

Northern Rush County  
Schools Inc.  
Student Code of Conduct  
*IC 20-33-8-10*



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**Mission Statement:**

NRCS teachers will instill in their scholars a passion and curiosity necessary for lifelong learning. Scholars at Northern Rush County Schools (NRCS) will develop the ability to think critically, communicate effectively, and excel academically. Through a place-based curriculum that utilizes an integrated academic and social approach, scholars are immersed in the world around them thus, making them accountable stewards of their environment and making their community a better place.

## Topics A through Z

### **ATTENDANCE** *IC 20-33-2-28, IC 35-46-1(a)(4), IC 31-37-2-3A*

Attending school daily is not only the law, but an expectation that fosters success in scholars. It teaches scholars to be responsible for their behavior and accountable for their academic success. NRCS is based on a place-based, hands-on curriculum, which often cannot be made up. Instruction from guest speakers and field experiences are impossible to duplicate. A requirement for the school to achieve a passing grade on annual yearly progress is a yearly total attendance of 95%. It is imperative that scholars attend school every day.

#### **Absences:**

To receive an excused absence a phone call is required by parent or guardian before 10:00am on the day of the absence.

**Excused absences** include the following:

- Illness of scholar, doctors note must be given within 6 days of their return
- Death in the immediate family
- Quarantine
- Page in the General Assembly - 1 day
- Medical, dental, and/or clinic appointments doctors note must be given within 6 days of their return
- Hospital confinement (non-emergency) doctors note must be given within 6 days of their return
- Religious holiday
- State Fair participant
- Prearranged absence approved by the principal

**Unexcused absences** are an absence from school that is not listed above. If no contact by parent or guardian the scholar will be unexcused. A scholar that has been absent for an unexcused absence on five (5) occasions will receive a formal letter of documentation.

- A scholar is considered habitually truant by the State of Indiana when he/she is chronically absent, or has unexcused absences for more than ten (10) days in one (1) school year

**Parents and the school are legally bound to follow the Indiana Compulsory Attendance Laws** *IC 20-33-2-28, IC 35-46-1-4(a)(4), IC 31-37-2-3A*

- A letter will be mailed home to the parent when the scholar has missed five (5) days of school
- Scholars who have problems with regular attendance will be reported to the Rush County Juvenile Probation Officer (or county of residence) and Child Protective Services after 10 days of unexcused absence. *IC 20-33-2-25*

### **AUTHORITY OF SCHOOL PERSONNEL**

Per *IC 20-33-8*, the 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 handbook, reasonably desirable or necessary to help any student. The provisions stated above shall apply when concerning the movement of scholar's day-to-day instruction concerning the operation of classroom or teaching station, the time or times for the commencement of school, or other standards or regulations relating to how an educational function is to be carried out.

## **BEHAVIOR EXPECTATIONS AND DISCIPLINE FRAMEWORKS**

The safety of our scholars, volunteers, and staff is of prime importance at NRCS. We strive to maintain a safe and respectful environment through adherence to proper behavioral expectations. We will hold scholars accountable for their actions, and we ask parents to support the staff regarding behavioral issues.

Before during, after school, at any school function, and during all field experiences, each scholar will be expected to:

- Abide by federal, state, and local laws as well as the rules of the school
- Respect the rights of others
- Act courteously toward adults and fellow scholars
- Be on time to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Protect others from physical or emotional harm at all times

Depending on the intent, severity, and repercussions of an incident, various techniques and consequences will be used. Such as scholar and parent conferences, counseling, in-school detention, loss of part or all recess/social time, positive reinforcement, inability to participate in certain school events, suspension, and expulsion.

- **PBIS: Positive Behavioral Interventions and Supports (PBIS) 513 IAC 1-1-13.** is an evidence-based, three-tiered framework for improving and integrating all of the data, systems, and practices affecting scholar outcomes every day. It is a way to support everyone to create the kinds of schools where all scholars are successful. PBIS isn't a curriculum you purchase or something you learn during a one-day professional development training. It is a commitment to addressing scholarly behavior through systems change. When it's implemented well, scholars achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective.

## **BULLYING/HARASSMENT NRCS SCHOOL School Board Policy 101**

Northern 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 Northern Rush County School, 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 teacher.

### **TEACHER RESPONSIBILITIES**

1. Teachers must act 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 the 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.

