RCHS Student Handbook and Policies
2026-27



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BOARD OF EDUCATION

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Jeff Edwards – jeff.edwards@rushville.k12.in.us

SCHOOL ADMINISTRATION

Interim Superintendent	Grant Peters
Principal	Warren Cook
Assistant Principal	Elizabeth Meek
Dean of Students	James Zachery
Athletic Coordinator	Melissa Winkler
Assistant Athletic Coordinator	Kerry Brown

CLASS OFFICERS

SENIOR

President	Londyn Whittaker
Representative	Josie Corn
Representative	Ashley Hubbard

JUNIOR

President	Khloe Evans
Representative	Kyra Froman
Representative	Ella Tressler
Representative	Maggie Wicker

SOPHOMORE

President	Emma Booher
Representative	Mollie Corn
Representative	Gunner McDaniel

FRESHMAN

President	Brinton Himes
Representative	Keanna Bennett
Representative	Corbyn Lakia
Representative	Aubriena Wickey

EXECUTIVE STUDENT COUNCIL

President -	Josie Corn
Vice President -	Londyn Whittaker
Public Relations and Media –	Gunner McDaniel
Board Member-	Mollie Corn
Board Member-	Emma Booher
Board Member-	Elaine Angle
Board Member-	Katie Corn

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.

SCHOOL INFORMATION

The school day will be from 8:10 a.m. to 3:20 p.m. The tardy bell rings at 8:10 a.m.The bell rings at the following times: Warning Bell - 8:05 a.m.,Tardy Bell - 8:10 a.m.

SCHEDULE

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

REGULAR DAILY

Block 1 (2) 8:10 a.m. - 9:52 a.m.	AM WCC – Leave 8:10 a.m.	
Block 3 (4) 9:58 a.m. - 11:35 a.m.	Lions Live included PM WCC – Lunch 11:10 a.m.	
Block 5 (6) 11:41 a.m. - 1:44 p.m.		
Lunch A: 11:35 a.m. - 12:08 p.m.	AM WCC – Arrive 11:45 a.m.	
Lunch B: 12:10 p.m. - 12:40 p.m.		
Lunch C: 12:42 p.m. - 1:12 p.m.		
Block 7 (8 SRT) 1:50 p.m. - 3:20 p.m.	CCR: 1:50-2:05	SRT A: 2:05-2:42 SRT B: 2:42-3:20

WEDNESDAY DAILY SCHEDULE

Block 1 (2) 8:10 a.m. - 9:40 a.m.	AM WCC – Leave 8:10 a.m.	
Block 3 (4) 9:46 a.m. - 11:16 a.m.	Lions Live 11:05 a.m.-PM WCC-Lunch 11:00 a.m.	
Block 5 (6) 11:22 a.m. - 1:12 p.m.		
Lunch A: 11:16 a.m. - 11:46 a.m.	AM WCC – Arrive 11:30 a.m.	
Lunch B: 11:48 a.m. - 12:18 p.m.		
Lunch C: 12:20 p.m. - 12:50 p.m.		
Block 7 (8 SRT) 1:18 p.m. - 2:40 p.m.	Teacher Organization time: 1:18-1:28	SRT A 1:28-2:04 SRT B: 2:04-2:40

TWO-HOUR DELAY SCHEDULE

Block 1 (2) 10:10 a.m. - 11:22 a.m.	NO AM WCC. PM WCC Lunch 11:10	
Block 5 (6) 11:28 a.m. - 1:01 p.m.		
Lunch A: 11:22 a.m. - 11:52 a.m.		
Lunch B: 11:54 a.m. - 12:24 p.m.		
Lunch C: 12:26 p.m. - 12:56 p.m.		
Block 3 (4) 1:02 p.m. - 2:08 p.m.		
Block 7 (8 SRT) 2:14 p.m. - 3:20 p.m.	SRT A 2:14-2:47 SRT B: 2:47-3:20	

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

2026-2027 Rush County Schools Calendar and Grading Periods

August

Mon./Tues.	Aug. 3/4	Teacher Pre-School In-service
Wed.	Aug. 5	Students' First Day

September

Mon.	Sept. 7	Labor Day-No School
Fri.	Sept. 11	Homecoming Game
Sat.	Sept. 12	Homecoming Dance

October

Fri.	Oct. 2	End of First Nine Weeks
Wed.	Oct. 7	Parent Teacher Conferences- No School
Mon.-Fri	Oct. 26-30	Fall Break

November

Wed.-Fri.	Nov. 25-27	Thanksgiving Break

December

Tues.	Dec. 22	End of Second Nine Weeks/ End of First Semester Holiday Break begins at dismissal

January

Tues.	Jan. 5	Teacher Record Day
Wed.	Jan. 6	Classes Resume- 2nd Semester Begins

February

Mon.	Feb. 15	No School/ Make-up Day

March

Fri.	Mar. 5	End of Third Nine Weeks
Mon.-Fri.	Mar. 22-26	Spring Break

April

Sat.	Apr. 3	Junior/Senior Prom
Mon.	Apr. 12	No School/Make-up Day

May

Thurs.	May 20	Students Last Day/End of Second Semester
Fri .	May 21	Teacher Record Day
Sun.	June 6	Graduation

GUIDANCE AND COUNSELING

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

Counselor Assignments

- Lindsay Tillison: Counsels students 9-12 – last names A-K
- Christin Nicholls: Counsels students 9-12 – last names L-Z
- Blair Orme: Career Coach
- Hannah Augsburger: At-Risk Counselor
- Kyle Morgan: At-Risk Counselor

Grade Classification

Sophomore status: 8 credits, Junior status: 20 credits, Senior status: 34 credits

Graduation Requirements

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

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

Schedule Changes

Changes to schedules will be made for the following reasons:

1. Failure in a Prerequisite Course
2. Scheduling Conflict
3. Computer Error
4. Teacher Recommendation
5. Career Focus Change
6. Need to meet high school graduation requirements
7. Need to meet college entrance requirements
8. Student is academically misplaced
9. Need to balance over-crowded classes

All changes must be approved by an administrator and all teachers involved (if classes are underway). No changes will be made for social reasons or for teacher preferences. New students enrolling (who have not been enrolled in schooling) after day-school has been in session 15 school days, may be offered the opportunity to earn credits in the Opportunity School or via approved credit recovery programs. Students may enroll in day-school at the beginning of the new semester. Schedule change requests for the ~~fall~~ semester must be made within the first 10 days of the semester based on the above reasons. Withdrawal from a class during a semester must be upon the recommendation of the guidance counselor and the principal and must be done within the first week of the semester. Any other withdrawals may be credited with an “F” on the cumulative record.

Class of 2027-2028

Indiana Core 40 with Academic Honors Diploma

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

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

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

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

Students must also complete one of the following:

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

The Indiana Core 40 Graduation Requirements

Rushville requires a total of 44 credits for graduation.

