until the bus stops moving.
- After stepping off the bus, walk several feet (8-10) beyond the front of the bus to become within clear sight of the driver and wait for the proper signal for crossing. Never attempt to cross the roadway from behind the bus.
- Help keep the bus clean; do not attempt any acts of vandalism.

RESPONSIBILITY OF PARENTS

Parents whose children are transported are to:

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

DRESS POLICY

RCS SCHOOL BOARD POLICY #5511

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

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

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

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

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

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

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- political affiliations;
- religious beliefs or practices;
- mental or psychological conditions that may embarrass the student or his/her family;
- sexual behavior and attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom the student has a close family relationship;
- legally recognized, privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
- income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. Consent forms are available in each principal's office.

LEGAL REFERENCE: I.C. 20-30-5-17

MOTOR VEHICLES

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

Section I Habitual Truancy and Driver's License

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

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

It is also established that not all unexcused absences should be considered as truancy, only those absences that are in defiance of parental authority should be considered. In establishing a pattern of truancy, the Rush County Schools has decided that a student will be declared a habitual truant after three such absences per school year. A warning to student and parent/guardian will be issued in writing after each such absence.

Section II Expulsion and Suspension

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

Section III Invalidation of License or Permit

- Indiana Code 9-1-4-33.4(a) states:
"If a person is less than eighteen (18) years of age and is under a suspension, expulsion, or exclusion as described in section 29(g) of this chapter, the department shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:
(1) The person becomes eighteen (18) years of age;
 - 120 days from date of second suspension or 180 days from date of expulsion or exclusion;
 - The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 2033-8-19.

For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the length of the invalidation period.

- The student receives a second suspension from school in any one school year;
- The student is expelled from school for any reason established by the state statute and/or this school system or is excluded for the grounds stated in Indiana Code 20-33-8.

Should any such second suspension, expulsion, or exclusion be reversed after the student has utilized the procedure under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

Should the principal have reason to believe that a 17 year-old student, or a 16 year-old student with the written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension the school year or an expulsion or exclusion for misconduct, the principal is given discretion to consider such an offer to quit, to reject the offer, to continue with the suspension, expulsion or exclusion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceedings.

Section IV New Students

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

Section V Non-Public School Students

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

GUIDELINES FOR PUPILS

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

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

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

It is understood that:

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

CLASSROOM MANAGEMENT

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

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

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

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

The teacher or administrator may find it necessary to resort to immediate and limited action to correct pupil misbehavior.

Following are some suggested means of improving behavior:

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

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

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

RUSH COUNTY SCHOOLS DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8, administrators and staff members may take the

following actions (if not superseded by special education law):

- REFERRAL FROM CLASS OR ACTIVITY – TEACHER: A middle school or high school teacher will have the right to refer a student from his/her class or activity to the office for a period of up to 1 (one) school day. An elementary teacher will have the right to refer a student from his/her classroom or activity to the office for a period of up to 1 (one) school day.
- REMOVAL FROM CLASS OR ACTIVITY – PRINCIPAL: A school principal (or designee) may remove a student from class and assign the student to in-school suspension or other alternative placement coupled with a teacher assigning the removed student regular or additional school work related to the class. (See details for a removal below.)
- SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 (ten) school days.
- EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of sections C and D listed under the grounds for Suspension and Expulsion in this policy.

REMOVAL FROM CLASS OR ACTIVITY

A removal is an action taken for significant interference to the educational setting. Less significant interferences such as tardiness may receive consequences such as in-school suspension, but are not considered a removal. A removal does not include a short-term placement of a student in a hallway or another location or sending the student to the building office (referral) to address behavior issues and such short-term placements do not require the teacher to assign school work in relation to these actions unless there is a pattern of such short-term placements that, taken together, amount to a removal from the classroom by the principal. When a student is removed, the principal may place the student in another appropriate class or placement or into in-school suspension. The principal may not return the student to the class from which the student was removed until the Principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. At the principal's discretion, the student may be moved to another class if the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time. Meetings may take place by telephone, email, or in person. When necessary a meeting may be a documented written exchange.