### **BULLYING: IC 20-33-8-0.2**

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

- Places the targeted scholar in reasonable fear of harm to the targeted scholar's person or property
- Has a substantially detrimental effect on the targeted scholar's physical or mental health
- Has the effect of substantially interfering with the targeted scholar's academic performance

- Has the effect of substantially interfering with the targeted scholar's ability to participate in or benefit from the services, activities, and privileges provided by the school
  - Bullying committed by scholars towards other scholars is strictly prohibited. Engaging in bullying activities by use of computer, computer software, or social media platform that is accessed through any computer, any computer system, and/or any computer network is also prohibited.
  - This rule may be applied regardless of the physical location in which the bullying behavior occurred if the alleged bully and the targeted scholar attend NRCS and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other scholars to a safe and peaceful learning environment.
  - Parents or scholars who suspect that repeated acts of bullying are taking place should report the matter to the school immediately. This report may be made anonymously and law enforcement may be contacted. School personnel will immediately investigate all reports of bullying.
  - The Administration will be responsible for working with the school and other community resources to provide information and/or follow-up services to support the targeted scholar and to educate the scholar engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the Administration and staff will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief.
  - The parents of the alleged bully and the targeted scholar(s) shall be notified immediately.
  - False reporting of bullying conduct as defined in this rule by a scholar shall be considered a violation of this rule and will result in appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  - Corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
  - Everyone is encouraged to engage scholars, staff and parents in meaningful discussions about the negative aspects of bullying. Parent involvement is encouraged.

**Cyberbullying resources.** *IC 20-19-3-11.5.*

As used in this section, "cyberbullying" refers to bullying (as defined in IC 20-33-8-0.2) that occurs through the use of data or computer software that is accessed through a: (1) computer; (2) computer system; (3) computer network; or (4) cellular telephone or other wireless or cellular communications device.

## **BUS POLICY** School Board Policy 102

Riding a Northern Rush County School bus is a privilege, not a right. Following school bus rules is mandatory for the safety of our scholars. The bus policy is an extension of the school policy for safety and behavior and the consequences and procedures will apply as the same.

The safety of your scholar's is of the utmost importance to us at NRCS. This includes their safety on NRCS and NRCS contracted buses on school routes and field experiences. Your scholar's behavior on the bus (at rest or in transit) and while entering/exiting the bus is critical to the safe operation of the bus and to the safety of everyone not only on the bus, but in the vicinity of the bus when it is in motion.

Disruptive behavior on the bus will not be tolerated. Forcing a bus driver to stop and turn off the bus and deal with disruptive behaviors is dangerous to all and prevents the driver from meeting the assigned schedule.

- Food is not allowed on buses unless approved and under supervision on a field experience
- Throwing of objects and physical activity between scholars is strictly prohibited
- Medicines may not be transported on a bus, unless on a field experience and supervised by a staff member or the Director of Transportation
- Instructions by bus drivers are to be followed immediately
- Cursing and use of inappropriate language is not permitted
- Violation of these policies can and may result in removal of scholar from bus routes for the remainder of the school year
- Our bus drivers need to be focused on safely transporting your scholars and not being distracted by manageable behaviors on the bus
- Sit facing forward, stay in your seat
- Keep your hands to yourself
- If your scholar receives a reprimand, a bus slip will be filled out and the Principal will address this and contact you. Students will be given reprimands on a three strikes policy. They will receive one day off the bus on the first occurrence, three days for the second occurrence, at the minimum a week for the third occurrence, and off the bus for the rest of the semester or year for a fourth occurrence. Depending on the severity of the disturbance, students may lose bus privileges without going through the above policy.
- Property not owned by your scholar is not to be touched or messed with at any time, such as backpacks and personal belongings.
- Have your scholar(s) ready and waiting at their designated pick-up time
- Parents or guardians are not allowed on the bus at any time
- Negative or derogatory language will not be tolerated
- Scholars may have a bottle of drinking water, and may consume that water on the bus.
- Follow directions the first time
- No food, candy or gum allowed on the bus
- Respect others and their belongings
- Do not damage or destroy bus property, or a fee will be assessed for damaged

### **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.

### **BUS CONDUCT FORMS (WRITE-UPS):**

Students will receive conduct write-ups after the initial warning for behaviors that could impair the safety of the driver or other students.