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

Core 40 with Technical Honors Requirements

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

1. Complete all requirements for Core 40
2. Earn 6 credits in the college and career preparation courses in a state-approved College & Career pathway and one of the following:
    a. Pathway designated industry-based certification or credential, or
    b. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
3. Earn a grade of "C" or better in courses that will count toward the diploma
4. Have a grade point average of a "B" or better
5. Complete one of the following:
    a. Any one of the options (a-f) of the Core 40 with Academic Honors
    b. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.***
    c. Earn the following minimum score(s) on Accuplacer; Writing 80, Reading 90, Math 75.
    d. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80

Graduation Pathways

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

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

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills. (Students must complete at least one of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies (Students must complete at least one of the following.)	• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a C average in at least two non duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C average or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education

Indiana Diploma Starting with Class of 2029

Rushville Consolidated High School

Subject	Credits needed	Distribution of Credits
English	8 Credits	● 2 credits: English 9 ● 1 credit: Communications- focused course ○ *List of applicable courses still being developed by the IDOE* ● 5 additional English credits
Math	7 Credits	● 2 credits: Algebra I ● 1 credit: Personal Finance ● 4 additional math credits ○
Science,Technology and Engineering	7 Credits	● 2 credits: Biology I ● 1 credit: Computer Science ● 2 additional science credits ● 2 STEM-focused credits ○
Social Studies	5 Credits	● 2 credits: U.S. History ● 1 credit: U.S. Government ● 2 credits: World Perspectives ○ (Flexible options, including advanced world language or world-focused social studies courses) ○
PE/Health	2 Credits	● 1 credit: Physical Education ● 1 credit: Health & Wellness
Personalized Electives	12 Credits	● Students are encouraged to utilize the new readiness- seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
	42 Total Credits	

The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. It is an expectation that each RCHS student graduates with one of the seals on the following page.

INDIANA DEPARTMENT of EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

	ENROLLMENT	EMPLOYMENT	ENLISTMENT & SERVICE

HONORS SEAL	• Complete at least 4 World Language and 6 Social Studies credits
	• Complete at least 8 Math credits
	  ○ Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
	• Complete at least 6 Science credits
	  ○ Biology I plus Chemistry or Physics or any advanced lab science credits aligned to their course of study
	• Earn a C or higher in all courses and earn a cumulative B average
	• Complete one of the following:
	  ○ Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
	  ○ Earn 6 college credits
	  ○ Score a 1250 on the SAT or a 26 on the ACT
	  ○ Earn two of the following:
	  ▪ At least 3 college credits
	  ▪ 2 credits in AP courses and take corresponding exams
	  ▪ 2 credits in IB courses and take corresponding exams
	  ▪ 2 credits in Cambridge courses and take corresponding exams
		• Complete one of the following:
		  ○ A market-driven credential of value aligned to a specific occupation
		  ○ 3 courses in a Career and Technology Education (CTE) pathway
		  ○ An approved career preparation experience aligned to Indiana's CSA program, or
		  ○ An approved, locally-created pathway
		• Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
		• Demonstrate skill development in Communication, Collaboration, and Work Ethic
		• Meet attendance goal:
		  ○ At least 1 school year with no more than 3 days of unexcused absences; or
		  ○ At least 150 hours of work-based learning experience with no more than 3 unexcused absences.
			• Complete one of the following:
			  ○ Introduction to Public Service course or approved locally-created equivalent
			  ▪ Emphasis on developing an awareness of the physical standards and character required for service
			  ○ One year of JROTC or Civil Air Patrol in high school
			• Achieve a score of 31 on the ASVAB and complete one of the following:
			  ○ All three components of the Career Exploration Program
			  ○ A career exploration tool approved by IDOE
			• Meet attendance goal:
			  ○ At least 1 school year with no more than 3 days of unexcused absences
			• Demonstrate skill development in Communication, Collaboration, and Work Ethic
			  ○ Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

HONORS PLUS SEAL	Earn the Honors Enrollment Seal, **plus**:
	• Earn a credential of value that may include, for example:
	  ○ Associate degree;
	  ○ Technical Certificate;
	  ○ Indiana College Core;
	  ○ AP Scholar with Distinction;
	  ○ Cambridge AICE Diploma; or
	  ○ IB Diploma
	• Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
	• Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic
		Earn the Honors Employment Seal, **plus**:
		• Earn a market-driven credential of value that may include, for example:
		  ○ Associate degree;
		  ○ Technical Certificate;
		  ○ Indiana College Core; or
		  ○ Advanced industry certificate
		• Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
		  ○ Pre-Apprenticeship
		  ○ Modern Youth Apprenticeship
		• Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally
			Earn the Honors Enlistment Seal, **plus**:
			• Complete one of the following:
			  ○ Achieve a score of 50 or higher on the ASVAB
			  ○ Enrollment in ROTC at the collegiate level
			  ○ Acceptance to a service academy
			• Demonstrate excellence in leadership through one of the following:
			  ○ Completion of at least 100 hours of public service;
			  ○ Holding a leadership role in a co/extracurricular activity;
			  ○ Completion of two seasons of a team-based physical sport or activity

Grading and Curriculum

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

Grade Equivalents

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

Grading Scale

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

Weighted Courses

English 9 H	Economics H	Biology H	Pre-Calculus/Trigonometry
English 10 H	Government H	Algebra II H	Calculus
English 11 H	World History H	Chemistry H	Finite Math
ENGLISH 111/ 206	U.S. History H	Quantitative Reasoning	Geometry H
ENGL 215	U.S. History 101/102	Physics	Biology II

Class Ranking

All classes count toward honor roll, class rank, and GPA. Any class a student takes for credit will apply to the above purposes. Beginning with the Class of 2027, RCHS will not release class rank unless a student has a rare situation and/or Class Rank is needed for financial aid application and/or if a college application **requires** it.

Latin Honors System

A Latin Honors System is a way to recognize academic honor in graduates. The origins of these systems at the University level dates back nearly 200 years. The purposes of the Latin Honors System are to encourage students to engage in rigorous coursework while decreasing unnecessary competition between classmates. Furthermore, the Latin Honors System is designed to incentivize academic risk taking and reward academic achievement amongst a greater percentage of the student body. We will recognize students that have achieved each of these designations at each 9 weeks.

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

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

Progress Reports

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

Homeschool Students

Students with legal settlement within Rush County Schools may transfer their status from homeschool and enroll in the Rush County Schools at any time. Placement into grade levels and/or courses will be the sole discretion of the building principal. The building principal may require assessments given by school personnel to assist with these decisions. High School credits will only be transferred to RCHS if the credits were earned from a national or regional accreditation agency approved by the principal.

Withdrawal from School

A student withdrawing from school must follow this procedure:

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

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

Higher Education

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

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

Scholarships

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

CLUBS AND ACTIVITIES

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

Academic Team, Cheer Block, Class Officers/Advisor, F.C.A., Student Council, F.F.A., Speech Team, Key Club, International Club, N.H.S. D&D, Anime, Chess Club, etc.

