

RUSH COUNTY SCHOOLS' MESSAGE TO PARENTS

RUSH COUNTY SCHOOLS' DIRECTORY

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>ADMINISTRATOR</u>
Administrative Offices	330 West Eighth Street Rushville, Indiana 46173	932-4186 FAX 938-1608	Dr. John E. Williams, Superintendent Melissa Leap, Director of Curriculum and Instruction
Arlington Elementary	2533 N. 700 W. Arlington, Indiana 46104	663-2416 FAX 663-2723	Julie Innis, Principal
Benjamin Rush Middle	1601 North Sexton Street Rushville, Indiana 46173	932-2968 FAX 938-2011	Marla Stevens, Principal Mark Scheidler, Assistant. Principal
Mays Elementary	929 E. South Street Mays, Indiana 46155	645-5035 FAX 645-5183	Nancy Schroeder, Principal
Milroy Elementary	300 N. Walnut Milroy, Indiana 46156	629-2323 FAX 629-2250	Sue Lebo, Principal
Rushville Consolidated High School	1201 Lions Path Rushville, Indiana 46173	932-3901 FAX 932-4051	Matt Vance, Principal Jason Bass, Assistant Principal Robert Hadley, Assistant Principal
Memorial Gymnasium	1110 Lions Path Rushville, Indiana 46173	932-2984 FAX 932-4798	Dave Green, Athletic Director Jerry Craig, Assistant Athletic Dir.
Agri-Business & Technology	1501 North Sexton Street Rushville, Indiana 46173	932-5313 FAX 932-4663	Travis Harvey, Vocational Agriculture Blair Orme, Vocational Agriculture
Rushville Elementary East	390 West 16 th Street Rushville, Indiana 46173	938-1616 FAX 938-2417	Cindy Johnson, Principal
Rushville Elementary West	410 West 16 th Street Rushville, Indiana 46173	938-1509 FAX 938-1703	Karen Brown, Principal
Transportation	1501 North Sexton Street Rushville, Indiana 46173	932-5421 FAX 932-4663	Mark VanNatta, Director
Operations Center Maintenance	1605 North Sexton Street Rushville, Indiana 46173	938-1922	Mark VanNatta, Director

BOARD MEMBERS

Member	Paul W. Barada
Member	Jane Carter
Member	Anita L. Jackson
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Attorney	John O. Worth
Treasurer	Sharon Holloway
Deputy Treasurer	Jean Stanley
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EQUAL EDUCATION OPPORTUNITY

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

Dr. John E. Williams
Superintendent
765-932-4186

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

EMERGENCY CLOSING OF SCHOOLS

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

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

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

STUDENT BUSING REGULATIONS RESPONSIBILITY OF BUS DRIVERS

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

RULES FOR STUDENTS

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

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

STUDENT SAFETY

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

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

RESPONSIBILITY OF PARENTS

Parents whose children are transported are to:

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

DRESS POLICY

RCS SCHOOL BOARD POLICY #5511

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

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

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;

- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

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

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

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

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

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

MOTOR VEHICLES

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

Section I Habitual Truancy and Driver's License

- A. Indiana Law provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term "habitual truant" may be evidenced by the following:
 1. Defiance of parental authority in the failure to attend school.
 2. A repeated, continuous pattern of absences over a period of time such as a grading period.
 3. A larger number of aggregate absences over the period of a school year.
 4. More than three (3) judicial findings of truancy.

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

Section II Expulsion and Suspension

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

Section III Invalidation of License or Permit

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

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

 - (1) The person becomes eighteen (18) years of age;
 - (2) 120 days from date of second suspension or 180 days from date of expulsion or exclusion;

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

Section IV New Students

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

Section V Non-Public School Students

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

GUIDELINES FOR PUPILS

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

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

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

It is understood that:

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

CLASSROOM MANAGEMENT

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

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

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

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

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

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

1. The child may be corrected verbally, even in front of the class or other pupils, if necessary.

2. The principal and teacher should discuss and agree on corrective measures to be taken, such as withdrawal of privileges, isolation from classmates, keeping after school, etc.
3. The teacher or principal may take hold of a child for corrective action.

SCHOOL SAFETY

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

RUSH COUNTY SCHOOLS DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions (if not superseded by special education law):

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

REMOVAL FROM CLASS OR ACTIVITY

A removal is an action taken for significant interference to the educational setting. Less significant interferences such as tardiness may receive consequences such as in-school suspension, but are not considered a removal. A removal does not include a short-term placement of a student in a hallway or another location or sending the student to the building office (referral) to address behavior issues and such short-term placements do not require the teacher to assign school work in relation to these actions unless there is a pattern of such short-term placements that, taken together, amount to a removal from the classroom by the principal.

When a student is removed, the principal may place the student in another appropriate class or placement or into in-school suspension. The principal may not return the student to the class from which the student was removed until the Principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. At the principal's discretion, the student may be moved to another class if the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time. Meetings may take place by telephone, email, or in person. When necessary a meeting may be a documented written exchange.

PHYSICAL RESTRAINT AND SECLUSION

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

DUE PROCESS

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

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

GROUND FORS SUSPENSION OR EXPULSION:

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

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

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause, or planning to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon, or looks like a weapon.
11. Possessing, handling, transmitting, or being affected by any controlled substance, prescription, drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to the school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.