1. Phone call or verbal warning
2. 1<sup>st</sup> write up- 1 day off the bus
3. 2<sup>nd</sup> write up- 3 days off the bus
4. 3<sup>rd</sup> write up- week or more off the bus
5. 4<sup>th</sup>- off the bus for rest of semester or year.

The principal and transportation director have the right to supersede the above consequences based on behavior or offense.

## **CELL PHONES School Board Policy 103**

This policy is a result of scholars not being responsible and accountable with their cell phones and personal electronic devices. Cell phones are causing disruptions in both class and on the bus. In some cases, cell phones are being used in an inappropriate manner and repeated warnings and actions taken by staff are being ignored by scholars. This will no longer be tolerated. If your scholar needs to contact you, they will be allowed to use the NRCS office phone. If you need to speak with your scholar you must call the NRCS office.

Additionally, iPods/MP3 Players, iPads/Tablets, Apple Watches/Fitbits and electronic gaming or entertainment devices are not allowed to be brought to school or to be used in the classroom or bus at any time.

If your scholar is found to have a cell phone or electronic device at school or on the bus, the cell phone or device will be confiscated and the parent/guardian will be called and will be required to come to the school office themselves to retrieve the cell phone or device. Confiscated cell

phones and electronic devices will not be returned to the scholars. Multiple infractions of this policy will result in suspension from school.

### **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.

1. 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 16.
2. 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**
  - b. 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.
  - c. **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**
  - d. 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.

## **CIVILITY**

Parents/Guardians and volunteers will treat all staff members with dignity, respect, and making “a good effort” with regard to other’s feelings. Corrective actions may be taken by school administration or school board members. This is including but not limited to all expressed communications verbal and nonverbal.

## **CLINIC**



A clinic is available to scholars who are not feeling well. This is not a doctor's office. Please do not send your scholar to school if they are not feeling well and advise them to see the nurse. Please keep your scholar home and call the office to report the absence. However, should your scholar become ill at school, they will be sent to the clinic and adequate care will be provided. If it is deemed that a scholar must be sent home, a phone call will be made to the parent. If the parent cannot be reached, emergency contact numbers will be tried before a text message is sent. Any scholar that is injured while at school will also receive a call home that follows these same guidelines. All visits to the clinic are documented electronically via the clinic log. Scholars will also participate in a hearing and vision screening throughout the school year.

### **Medication:**

Scholars must return a scholar medication sheet filled out and signed by the parent and doctor at the start of the school year if they take prescription medication. This is a communication tool, which allows NRCS to know if a scholar has an allergy or takes prescription medications. A parent/guardian must complete a medication form regarding the administration of prescription and non-prescription medication at school. Prescription medications must be delivered in the original container by the parent/guardian along with the appropriate paperwork. A note allowing the school to administer the medication must also accompany non-prescription medication. Both medications must be locked in the clinic.

1. A student with a chronic disease or medical condition, such as asthma, 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:
  - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.

### Guidelines for Sending a Scholar Home:

1. If a scholar has a temperature of 100.4 or more, the parent will be asked to take the scholar home.
2. The scholar may return to school when they are fever free for 24 hours (without medication) or a doctor's note. If a scholar has one or more of the following, the parent will be asked to take the scholar home and the following guidelines in the section of returning a scholar to school,
  1. Chicken Pox: Watery blisters appearing on scalp, face or body
  2. Diarrhea: One loose, watery bowel movement with one or more additional symptoms (fever 100.4 or higher, abdominal pains, lethargy, vomiting, unable to

be consoled). Or two loose, watery bowel movements with no additional symptoms. Upon return to school, if within a 24-hour time period, the diarrhea returns, the scholar will be sent home again. The scholar may return to school when they are 24 hours symptom-free (without medication) or with a doctor's note