Students need to keep up scholastically if they want to participate in extracurricular activities which includes school sponsored clubs. There will be grade checks performed at each midterm and end of 9 weeks. Students must have all passing grades to attend clubs during SRT. If a student has any failing grades, then there will be notification to the sponsor and the student will not be able to go to the SRT Club Meeting. This does not affect those clubs that meet after school hours. Students have the opportunity to get back on the club list at the next grade check. It is the student’s responsibility to talk to the club sponsor to show their eligibility. The club sponsor will let administration know to update the list.

Activity Fund

The Rushville Consolidated High School Activities Fund is the total deposit of all high school extracurricular accounts. Each organization must deposit all funds with the school treasurer immediately upon collection. A receipt will be issued for every deposit, which should be kept for the organization's records.

All payments from an organization's fund must be made by check. The school treasurer will write a check on an account only when presented with a voucher properly signed by both the organization treasurer and the adult sponsor.

To ensure the safety of all student funds, the school treasurer is under bond, and all accounts are regularly examined by the Indiana State Board of Accounts. Strictly following these procedures is required by state law to maintain accurate financial records for our school.

National Honor Society

Membership in the Rushville Chapter of the National Honor Society is an honor bestowed upon deserving students. Selection for membership is determined by a Faculty Council and is based on outstanding **scholarship**, **leadership, service**, and **character.** Students who have completed one semester of enrollment at RCHS, hold a cumulative GPA of 3.7 or higher, and have completed a minimum of 10 weighted classes are ***scholastically eligible*** for consideration during the second semester of their junior year and first semester of their senior year.

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

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

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

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

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

- **Dues** – Members must pay the $20 chapter dues for lifetime membership and $10 for honor cords
- **Maintaining standards** – Once selected, all members are expected to maintain the standards by which they were selected as per chapter bylaws in the areas of ***scholarship***, ***leadership, service***, and ***character***.
- **Meetings** – The Rushville Chapter holds a few informative meetings and *strongly encourages* members to attend all meetings. Members will be notified in a timely manner of these meetings.
- **Chapter Service Project(s)** – All chapters are required to sponsor a chapter service project and all members are required to participate in one project.
- **Individual Service Project(s)** – In addition to the chapter service project noted above, members are to engage in additional service according to their own talents and interests
- **Additional Obligations** - *(No service hours required)*

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

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

Varsity Scholars

Varsity Scholars is a program developed at RCHS to reward academic achievement with an emphasis on good citizenship. It is funded entirely by the Rushville community businesses and individuals—the school pays for none of the awards. There is only one program like this in the state of Indiana and it is an honor to be named a Varsity Scholar.

If you meet the GPA (grade point average) requirement for your class, we will check your discipline records to make sure you haven't been in any trouble that would eliminate you from the program (see Varsity Scholars Criteria). If everything checks out AND YOU HAVE APPLIED TO THE PROGRAM, you will be awarded the following:

2026-27 Qualifications

Senior	3.25 GPA	Trip out of State or $100 award
Junior	3.25 GPA	Certificate
Sophomore	3.5 GPA	Certificate
Freshman	3.5 GPA	Certificate

School Song

Rushville High, here's to our Rushville High! Here's to the dear old red and black!
Here's to the spirit, team fight back! Rah! Rah! Rah!
Colors true, we've come to honor you! Here's to everything you've done!
Here's to every game you've won, Rushville High!

SCHOOL COLORS: RED AND BLACK

GENERAL INFORMATION

Where to Find Help or Solutions

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

Lost and Found

If you find a misplaced item, please take it to the Roar Store immediately; if you have lost an item, you should report it there as soon as possible. To prevent theft, valuable items should never be left unattended in lockers, on desks, or around the building. If you must bring a large amount of money to school, please take it to the Roar Store so it can be kept securely in the safe until you need it. All lost and found items, with the exception of electronics, jewelry, and wallets, can be retrieved from the lost and found cart outside of the Roar Store. Please note that any items left unclaimed at the end of each semester will be donated or discarded.

Messages

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

Roar Store

The Roar Store is open daily from 7:30 a.m. to 3:30 p.m. and serves as our school's central hub for purchasing school supplies, parking passes, spirit wear, and making change. Additionally, students can pay their Chromebook insurance, Chromebook damages, or library fines there. Students are not permitted to visit the store during class periods without a valid pass from a teacher.

Learning Commons/Media Center Library

The RCHS Learning Commons strives to support the curriculum, personal reading, and lifelong learning through print and digital resources, technology and programming.

The Learning Commons is open before and after school for all students. It will be closed for Lunch C daily. Students are welcome to use the Learning Commons during class time with a pass from a teacher and during passing periods. Books, eBooks, digital audiobooks, magazines, reference materials, digital databases, and a Makerspace are available to students.

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 RCHS Activities Fund.
- If there is a need for financial assistance, please reach out to the Learning Commons staff.

Damaging or destroying RCHS Learning Commons materials, equipment, and/or furnishings may result in disciplinary action.

Passes & Reservations

During each SRT, students will request a pass from their SRT teacher when they need to visit the Learning Commons. Students are able to check out materials, utilize the Makerspace and other resources available to them during this time. When students are finished with their Learning Commons task, they will report back to SRT.

The Learning Commons space can be reserved during instructional time, SRT, and before or after school. Teachers, club sponsors, and other interested staff are encouraged to contact the Learning Commons' staff to learn more.

LIVING AND WORKING TOGETHER

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

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

Locks and Lockers

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

Security Cameras

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

Book Bags and Coats

For the safety of our students and staff, book bags/large personal bags and coats/blankets should be placed in lockers within ten (10) minutes of arrival in the building.

Student Property

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

Food, Drinks, Chewing Gum

Students may possess a water bottle. **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 and spillable containers are not to be permitted in the building. Students requiring food or drink, beyond water, for medical reasons, should obtain permission in advance from the school nurse and/or an administrator.

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

Care of Classroom

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

Dance Regulations

1. Students of Rushville Consolidated High School are encouraged to attend school dances, and your cooperation in the past has enabled everyone to have a good time. All dances will end at 11:00 p.m.
2. Guest forms will be due by the date specified for each specific dance. Once the deadline has passed, no late forms will be accepted, under any circumstances.
3. If a student invites a guest, they are responsible for their guest's behavior. Guests attending RCHS dances, must currently be enrolled in a private, public, or homeschool program in the State of Indiana. The only guests who can attend that have graduated are students who graduated from RCHS within the last school year. Guests must be 19 or younger and provide a valid Driver's License upon dance check-in.
4. The participants should confine themselves to the area that is set aside for the school function.
5. Always help keep the Dance Venue neat and clean.
6. All school rules apply regarding behavior and conduct.
7. Appropriate dress is required at all school dances. The school dress code policy may be relaxed according to individual dance guidelines.
8. If a student leaves the dance, he/she will not be readmitted.
9. Withdrawn students may not participate in school activities.
10. RCHS students must attend a minimum of two (2) complete blocks the day before a weekend dance in order to be eligible to attend. If a student has an unexcused absence the Friday before a dance, they will not be allowed to attend.
11. An RCHS student that becomes ill must attend/have attended a minimum of two (2) complete block periods to be eligible to attend a dance the same day. This does not include lunch. (The two {2} complete block periods or the equivalent may constitute any part of the curricular school day.)
12. Students participating in dances are to be eligible through the random drug testing policy.
13. Drug Testing paperwork must be on file prior to the dance in order to attend.
14. Students should refrain from any lewd or indecent behavior.