PHYSICAL RESTRAINT AND SECLUSION

Physical restraint may be used when necessary when a student poses a danger of seriously hurting someone, including themselves. Each building will have selected faculty members that will be trained specifically in the use of de-escalation and restraints. The faculty trained will be those most likely to encounter students that might need restraint. Reports of physical restraint will be made to the building principal. Seclusion occurs when someone is placed in a room or location where they are alone and prevented from leaving that location. Seclusion is not an in school suspension or time out when the student is supervised and not prevented from leaving. If a student has a history of dangerous behavior, the school administration may require a student to develop a behavior plan along with the parent to explain procedures in more detail. Special education students may have more detailed behavior plans as a part of their IEPs.

DUE PROCESS

The law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair treatment in disciplinary matters at the hands of school officials. The law defines and provides for two types of disciplinary action: expulsion and suspension. Suspension refers to the prohibiting of attendance for ten consecutive school days or less. Expulsion means disciplinary action whereby a student is suspended from school attendance in excess of ten consecutive days. The length of an expulsion will comply with current Indiana Code.

Law enforcement officers will be contacted to take possession and further investigate any illegal materials confiscated. Examples may include, but are not limited to, tobacco or tobacco products, alcohol, drugs or drug paraphernalia, weapons, etc.

GROUND FORS SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other

- students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause, or planning to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act. Carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon, or looks like a weapon.
 11. Possessing, handling, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - b. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - c. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - d. The student has been instructed in how to self-administer the prescribed medication.
 - e. The student is authorized to possess and self-administer the prescribed medication.
 12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco and/or nicotine products of any kind or in any form.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. 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.
 17. 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.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with

- school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 22. 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.
 23. Engaging in pranks that could result in harm to another person.
 24. Use or possession of gunpowder, ammunition, or an inflammable substance.
 25. 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.
 26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. It is preferred that cell phones are left at home; however, students will not be disciplined if the following are followed:
 - a. High school and middle school students must leave cell phones in lockers throughout the day. Cell phones must never be on during school hours without specific permission by school personnel.
 - b. Elementary students must have cell phones turned off during school hours. Cell phones must be stored in book bags.
 - c. The school is NOT responsible for cell phones that are lost, damaged, or stolen.
 27. 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.
 28. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
 29. FIREWORKS – No student shall possess or use fireworks on school property, including but not limited to:
 - a. firecrackers, cherry bombs, bottle rockets, or any other device that is explosive or could be launched.
 30. The use of cameras and video recording devices in locker rooms or restrooms is prohibited.

Bullying

Bullying committed by students towards other students is strictly prohibited. Engaging in bullying activities by use of data or computer software that is accessed through any computer, any computer system, and/or any computer network is also prohibited. This rule may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

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

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee immediately. In addition a parent or student may also report the conduct to a teacher or school counselor who will notify the administration. This report may

be made anonymously and law enforcement may be contacted. School personnel will immediately investigate all reports of bullying.

The administration will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administration and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

The parents of the alleged bully and the targeted student (s) shall be notified immediately. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

Failure by a school employee who has a responsibility to report or investigate bullying or any other duty under this rule will be subject to appropriate disciplinary action. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

No student shall possess, handle or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above -any firearm muffler or firearm silencer
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- an antique firearm
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

For purposes of this rule, a destructive device is

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

POSSESSING A DEADLY WEAPON

No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year. The superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

UNLAWFUL ACTIVITY IC 20-33-8-15

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

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented;
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Rush County Schools will notify and cooperate with the Rush County Probation Department on all out-of-school suspensions.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel;
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to appear at an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

RIGHT TO APPEAL

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made the board must consider the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the

school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.
(LEGAL REFERENCE: U.S.C 8001, U.S.C 8002, I.C. 20-33-8)

AUTHORITY OF SCHOOL PERSONNEL

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

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

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

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules for which nondisabled students could also be suspended or expelled. In accordance with I.C. 20-33-8 and 511 IAC 7-29, administrators may take the following discipline actions:

SUSPENSION

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education-program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with disabilities may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement. Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with disabilities during the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with disabilities shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with disabilities has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

EXPULSION

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitutes a pattern of removal from the student's current placement.