3. Eye Infections: Red eyes, discharge from tear ducts, swollen eyelids and /or bumps on eyelids, crusted or matted eyes; pink eye
4. Streptococcal Infections: Fever 100.4 or higher and sore throat
5. Rashes: Unexplained rash on all or part of the body
6. Ringworm: Itchy, scaly patches on scalp or body, usually ring-shaped. Margins may be red and slightly raised
7. Impetigo: Any infected wound or small blister that becomes crusted or contains pus
8. Lice: Itching or scratching of scalp, white pinpoint eggs (nits) that will not flick off and /or positive for live lice
  - i. Head lice spreads very easily and can cause a lot of trouble and upset for scholars and families. If you discover lice or nits on your scholar, please contact NRCS so that other scholars can be checked. If nits or lice are found on a scholar, a phone call will be placed to the parent of the scholar(s) asking them to pick them up. If parents cannot be reached, emergency contacts will be called. scholars will remain in the clinic and away from other scholars. The following directions will be given:
  - ii. Nits closer than ¼" from the scalp means the scholar cannot stay at school that day; nits more than ¼" from the scalp means the scholar may stay at school because it indicates an old infestation
  - iii. Any adult lice means the scholar cannot stay at school
  - iv. Scholar's heads will be inspected each day until the nits and/or adults are gone
9. Ear Infection: Pain in ear, fever 100.4, fussiness, pulling on ear
10. Vomiting: One vomiting episode, with one or more additional symptoms (fever 100.4 or higher, abdominal pains, lethargy, unable to be consoled). Two vomiting episodes, with no additional symptoms within 24 hours
11. Flu: If a scholar has temp of 100.4 or higher, body aches, vomiting and/or diarrhea or has been exposed to flu, the scholar will be sent home
12. Cough: If a scholar has persistent cough with sputum
13. Nasal Discharge: Any nasal discharge that is not clear, fever 100.4, irritable or lethargic, headache not able to participate in class
14. Diabetic: If diabetic scholar does not maintain blood glucose after insulin intake and /or blood sugar too high
15. Asthma: After administration of inhaler scholar is having complications and breathing not returning to normal
16. Allergies: If anaphylaxis, an EpiPen is administered
17. Injury: Any injury that would not allow the scholar to be able to perform normally
18. Crutches: Any scholar on crutches at school will need a doctor's note for permission

3. Parents must pick up their scholar or arrange to have an alternative person pick up the scholar. Once it is discovered that a scholar is ill or infested, we will attempt to isolate or remove the scholar from the classroom to help minimize the exposure to other scholars. We will call parents or guardians and if no answer, continue down the contact list. We will leave voice mail messages to have the parent call back, if no message can be left, then will move on to the next person on the list.
4. Please understand that when a call is made to inform you that your scholar is ill and must be picked up, we are doing this for the protection of all the scholars. We understand that you have to work and that it is very frustrating when your scholar becomes ill, but we are here to care for and protect all scholars.
5. Obviously, it is VITAL that we have current contact information for you or alternates that are easily reached. We would like at least three (4) additional phone numbers of contact for each scholar and for in case of emergency

#### Guidelines for Returning a Scholar to School:

1. Scholars sent home because of fever may return 24 hours after the temperature has returned to normal without medication (Tylenol or Ibuprofen)
2. Scholars sent home because of any one of the following might return when:
  - a. Chicken Pox: Sores are dried up or crusted, and no new blisters are appearing
  - b. (approximately six or seven days)
  - c. Diarrhea: Symptoms are gone for 24 hours and scholar has a normal bowel movement without medication.
  - d. Eye Infection:
    - i. When parents see the first symptoms of discharge, they are advised to keep the tear ducts clean and open; warm compresses often work
    - ii. With any eye infection the scholar may return to school after 24 hours on medication, discharge has cleared up and redness is gone
    - iii. If the eye is red and swollen with no discharge and the cause is allergy, a written diagnosis from the doctor should be given to the school
  - e. Streptococcal Infection: 24 hours after antibiotics has been administered, no fever present, and the scholar is able to participate fully in activities
  - f. Rashes: The scholar is free of symptoms or there is a written statement from the doctor stating the scholar is not contagious
  - g. Ringworm: After medication is administered and sores are covered
  - h. Impetigo: After treatment begins and sores are covered unless they are dry
  - i. Ear Infections: After fever is gone and the scholar is comfortable and on medication
  - j. Nasal Discharge: Mucus is clear
  - k. Vomiting: 24 hours after last vomiting episode and no other symptoms exist
  - l. Lice: After treatment, ALL lice are removed
    - i. To visit the school clinic the next day for confirmation of treatment and to have their scholar's head checked for possible nits or nymphs (louse)
3. Scholars may return earlier ONLY if a doctor's note verifying that the scholar is not contagious or does not pose a health risk to other scholars is received. If your scholar has

been sent home the day before, do not bring them back to school before the 24 hour is up and they are symptom free without medication.