Posters

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

Bus Students

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

Automobiles

A student parking lot is available to the school near the gym, south of the fairgrounds, and the Ag building. Students who desire to drive and have reason to drive must fill out a registration card and submit it to the Roar Store at the beginning of each year. After submitting the required documentation and fees, student drivers will be issued an RCHS parking permit. Student drivers must display their parking permit so that it is clearly visible at all times the vehicle is on RCHS property. When a new license plate is issued, a new registration is needed in the attendance office. Failure to register could result in additional punishment when violating a parking rule. Upon arrival at the school, proceed immediately to the parking area and go immediately to the building. All updated information, including changing license plates or adding/removing vehicles is done in the Roar Store. The Senior Lot parking spaces are assigned to Seniors who have paid for their individual spots. It is not open to general student parking. There are two handicap parking passes available in the Senior Lot.

1. Parking for students is provided in the senior lot, gravel lot, athletic lot, Lions Path,limited spots at the Ag building, and the designated areas on 12th Street and Harrison Street by the Memorial Gym. Students MUST park in these areas. Students are NOT to park in teacher lots, handicapped spaces, visitor spaces, the areas surrounding the softball field, and other areas around the high school.
2. Park in such a manner as to not interfere with any other car, not in the grass or blocking an entrance.
3. Driving is a privilege. Conduct your driving as a good school citizen and always use seatbelts.
4. The school may assign a detention, ISS, and/or other penalties including suspension of driving privileges.
5. Students are asked not to drive on Lions Path and Harrison Street in front of the school or on the streets at either end or the rear of the high school during drop off or pick up times (7:30-8:10am and 3:15pm-3:45pm)
6. Students are not to ride in the back of pickup trucks before and after school.
7. When leaving school, proceed immediately to cars and safely exit school grounds.
8. All student drivers must be eligible through the random drug testing procedures.
9. A principal or designee, may in accordance with rules of the governing body, search student's car and the car's contents when there is reasonable suspicion.
10. Park at your own risk. The school is not responsible for any damage or loss.

Bicycles

Bicycles are to be parked in the racks provided.

Fire Drill Regulations

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

Tornado Drill Regulations

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

1. A broken tone will sound and, if possible, an announcement will be made on the public address system.
2. The groups assigned to regular interior rooms should remain in the classroom and move to a main wall.
3. Students should follow the teacher in single file from the classroom to the posted designated safety area.
4. The student designated to be the last from the room is to report to the teacher when the safety area has been reached.
5. Stay away from outside windows or doors as far as possible--the interior classrooms are the safest areas.
6. Remain quiet in order that emergency instructions can be given.
7. Gymnasium--Go to the physical education dressing rooms.
8. Vocational Building--Move to inside rooms.
9.

In the following page you will find our protocol for lockdowns based on the 'I Love You Guys' Protocol.

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
- Clear the hallways and remain in room or area until the "All Clear" is announced
- Do business as usual

ADULTS
- Close and lock door
- Account for students and adults
- Do do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS
- Return to inside of building
- Do business as usual

ADULTS
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
- Move away from sight
- Maintain silence
- Do not open the door
- When safe to do so silence your cell phone.

ADULTS
- Recover students from hallway if possible
- Lock the classroom door
- Turn out lights
- Move away from sight
- Maintain silence
- Do not open the door
- **Prepare to evacuate or defend**



EVACUATE! (A location may be specified)

STUDENTS
- Leave personal items behind
- If possible, bring your phone
- Follow instructions

ADULTS
- Lead students to Evacuation location
- Account for students and adults
- Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy

STUDENTS
- Use appropriate safety strategy for the hazard

ADULTS
- Lead safety strategy
- Account for students and adults
- Notify if missing, extra or injured students or adults

Hazard	Safety Strategy
Severe Weather	Relocate to shelter location
Hazmat	Seal the room
Earthquake	Drop, cover and hold

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K12 2021 STANDARD RESPONSE PROTOCOL

STOPit

STOPit is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! Report tips on Bullying, Intimidation, Harassment, Weapons, Drugs and other safety threats.
You will remain anonymous.
3 Easy Ways to report:
1. Download the STOPit app
2. https://appweb.stopitsolutions.com/directory
3. Call 1-916-562-3130

Physical Examinations

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

Lunch Period

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

Cafeteria

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.

Extracurricular Organizations

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

Extracurricular Activities Dress Guidelines

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

Work Permits

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

Office/Classroom Telephone

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

Passes and Classes

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

Student Sales

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

Election to and Holding of Office

Conduct of Elections

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

Qualifications

Any student wishing to run and to hold an office.

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

King and Queen Elections

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

HEALTH SERVICES

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

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

Illness or Injury at School

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

Illness during Lunch

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

Immunization Requirements

Immunization records are maintained on all students, and records must show proof that each child's immunization is complete for diphtheria, tetanus, whooping cough, measles, rubella, mumps, hepatitis B, and chickenpox. The measles, rubella, and mumps vaccines must have been given on or after the first birthday. A second measles vaccine is required. Records must indicate the month/day/year of each dose of vaccine given. Students who have not attended Rush County Schools previously must present proof, upon enrollment, of immunizations as listed above. 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 new 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 {2} weeks), 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 legal custodian. A letter from the parent may be substituted for Form A12062, Part II, as long as it includes the same information as listed on the form. Over-the-counter medication must be in the original container, unopened..

If a student needs to carry emergency medication such as an inhaler or EpiPen on his/her person Form A12062, Parts I, II, and III, must be completed and on file. **No Medication Will Be Given to a Child Without Proper Consent.** Any student needing specific medical treatment(s) during the school day must have physician's orders and instructions and parental permission form on file. Specialized medical equipment needed for the treatment(s) must be provided by the parents. **No Medical Treatments Will Be Given to a Child Without Proper Consent.**

Emergency Medical Authorization

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

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

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 (on the case of prescription medicine).
    b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information 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 medication. 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 non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly 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.

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 Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

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

1. The student's parent or guardian;

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

Mental Health Treatment Notification

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

ATTENDANCE

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

Attendance Policy

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

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

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.

RCHS has an attendance goal of 96%. This is 8 days or less missed in the school year.