Before a student with disabilities can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with disabilities must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR WEAPONS OR ILLEGAL DRUGS

If a student with disabilities either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with disabilities may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

A case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

REMOVAL FROM PLACEMENT BECAUSE OF LIKELY INJURY

If a student with disabilities has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

INJUNCTIVE RELIEF

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

LEGAL REFERENCE: 20 U.S.C. 1415
34 C.F.R. 300.519 – 300.529
I.C. 20-33-8-1 et. seq. 511 IAC 7-29-1 - 9

HARASSMENT/BULLYING POLICY

RCS SCHOOL BOARD POLICY #5517/5517.01

Rush County Schools believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

SEXUAL HARASSMENT POLICY

Sexual harassment is strictly forbidden at Rush County Schools, on its premises and during its programs and activities. Sexual harassment is any physical or verbal conduct of a sexual nature directed at a person because of his or her sex that interferes with the ability of a student or students to receive an education and is unwelcome and unwanted.

- Verbal sexual harassment: repeated words or comments of a sexual nature that offend reasonable listeners can be sexual harassment.
- Nonverbal sexual harassment: Sexual harassment can be the result of nonverbal sexual conduct, such as sexual gestures or actions.

CORRECTIVE ACTIONS

Students are expected to treat their fellow students with dignity and respect at all times on school property and

in school programs and activities. Disciplinary action may result from violations of the anti-harassment policy. Violations of this policy may be reported to teachers and administrators. The school strongly encourages students to report immediately. The school will make prompt and fair action to investigate any report and to stop harassment.

STUDENT RESPONSIBILITIES

Any student who has knowledge of harassment or bullying or feels s/he has been a victim of bullying is encouraged to immediately report his/her concerns to an administrator or supervisor.

TEACHER RESPONSIBILITIES

- Teachers must take action and respond if a student complains of harassment or if inappropriate conduct is observed or reported.
- Minor incidents may require counseling by the teacher. This may be enough to stop the harassment if it is a one time event.
- Repeated or severe incidents should be reported to the principal. ADMINISTRATOR RESPONSIBILITIES
- Disseminate school harassment policy to larger school community and parents.
- Take immediate and corrective action to stop harassment and remedy any hostile environment that may have been created.
- The response should take into consideration the age and maturity level of the student or students involved in the incident.

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

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY

1. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - a. evidence of a violation of the student conduct standards contained in the student handbook;
 - b. anything which because of its presence presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are subject to procedures as listed:
 - a. inspection;
 - b. maintenance; and
 - c. search, pursuant to this section.
 - d. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
 - e. A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker content.
 - f. A student who uses a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
 - g. A principal may, in accordance with the roles of the governing body, search a student's locker and the locker's contents at any time.
 - h. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 1. at the request of the school principal; and

2. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.
3. The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 - a. searches of the pockets of the student;
 - b. any object in the possession of the student such as a purse or briefcase;
 - c. a "pat down" of the exterior of the students' clothing.
4. Searches of the person of a student, which require removal of clothing other than footwear, a coat and/or jacket, shall be referred to a law enforcement officer in accordance with subsection C of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
5. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
6. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
 - a. seized and admitted as evidence in any suspension or expulsion proceeding if it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
 - b. returned to the parent or guardian of the student from whom it was seized; and/or
 - c. destroyed if it has no significant value, or turned over to any law enforcement officer in accordance with subsection G.
7. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
 - a. returned to the parent or guardian of the student from whom it was seized;
 - b. destroyed; or
 - c. turned over to any law enforcement officer in accordance with subsection G.
8. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
 - a. search any area of the school premises, any student, or any motor vehicle on school premises;
 - b. identify or dispose of anything found in the course of a search conducted in accordance with the section; or (c) utilize trained dogs for a search.
9. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.
10. This is limited to the principal or other members of the administrative staff designated in writing by the principal. Therefore, each principal shall designate the following positions:
 - a. Superintendent
 - b. Assistant Superintendent
 - c. Administrative Assistant
 - d. Assistant Principal
11. No designation is necessary and may include a member of the administrative staff or teacher.
12. The statute and case precedent (Highland Case) is very restrictive. Please note the limits for searches of the person by school personnel in C-1, 2, 3. The first sentence following C-3 should read subsection G and refers to law enforcement officers procedure. The following remainder of this paragraph refers to C-1, 2, 3, procedures (searches of the person). For item C, the following written designations are considered defensible and should be made by the principal:
 - a. Superintendent
 - b. Assistant Superintendent
 - c. Admin Assistant
 - d. Assistant Principal
 - e. Female nurse, counselor, teacher
13. This provides for such situations as bomb threats and other searches including search of a person beyond the limits of C-1, 2, 3. Please note the last sentence which totally removes the principal and the other school employees from the case. Written designations for section G should be the following:
 - a. Superintendent
 - b. Assistant Superintendent
 - c. Administrative Assistant
 - d. Assistant Principal
14. All written designation should state the name and position of the person being listed. All persons being designated should receive a copy of the written document. A total set of designation letters shall be

filed with the Superintendent.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
 - a. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
 - b. 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.
 - c. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

RELEASE OF DIRECTORY INFORMATION

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Rush County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days after receipt of the "Message to Parents". Rush County Schools has designated the following information as directory information: a student's name; grade; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team;

dates of attendance; date of graduation; awards received; listing on an honor roll, or scholarships.

PEST CONTROL AND USE OF PESTICIDES RCS SCHOOL BOARD POLICY #8432

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children.

Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

This notice serves as the annual notice of the pest control policy to parents and staff. For information regarding pest control, you may contact Tim Hancock, Director of Maintenance, at 765-932-4186. Mr. Hancock will establish a registry of parents and staff members that wish to receive advance notice of all pesticide use and provide notice to those listed on the registry. A written record will be maintained for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

UNAUTHORIZED USE OF SCHOOL PROPERTY

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

CONCERNS/COMPLAINT PROCEDURE

It is the policy of the Board to afford every individual having a complaint an orderly procedure for filing such a complaint so that he may have his complaint properly and carefully attended to, and in order that any person in respect of whom such a complaint is made may be properly protected. The procedure is as follows. Persons wishing to register a complaint or concern in regard to disciplinary action, including corporal punishment, should first discuss the matter with the individual teacher involved. If not satisfied, the discussion should continue with the building administrator. If further discussion is desired, it should be directed to the central administrative office. Unresolved matters may be appealed to the Board of School Trustees. The procedure for appeal in cases of suspension and expulsion is contained in the student Due Process Manual as adopted by the Board of School Trustees as per IC 20-33-8-19. Further information can be found regarding public complaints and concerns by accessing the RCS School Board Policy #9130

SCHOOL LUNCH

Cafeterias are provided in each school with hot lunches prepared daily by an excellent staff. Special federal support programs are made available to qualifying students.

Board Policy #8500- FOOD SERVICES

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

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

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

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

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

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

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

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

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

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

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

Meal Charges

Lunch sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent. The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.

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

Adult community residents shall not be permitted to charge meals.

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

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

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

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

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

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

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

Bad Debt/Uncollectible Debt

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

Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible also are unallowable. Bad debt may be removed from accounts receivable in accordance with Policy [6151](#).

In accordance with Federal law, Building Cafeteria Manager will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

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

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

1. maintenance of sanitary, neat premises free from fire and health hazards
2. preparation of food that complies with Federal food safety regulations;
3. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy [1130](#), Policy 1214, Policy [3113](#), Policy 3214, Policy [4113](#), Policy 4214, and Policy [6460](#));
4. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
5. safekeeping and storage of food and food equipment pursuant to USDA regulations;
6. regular maintenance and replacement of equipment.

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

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