26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
It is preferred that cell phones are left at home; however, students will not be disciplined if the following are followed:
 - a. High school and middle school students must leave cell phones in lockers throughout the day. Cell phones must never be on during school hours without specific permission by school personnel.
 - b. Elementary students must have cell phones turned off during school hours. Cell phones must be stored in book bags. The school is NOT responsible for cell phones that are lost, damaged, or stolen.
27. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
28. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
29. FIREWORKS – No student shall possess or use fireworks on school property, including but not limited to: firecrackers, cherry bombs, bottle rockets, or any other device that is explosive or could be launched.

B. BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. UNLAWFUL ACTIVITY

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

F. LEGAL SETTLEMENT

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

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

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

RIGHT TO APPEAL

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

LEGAL REFERENCE: 20 U.S.C. 8001
20 U.S.C. 8002
I.C. 20-33-8

AUTHORITY OF SCHOOL PERSONNEL

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

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

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

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

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

SUSPENSION

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

individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

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

Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

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

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

EXPULSION

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

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

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

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

EXPULSION FOR WEAPONS OR ILLEGAL DRUGS

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

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

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

REMOVAL FROM PLACEMENT BECAUSE OF LIKELY INJURY

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

INJUNCTIVE RELIEF

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

LEGAL REFERENCE:

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

HARASSMENT/BULLYING POLICY

RCS SCHOOL BOARD POLICY #5517

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

SEXUAL HARASSMENT POLICY

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

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

CORRECTIVE ACTIONS

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may result from violations of the anti-harassment policy. Violations of this policy may be reported to teachers and administrators. The school strongly encourages students to report immediately.

The school will make prompt and fair action to investigate any report and to stop harassment.

STUDENT RESPONSIBILITIES

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

TEACHER RESPONSIBILITIES

1. Teachers must take action and respond if a student complains of harassment or if inappropriate conduct is observed or reported.
2. Minor incidents may require counseling by the teacher. This may be enough to stop the harassment if it is a one-time event.
3. Repeated or severe incidents should be reported to the principal.

ADMINISTRATOR RESPONSIBILITIES

1. Disseminate school harassment policy to larger school community and parents.
2. Take immediate and corrective action to stop harassment and remedy any hostile environment that may have been created.
3. The response should take into consideration the age and maturity level of the student or students involved in the incident.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to **possess** a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY

1. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - (a) evidence of a violation of the student conduct standards contained in the student handbook;
 - (b) anything which because of its presence presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are subject to procedures as listed:
 - (a) inspection;
 - (b) maintenance; and
 - (c) search, pursuant to this section.No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

(d) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker content.

(e) A student who uses a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.

(f) A principal may, in accordance with the roles of the governing body, search a student's locker and the locker's contents at any time.

(g) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- i. at the request of the school principal; and
- ii. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

3. The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

- (a) searches of the pockets of the student;
- (b) any object in the possession of the student such as a purse or briefcase; and/or
- (c) a "pat down" of the exterior of the students' clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer in accordance with subsection C of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

4. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

- (a) seized and admitted as evidence in any suspension or expulsion proceeding if it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
- (b) returned to the parent or guardian of the student from whom it was seized; and/or
- (c) destroyed if it has no significant value, or turned over to any law enforcement officer in accordance with subsection G.

6. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

- (a) returned to the parent or guardian of the student from whom it was seized;
- (b) destroyed; or
- (c) turned over to any law enforcement officer in accordance with subsection G.

7. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

- (a) search any area of the school premises, any student, or any motor vehicle on school premises;
- (b) identify or dispose of anything found in the course of a search conducted in accordance with the section; or
- (c) utilize trained dogs for a search.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Item B-1: This is limited to the principal or other members of the administrative staff designated in writing by the principal.

Therefore, each principal shall designate the following positions:

- A. Superintendent
- B. Assistant Superintendent
- C. Administrative Assistant
- D. Assistant Principal

Item B-2: No designation is necessary and may include a member of the administrative staff or teacher.

Item C-2: The statute and case precedent (Highland Case) is very restrictive. Please note the limits for searches of the person by school personnel in C-1, 2, 3. The first sentence following C-3 should read subsection G and refers to law enforcement officers procedure. The following remainder of this paragraph refers to C-1, 2, 3, procedures (searches of the person). For item C, the following written designations are considered defensible and should be made by the principal:

- A. Superintendent
- B. Assistant Superintendent
- C. Administrative Assistant
- D. Assistant Principal
- E. Female nurse, counselor, teacher

Item G: This provides for such situations as bomb threats and other searches including search of a person beyond the limits of C-1, 2, 3. Please note the last sentence which totally removes the principal and the other school employees from the case. Written designations for section G should be the following:

- A. Superintendent
- B. Assistant Superintendent
- C. Administrative Assistant
- D. Assistant Principal

All written designation should state the name and position of the person being listed. All persons being designated should receive a copy of the written document. A total set of designation letters shall be filed with the Superintendent.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

RELEASE OF DIRECTORY INFORMATION

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

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

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

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

PEST CONTROL AND USE OF PESTICIDES

RCS SCHOOL BOARD POLICY #8432

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

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

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

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

UNAUTHORIZED USE OF SCHOOL PROPERTY

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

CONCERNS/COMPLAINT PROCEDURE

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

SCHOOL LUNCH

Cafeterias are provided in each school with hot lunches prepared daily by an excellent staff. Special federal support programs are made available to qualifying students. The school lunch prices will be as follows:

Grades K – 6	\$2.00
Grades 7 - 12	\$2.25
Adults	\$2.75