Indiana Code 20-18-2-6.5 identifies Habitually Truant students who have 10 or more days unexcused absences.

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 (includes excused absences).

Compulsory Attendance

Every child between the ages of seven (7) and eighteen (18) years of age is 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 (18) years of age must have in writing, a legal reason to withdraw.

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

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

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

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

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

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

Phone calls not received by **9:00am** will result in an unexcused absence. 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. All notes will be verified by the Attendance Office.

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

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

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

Each student’s attendance record can be examined at any time on the Harmony Family Portal through the school’s website. Absent Notifications are sent via email for 3 days absent and 3 days unexcused. Letters will be sent home for 4, 8, 9, 11, and 18 absent as well as 4, 9, and 11 unexcused absences.

Excused Absences

It is the student’s responsibility to discuss with the teachers the work necessary to complete prior to known or arranged absences. However, for each excused absence, a student shall have days equal to the number of days of their excused absences to turn work in (i.e. a student who misses one red day shall have the next red day that they are in attendance to obtain their assignments and then hand in their assignments on the next red day). Teachers shall grant additional time in the event of unusual schedules such as two-hour delays, White Days, days at the end of the grading period, testing days, etc. Obtaining and completing assignments will be the student’s responsibility. Assignments requiring extra materials such as worksheets and tests will be allowed to be made up for full credit.

Each student will be allowed up to 8 excused absences per school year. Parent/Guardians must provide a reason when student has an excused absence- per the new law SB 482

- Medical
- Death/Funeral
- Religious
- Family Choice Planned
- Family Choice Unplanned
- Administrator Approved

At a minimum, the Board considers the following for excused absences that do NOT count towards the 8 day limit include:s:

A. Service as a page for or as an honoree of the general assembly
B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
C. Subpoena to appear in court as a witness in a judicial proceeding
D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
E. Medical and dental appointments verified by school officials
F. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
G. "Educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5
H. Clinic Dismissal due to illness or injury (for that day only) (Includes when the nurse sends a student home for being sick or directs a student to stay home due to having a fever.)
I. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
J. Funerals of the immediate family: mother, father, legal guardian, brother, sister, grandparent, step-mother, step-father, uncle, aunt, niece, nephew, and any other relative who at the time of death was living as a member of the student's household.
K. Observation or celebration of a bona fide religious holiday
L. Participation in a school sponsored activity
M. Maternity
N. College visits/military visits (three {3} per year)
O. Military connected families' absences related to deployment and return
P. Activities authorized by the State of Indiana which require verification and are not recorded as an absence. (Ex. Election day worker, serving as a member of the state standards task force)
Q. Exhibitions in the Indiana State Fair which are properly pre-arranged with school officials and are not recorded as an absence.
R. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

Prearranged Absences*

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 days for pre-arranged absence is five (5) days. RCHS Juniors and seniors may request three college visits per year. Contact your guidance office for details. Make up work should be completed in a timely fashion

Doctor's Appointments

A student leaving school for an appointment is to present a note from a parent/legal guardian to the attendance office before school on the day of the appointment. Upon returning to school, the student should present documentation from the doctor/dentist to the attendance office. A student missing any school for a doctor's appointment is required to have a parent call during each day out and present doctor verification to the attendance office upon returning to school. Verification should include the date that the student is to return to school. All doctor's notes must be received by the Attendance Office within 24 hours of the student's return to school and may only excuse student illness.

Athletic Participation

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

College Visits

College visits for juniors and seniors must be scheduled in advance by a parent to be excused. Documentation from the admission's office will verify the absence. (College visits beyond three {3} per year WILL count as part of the eight-day limit.) Documentation of the college visit must be received by the Attendance Office within 48 hours of the student's return to school.

Excessive Absences

Parent contact will be allowed for eight (8) days of absence from school without a doctor's note each year. These eight (8) absences will be considered excused. Parents are asked to please reinforce the importance of being in school. Absences verified with only parent contact beyond

eight (8) will fall under the truancy/excessive absence policy. Any absences with verified doctor's notes will not fall under this paragraph. The Excessive Absence Policy applies to individual blocks as well as daily attendance.

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

Repeated instances of unexcused absences may result in disciplinary action and/or set up with an attendance contract.

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

Unexcused Absences

SEA 482 states an attendance conference will be held with the student and parent once the child records five unexcused absences. All conferences must be held within ten instructional days of the child's fifth unexcused absence.

May include:

1. absence not verified within 24 hours by parent/legal guardian
2. Truancy
3. Absences identified as unexcused by the principal or designee.
4. Absences beyond the 8 day limit which are not excused by proper documentation.
5. Court appearances not verified by a subpoena, unless countermanded by the court.
6. missing the bus
7. car trouble
8. Oversleeping
9. leaving the school without permission of appropriate school personnel
10. Work
11. Weather; if school is in session and a bus runs by a student's regular bus stop
12. short-term incarceration

Consequence Procedure

Any student shall not exceed eight (8) absences in any class per school year. When a student exceeds this eight (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:

- After school detention or Extended School days for violations of the contract
- Revocation of driving privileges to school - high school students only
- Report to BMV with recommendation for revocation of driver's license - high school students only
- Report to Rush County Prosecutor's Office and/or Department of Child Services - if a student fails to comply with the contract, they may be reported to the Department of Child Services and/or Rush County Prosecutor's Office.
- If the parents or guardians and student feel there are legitimate reasons for extending the number of absences beyond eight (8), they may appeal to the principal or designee. The appeal must be made within five (5) school days of the ninth (9th) student absence.

Truancy

Truancy means "any student who is absent or not in class without legitimate reason or without knowledge of either parent or school official." Students leaving the building without authorization by the attendance office or administrator will be TRUANT. Any student who is truant from school, written notification will be sent to the parent and a conference will be held with the student, parent, and a member of the administration to determine corrective action for the student. The absence will not be excused. The following procedures will be followed for truancy (per school year)

- Discipline actions for Truancy could include:
    - After school detention,
    - Extended School Day,
    - Attendance Contract,
    - Contact of Probation/Prosecutor,

- Invalidation of Driver's License (I.C. 9-24-2-1; I.C. 9-24-2-4)

Habitual Truancy

Indiana Code 20-18-2-6.5 identifies Habitually Truant students who have 10 or more days unexcused absences.
Indiana Law (Rush County Schools, using I.C. 20-33-2-11) defines habitual truancy for students under 18 years of age:

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

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

Absences Due To Suspensions Out of School

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

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

Tardies

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

To School:
Students will be counted tardy if they arrive at school after 8:10 a.m. and before 8:55 a.m. After 8:55 a.m. the unexcused tardy becomes an UNEXCUSED ABSENCE. Any student arriving late to school must report to the Main office.

To Class:
Students not in the classroom when the tardy bell rings will be counted tardy.