4. It is vital the school be notified when your scholar has developed a contagious illness or disease so we may notify other parents and watch the rest of the scholars for symptoms. If your scholar is ill during hours not in attendance please let us know so we can be aware of the types of illnesses being spread within a group. If your scholar has been exposed to the illness of a family member or friend, again, notify us so we may watch for symptoms.

### **COUNSELING IC 20-34-3-21**

Student Counseling is offered by Centerstone for any child in need. A form may be filled out in the school office by parent/guardian upon request.

## **DISCIPLINARY**

### **LUNCH DETENTION**

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

### **AFTER-SCHOOL DETENTION**

Students who are assigned to detention after school must report to the assigned area after the bell with study materials and remain in the office until 5:00 p.m. The purpose of this detention period is to make up class time missed due to referrals of a minor nature. It is used as an alternative to suspension; therefore, attendance is mandatory. Failure to serve an after-school detention will result in further consequences unless mutually agreed to be rescheduled by a parent and administrator prior to the date and time of the assigned detention. After school detention is on an as needed basis. Parents are notified in advance in the event that a child is assigned to detention after school.

### **IN-SCHOOL DETENTION**

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

### **OUT-OF-SCHOOL SUSPENSION**

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

assignments, quizzes, or tests they missed during the suspension. The school may seek other alternatives to expulsion. Law enforcement authorities may be contacted, and a complaint may be filed by the school.

### **NRCS DISCIPLINE *IC 20-33-8***

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 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 for elementary.

**2. REMOVAL FROM CLASS OR ACTIVITY – *IC 20-33- 8-9,25*** A school principal (or designee) may remove a student from class and assign the student to in-school detention or other alternative placement coupled with a teacher assigning the removed student regular or additional school work related to the class. For elementary a class removal will be no more than 1 school day.

**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 listed under the grounds for suspension, expulsion, and under the student conduct section in code of conduct.

### **GROUND FOR SUSPENSION OR EXPULSION: *IC 20-19 3-4***

The grounds for suspension or expulsion listed 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.

### **Student Misconduct and/or Substantial Disobedience**

2. 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:
3. Using violence, force, coercion, threat, intimidation, fear, passive resistance, verbal aggression or profanity, defiance, destruction of property, possessing firearm 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. 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.

4. Setting fire to or damaging any school building or property.
5. 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
6. 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.
7. 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.
8. 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.
9. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
10. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
11. 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.
12. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
13. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act. carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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.
19. Possessing, using, distributing, purchasing, or selling tobacco and/or nicotine products of any kind or in any form.
20. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
21. 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.
22. 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.
23. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
24. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
25. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
26. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
27. 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.
28. Engaging in pranks that could result in harm to another person.
29. Use or possession of gunpowder, ammunition, or an inflammable substance.
30. 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.
31. 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. The school is NOT responsible for cell phones that are lost, damaged, or stolen.

32. 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.
33. 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.
34. 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.
35. The use of cameras and video recording in restrooms is prohibited.

#### **DISCIPLINE FOR STUDENTS WITH DISABILITIES** *I.C. 20-33-8 and 511 IAC 7-29*

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:

1. **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.
  - a. 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.
2. **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.

- a. **EXPULSION FOR WEAPONS *IC 20-33-8-16* 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.

- 3. 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.
- 4. 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. *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*

### **DRESS CODE** School Board Policy 103

Scholars that attend NRCS are expected to keep themselves well-groomed and neatly dressed. Dress code pertains to all scholars enrolled at NRCS. Scholars who do not abide by the dress code may be asked to turn shirts inside out, change into extra, clean clothing kept at the school clinic, if school clinic is unable to provide the clothing needed or item in need, a call to the parents or guardians will be made so as the items can be brought to the school.