All tardies are cumulative per nine (9) weeks and will be handled in the following manner:
Tardy #1: No consequences/Documentation in Harmony
Tardy #2: No consequences/Documentation in Harmony
Tardy #3: Office Documentation and/or Conference with Administration
Tardy #4: One Lunch Detention
Tardy #5: One Lunch Detention
Tardy #6: One Lunch Detention
Tardy #7: One After-School Detention
Tardy #8: One After-School Detention
Tardy #9: One After-School Detention
Tardy #10+: Attendance Contract and One Extended-School Day for each additional Tardy

Wireless Communication Device Policy

See Board Policy A301 pending board approval.
Consequences for wireless communication device policy are as listed.

First offense - Warning - Phone is confiscated and turned into the office and Office Referral is sent. Students may pick the phone up at the end of the day.

Second Offense - One After School Detention - Phone is confiscated and turned into the office and Office Referral is sent.

Third Offense - Two After School Detentions - Phone is confiscated and turned into the office and Office Referral is sent. Students may pick the phone up at the end of the day.

Fourth Offense – 1 Day Extended School Day

Fifth Offense– 2 Days Extended School Day

Sixth Offense – 5 Days Extended School Day up to recommendation for expulsion

STUDENT DISCIPLINE POLICY

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

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

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

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

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

Teachers and other employees of this Board having authority over students shall have the authority to take any action that is reasonably necessary to carry out or prevent an interference with an educational function.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made. All discipline imposed shall be in accordance with federal and Indiana statute and regulations.

Suspension and Expulsion of Students

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

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

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

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

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

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

Philosophy

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

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

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

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

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

Tobacco

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

Violation: Use or possession of tobacco or look-alike. No possession and/or use of inhaled vapor devices (i.e. e-cigarettes, vape-pens, etc.) is allowed. Law enforcement authorities may be notified if the student is under the age of 21

- 1st Offense : 1-2 days of Suspension
- 2nd Offense : 2- 4 days of Suspension and participation in a nicotine cessation program
- 3rd Offense : Suspension and recommendation for expulsion

Any of the following discipline infractions that include a cell phone could have a cell phone ban instated.

RCHS Discipline Categories and Consequences

CLASSROOM DOCUMENTATION

This is used for teacher documentation that is sent to parent/guardian through Harmony. Examples include failure to follow class rules, failure to follow instructions of any staff member, failure to complete homework, failure to come to class prepared.

Category I Offenses

BEHAVIOR

1. Possession of others' property without permission
2. Multiple "Classroom Referrals" documented in Harmony
3. Bus Discipline Referral
4. Public displays of affection
5. Littering
6. Driving/Parking offenses
7. Dress Code Violation
8. Sleeping in class

CONSEQUENCE

- 1st Offense - Conference with an administrator
- 2nd Offense - After School Detention/Lunch Detention, Extended School Day
- 3rd Offense - Additional Extended School Days, Suspension (*More than 3 Category 1 referrals could result in Category 2 consequences)*

Category II Offenses

BEHAVIOR

1. Minor damage or destruction of school or private property (Vandalism)
2. Act of forgery or deception
3. Insubordination by a student
4. Use of inappropriate/vulgar/obscene language or gestures
5. Leaving class without permission
6. Showing disrespect for staff members (this encompasses all forms of communication, including email)
7. Conduct constituting an interference with school purposes
8. Possession of a laser pointer or similar device
9. Classroom and/or educational disruption
10. Out of assigned area
11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

CONSEQUENCE

- 1st Offense - After School Detention/ Lunch Detention, Extended School Day
- 2nd Offense - Additional Extended School Days, 1-2 Days of Suspension
- 3rd Offense - 2-4 Days of Suspension, (*More than 3 Category II referrals could result in Category 3 consequences)*

Category III Offenses

BEHAVIOR

1. Not attending a rescheduled Extended School Day
2. Major damage or destruction of school or private property (Vandalism)
3. Possession of matches or lighter
4. Threats or intimidation
5. Hazardous conduct which might be harmful to oneself and others
6. Verbal abuse of staff members or inappropriate gesture toward staff member
7. Fighting (i.e. punches thrown) - Students may face a disorderly conduct charge from law enforcement
8. Possession of pocket knife, Utility Knife
9. Possession of mace or tear gas
10. Any misconduct in I.C. 20-33-8-14 or I.C. 20-33-8-15

11. Use of racial slurs
12. Harassment
13. 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.
14. 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.
15. Falsely accusing any person of sexual harassment.
16. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
17. 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.
18. Engaging in pranks that could result in harm to another person.
19. 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. 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;
    e. violation of the school corporation's acceptable use of technology policy or rules;
    f. violation of the school corporation's administration of medication policy or rules;
20. 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.
21. Use of homosexual and/or other sexual slurs.
22. Falsely accusing any person of violating a school rule, and/or a state or federal law.

CONSEQUENCE

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

Category IV Offenses

BEHAVIOR

1. Possession or conspiring to possess a firearm, weapon, or look-alike firearm or any explosives/explosive devices
2. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, stimulant, depressant, barbiturate, alcoholic beverage, marijuana, intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items
3. Possessing drug paraphernalia
4. Indecent exposure
5. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, students, or others
6. Theft
7. Threat to staff member
8. Unlawful activity on school grounds or at school activities during weekends, holidays, school breaks, and the summer period
9. Any misconduct in I.C. 20-33-8-14 or I.C.20-33-8-15.

CONSEQUENCE

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

Category V Offenses

BEHAVIOR

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

CONSEQUENCE

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

Misuse of Technology

BEHAVIOR

1. Inappropriate searches conducted on devices.
2. Inappropriate websites visited on devices.
3. Gaming on devices while in the school and/or classroom.
4. Communication with other students or individuals through websites and/or web-based games.
5. Use of another student's Login/Password.

CONSEQUENCE

1. Lunch Detention/After-School Detention
2. After-School Detention/Extended-School Day
3. Extended-School Day/Suspension

Repeated misuse of technology could result in the loss of all Chromebook-related privileges.

Repeated Borrowing of Chromebooks

Students are required to bring all necessary equipment to every class, which specifically includes their Chromebook. Borrowing devices from the Learning Commons on a regular basis is prohibited. For each nine-week grading term, the following disciplinary actions will be applied to students who arrive at class without their Chromebook.

#1-2 Office Documentation
#3-4 Lunch Detention
#5-6 After-School Detention
#7-8 Extended-School Day
#9+ Suspension

Accidental vs. Willful Damage

Accidental damage refers to unintentional mishaps like drops or spills, usually covered by device warranties or insurance. Willful damage is deliberate destruction or neglect, which is never covered and typically results in disciplinary action or full replacement fees. Willful damage will be treated as minor vandalism, and it will face disciplinary action along with reparation for the cost of repairs needed.

Out of School Suspension

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

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

In School Suspension (ISS)

Students serving an In School Suspension will report to the attendance office with their books and materials for that day. Students will be given their assignments for that day. Students will earn full credit of their earned grade on work completed in ISS. Tests may be given during ISS or on

the day of return to class.**-Students continually failing to comply with the directions of the ISS instructor, may be subject to multiple extended school days or out-of-school suspensions**.

AFTER SCHOOL DETENTION AND EXTENDED SCHOOL DAY

For the 2026-/2027 School Year RCHS will implement two consequences for certain offenses.

1. **After School Detention** - This will run on Tuesday and Thursday from 3:25 to 4:00 PM. If a student is unexcused from an after school detention they will be assigned an extended school day.

2. **Extended School Day** - This will run on Thursday evenings from 3:25 to 5:00 PM. A student will be allowed to reschedule an extended school day **one time**. If a student is unexcused from a rescheduled extended school day they will be assigned a category III consequence.

Extended School Days will not be rescheduled for reasons such as work, athletics, and extracurricular activities.

Lunch Detention

Students serving Lunch Detention will pick up their lunch per normal procedures and then report to the ISS room.
If a student is unexcused from a lunch detention then they will be assigned an after school detention.

Whitewater Career Center (WCC) Disciplinary Policy

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

Student Dress Policy

The Board of Education has established the following dress policy for students. Clothing should be suitable for school. Some types of dress and grooming habits detract from a learning atmosphere and will not be permitted in school. Coaches and instructors of extracurricular activities, upon approval of their building principals, may establish specific guidelines which will be strictly enforced by the administration and supported by the school board. All administrators and teachers have the responsibility and duty to enforce all aspects of the dress policy and shall take whatever action is necessary to be certain that the policy is enforced to the extent of its meaning.

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

TOPS

- Tops should cover the midriff area and chest. If the top does not, one must wear a tank top underneath. The neckline of the shirt or tank top worn underneath should be appropriate. There should not be excessive back exposure.
- No tube tops, cut off shirts, tank tops, or spaghetti straps are to be worn unless covered by another appropriate garment.
- Straps on shirts that are a minimum 3” in width with a finished seam (sheer or transparent material will not meet the above requirement)
- No off the shoulder shirts without proper 3” width shirt underneath
- Hoodies (with/without zippers) may be worn, but hoods should not be pulled up over the student’s head.
- T-shirts that are inappropriate or vulgar are not considered suitable for school.

BOTTOMS

- 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.
- Shorts, skirts,spandex, and dresses are to have an inseam with a length that does not distract from the educational learning environment.
- No holes or tears in jeans or pants that distract from the educational learning environment.

JACKETS

- Winter jackets must be kept in lockers.
- Windbreakers and light-weight jackets may be worn during school.

HATS/ACCESSORIES

- 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).
- No sunglasses are to be worn in the building at any time.

- ❖ 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.
- ❖ Chains, spike jewelry, or potentially harmful accessories are not appropriate.

SHOES

- ❖ No bare feet. Shoes/sandals must be worn at all times.
- ❖ No slippers.

MISCELLANEOUS

- ❖ Any type of dress or jewelry that causes a class disruption may result in a referral and placement in ISS until the disruption is resolved.
- ❖ Students may be offered appropriate dress by the school, or they may be placed in ISS until proper dress can be obtained.
- ❖ Students may be issued an appropriate dress checklist that they carry throughout the day to ensure compliance is maintained each block.
- ❖ Students who continually fail to comply with the dress code will be placed at Level I of the school's discipline policy and be handled accordingly.
- ❖ Special exceptions to the Dress Policy may be made for school sponsored spirit days or as determined by the principal.

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

Plagiarism and Academic Dishonesty

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

Disciplinary procedure:

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

AI Policy

A Red/Yellow/Green Light framework will be used to manage Artificial Intelligence at Rushville Consolidated High School in order to clarify classroom expectations.

- Red Light: AI is strictly prohibited. Use of AI tools in any capacity for the assignment is forbidden.
- Yellow Light: AI with boundaries. Students must obtain instructor permission and follow specific oversight guidelines. Teachers will define which portions of an assignment may utilize AI prior to the start of the work.
- Green Light: AI encouraged. Students are fully permitted and encouraged to use AI tools to complete their assignments.

At the teacher's discretion, failing to adhere to classroom-specific AI instructions may result in the following disciplinary measures:

1. The student receives a 0% on the work (or 50% on a resubmission); the teacher notifies administration, academic advisors, and parents.
2. The student receives a 0% on the assignment, an Extended-School Day is issued, and an administrator notifies academic advisors and parents.
3. The student receives a 0% for the assignment, an in-school suspension is issued, and an administrator notifies academic advisors and parents.
4. A suspension is issued alongside a recommendation for loss of class credit; an administrator notifies academic advisors and parents.

Use of School Computers

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

Student Search and Seizure Policy

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

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

Standards for Search and Seizure

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

1. **Searches of Storage Areas Provided for Student Use**
    a. Storage areas such as lockers and desks are school property provided for student use, subject to the right of the Superintendent to search the storage area and the items in the storage area at any time without individualized reasonable suspicion. Students shall not have an expectation of privacy in any locker or other storage area on school property and shall not be permitted to deny entry to an administrator by the use of a lock or other device.
2. **Searches of a Student's Outer Clothing and Items in the Student's Immediate Possession**
    a. A search of a student's outer clothing (coats, shirt, blouse, shoes, pants pockets and waistband) and items in the student's immediate possession (backpacks, purses, wallets, book bags) shall be based upon individualized reasonable suspicion.
3. **Searches of a Student's Inner Clothing or Person**
    a. A search of a student's inner layer of clothing (pants, skirt, shirts/blouse, sweater, sweatshirt) or a search of the student's person involving the removal of the inner layer of clothing (i.e., clothing that would not otherwise be seen in the classroom such as underwear) is not permitted.
4. **Use of Breath-Test Instruments**
    a. Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. A student shall be offered a breath test when an administrator has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.
5. **Searches of Student Vehicles**
    a. Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.
    b. Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.
6. **Law Enforcement Assistance in School Searches**
    a. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this Policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers and Board Policy.
    b. The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under conditions established in the Superintendent's administrative guidelines.
7. **Disposition of Seized Items**
    a. Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to the County Sheriff.

Questioning of Students

1. **Access to Students in Investigations of Suspected Abuse or Neglect**
    a. A properly identified employee or agent of the Department of Child Services (DCS) or law enforcement officer investigating suspected abuse or neglect shall be permitted to question and examine a student at school without notice by the school administration to the student's parent/guardian. A private place at school shall be provided for this interview. Corporation employees shall not participate in the interview or examination unless requested by the DCS worker or law enforcement officer.
2. **Access to Students Without a Court Order in Investigations Other Than Suspected Abuse or Neglect**
    a. A law enforcement officer acting without a court order or warrant who requests to question or examine a student at school or while a student is supervised by a school employee should be asked by the building principal to explain the reason for the questioning and the reason(s) why the questioning should take place at school.
    b. The building principal shall call the parent/guardian and delay the officer's access to the student until the parent/guardian can arrive.
3. **Access to a Student Pursuant to Court Order**
    a. A law enforcement officer with a court order specifically directed to school officials ordering that the officer be permitted to have access to or to question a specific student at school shall be permitted to question the student in a manner consistent with the order.

Drug Prevention & Drug Testing Policy

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

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

Board Findings in Support of This Policy

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

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

Scope of Testing

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

3a. Individualized Suspicion

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

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

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

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

3b. Random Drug Testing Objectives:
The purpose of the random ("suspicionless") testing program is not punitive, but to assist students and their parents in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parents, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This is not intended to deprive students of school attendance or to affect academic progress. Students involved in athletics and/or extracurricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school extracurricular activities, athletics, and parking on school grounds if they test positive for drug/alcohol abuse.

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

1. Use of Test Results
    a. The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities.
    b. The result of a positive test will be shared with the appropriate individuals involved with the student's Activities and a determination will be made regarding the student's participation in those Activities moving forward. Test results will be secured in a location accessible only by a designated administrator.
2. Refusal to Submit to a Drug Test, Tampering with Testing Procedure, or Other Violations of Policy
    a. Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or drugs. Further, tampering with testing procedures or other violations of this Policy constitute violations of school rules and will be dealt with according to the student discipline procedures outlined in the Rushville Consolidated High School Student Handbook.
3. Periodic Summary of Test Results
    a. The Testing Coordinator shall periodically, at least once a semester, report to the Superintendent on the results of testing pursuant to this Policy. Along with these reports, the Testing Coordinator shall summarize any disputes that have arisen in the implementation and any proposed changes in this Policy. At least once a school year, the Superintendent shall make a written report to the Board on the results of the implementation of this Policy.

RUSHVILLE CONSOLIDATED HIGH SCHOOL ATHLETICS

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

For further information and athletic specific policies, please consult the RCHS Student Athlete Handbook

MCKINNEY VENTO RESIDENCY AND EDUCATIONAL RIGHTS

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

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

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

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

CRIMINAL ORGANIZATION ("GANG") ACTIVITY

Prohibited Conduct

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

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

Definitions

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

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

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

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

Procedures for Reporting and Investigating

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

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

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

Consequences

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

Intervention Services

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

Criminal Organization Prevention and Education

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

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

NON-DISCRIMINATION & ANTI-HARASSMENT

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

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

Title VI Coordinator (Race, color, national origin) Superintendent 330 W. 8th Street, Rushville, IN 46173 (765) 932-4186	**Title IX Coordinator** (Sex, including sexual harassment/sexual assault, gender discrimination) Superintendent 330 W. 8th Street, Rushville, IN 46173 (765) 932-4186
Section 504 Coordinator (Disability) Superintendent 330 W. 8th Street, Rushville, IN 46173 (765) 932-4186	**Non-discrimination Coordinator** (All other forms) Superintendent 330 W. 8th Street, Rushville, IN 46173 (765) 932-4186

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

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

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

ANTI-BULLYING

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

Definition

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of

students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

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

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

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

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

Applicability

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

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

Education

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

Reporting

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

Investigation

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then The Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps

should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

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

Reporting to IDOE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C., 20202-4605

Directory Information: The School Corporation designates the following items as Directory Information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1 of each school year. School Corporation will

comply with the requirements of the federal law in providing information to military recruiters upon request. This information includes students' names, addresses, and telephone numbers. This information will be released unless the student or the parent of the student has requested in writing, using a provided form with a stated reason, that this information not be released. School Corporation will forward, upon request, disciplinary records and copies of all other permanent student records to any elementary or secondary school for any student who is enrolled or seeks to enroll in the school. This is a requirement of federal law.

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

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

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

DUE PROCESS PROCEDURES

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

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

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event. (I.C. 20-33-8-14)

In addition, any student may be removed from school:

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

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS

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

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

Discipline Policy for Students with Disabilities

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

VISITORS

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

If there is an item that a student is needing, the person dropping off the item will put the item in the cart/basket in the main vestibule. A representative from the school will collect the item and arrange for delivery.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

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

ASBESTOS

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.
An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Chief Operations Officer.

PESTICIDE USE

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

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

INDOOR AIR QUALITY (IAQ)

In accordance with School Board policy, the Superintendent has appointed The Director of Operations to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator may be contacted at 330 W. 8th Street, Rushville, IN 46173 (765) 932-4186.

SCHOOL WELLNESS POLICY

Rush County School Corporation has in place a school wellness policy that includes methods to promote student wellness, prevent and reduce childhood obesity, and comply with legal requirements for school meals and other food and beverages made available at school. This Wellness policy is available on the school corporation's website.

MENINGOCOCCAL DISEASE

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

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

Please talk with your child's health care provider about meningococcal disease and vaccination.

STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND INSPECTION OF MATERIALS

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

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

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

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

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

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

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

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

PARENT'S RIGHT TO KNOW

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

Testing

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

Restraint Or Seclusion Of Students

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

FREE AND REDUCED-PRICE MEALS

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

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

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

The Corporation shall comply with Federal and State law governing school meal programs, including specifically, but not exclusively, those governing the accounting and audit requirements of the Free and Reduced Lunch program. All employees who participate in the processing or auditing of such applications shall be trained in the program's requirements.
The Superintendent shall establish the necessary administrative guidelines to ensure the program is conducted in accordance with guidelines established by the U.S. Department of Agriculture and the Indiana Department of Education.

UNPAID MEAL CHARGES SEE POLICY 8500

THREAT ASSESSMENTS

What Behaviors Warrant a Threat Assessment to be Initiated?
A Threat Risk Assessment will be initiated for behaviors including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault and gang related intimidation and violence.

Duty to Report
To keep school communities safe and caring, staff, parents/guardians, students, and community members must report all threat-related behaviors.

What is a Threat?
A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Threats must be taken seriously, investigated, and responded to.

What is a Threat Assessment Team?
Each school has a Threat Assessment Team. The team may include the principal, teachers, counsellor(s) and a member of the local police agency.

What is the Purpose of a Student Threat Assessment?
The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the person of concern's behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

What Happens in a Student Threat Assessment?
All threat-making behavior by a student shall be reported to an administrator who serves on the threat assessment team who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

Can I Refuse to Participate in a Threat Assessment Process?
It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent/caregiver, the threat assessment process will continue in order to promote a safe and caring learning environment.

What Parents and Students Need to Know

- Any threat must be reported to a school administrator.
- Investigations may involve any member of the threat assessment team, mental health professionals, the police, or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behavior may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

Collection Notice

Schools and School Districts are subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws. This will include limiting the collection to information that is relevant and necessary to address a risk or threat and by ensuring that information collected from an online source is only obtained from open-source sites. Schools and School Districts will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to police agencies in appropriate circumstances. Information collected will be retained and handled within current records management procedure and guidelines.