Any form of dress or hairstyle, which distracts from the learning environment, will not be permitted. This includes, but not limited to the following:

- No article of clothing may be worn that promotes the sale or use of alcohol, drugs, tobacco, or violence
- Hats or sunglasses are not to be worn in the school building unless for a special occasion, such as hat day or sports team day
- T-shirts with low cut armholes shall not be worn
- The torso of all scholars must be covered
- Skirts and shorts must be at least mid-thigh length
- No holes in jeans or shorts above mid-thigh in which skin can be seen
- All tank tops must be three fingers wide; NO spaghetti straps
- Flip-flops are not allowed
- Pants are not allowed to sag and should be worn at the waist
- Shoes must be tied or loafer/slip-on style, and have a back
- Crocs must have the strap across the heel/ankle

### **DRUGS AND ALCOHOL**

NRCS is a drug, alcohol, vape, and smoke free campus. NRCS will not tolerate the use or possession of alcohol or illegal drugs on school property. According to state law, a scholar in possession of, or under the influence of, drugs or alcohol can expect to have law enforcement intervene and can be subject to expulsion.

## **FERPA**

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 decide 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

## **FIELD EXPERIENCES**

### **Expected Field Experience Behavior:**

Field experiences are an extension of the classroom and scholars are expected to behave in the same manner as they would within the classroom. All policy and behavior consequences do apply. Due to the nature of field experiences and the interaction that will occur with community members, scholars are expected to be role models and on their best behavior. If a scholar is disrespectful or misbehaves, then a conference will occur before the scholar can attend another field experience. If the behavior continues at school, then field experience privileges will be revoked or the parent will be required to attend future field experiences with the scholar. If a scholar loses the opportunity to participate in a field experience, the scholar will be required to attend school on the day of the field experience. Due to the nature of the NRCS curriculum, exclusion from field experiences will seriously impact a scholar's learning experience. If scholars misbehave in the classroom, then the Administration along with the teacher can make the decision for the scholar not to attend the field experience or require a parent to attend.

NRCS Field Experiences are part of the learning structure of our school. Scholars are expected to be respectful, well behaved and follow the directions of adults on the field experience. A scholar who does not demonstrate these expectations or demonstrates a safety/security risk to him/her self or others will not be allowed to participate in off campus field experiences. Any scholar who does not participate in field experiences will be required to complete an alternate in school assignment to receive credit.

All scholars are required to turn in a field experience permission slip to take part in approved field experiences. Each experience will require a new permission slip. If a scholar does not turn in a permission slip, then the scholar is required to remain at the school on the day of the trip. The scholar will complete work assigned by their teacher. This is graded work that will take the place of the grade scholars receive for the field experience.

Field experiences do receive grades in PowerSchool, either through participation or other hands-on activities that are completed while on the experience. Although enjoyable, field experiences provide an experience that is not available within the classroom walls. If a question should arise please contact your scholar's teacher for more details.

Only scholars in the classroom attending the field experience are eligible for the trip. In the event parent chaperones are needed, no other scholars, including siblings, can attend the experience. Chaperones will need to concentrate on the behavior and welfare of the scholars in their care. All chaperones will abide by the *Chaperone Guidelines* described below. A background check, through the school, is required prior to chaperoning the trip. Background checks are good for three years.

ALL scholars MUST RIDE THE BUS to and from the field experience. The number of chaperones needed for a field experience is dependent on the classroom teacher and the expectations required for the success of the trip. If there is room on the bus, then adult chaperones may be invited to ride the bus. If a bus is full, chaperones may be asked to drive separately.

### **Chaperone Guidelines:**

NRCS truly appreciates volunteers that are willing to chaperone. Parental involvement is critical in supporting the school's mission. For our scholars to get the most from their field experiences we ask the following from our chaperones:

- A full criminal history check must be obtained before chaperoning a field experience; these are good for **three years**
- Notify the teacher as soon as possible if circumstances will prevent you from chaperoning
- Carry a cell phone if you have one and make sure to exchange numbers with the teacher; this allows teachers and chaperones to stay in contact with one another
- Keep the scholars that you are responsible for in close proximity
- Scholars must be accompanied by an adult at all times
- DO NOT USE YOUR OWN MONEY TO PURCHASE ITEMS FOR scholars
- Parents must adhere to and follow school policy and procedures; you are a direct representation of NRCS
- The NRCS staff, including bus drivers, are in charge and are required to enforce school rules regarding scholar behavior at all school-related functions and field experiences, even if the parent is in attendance.

### **GUIDELINES FOR PUPILS**

Any professional employee acting within the procedures described by these guidelines will be supported by the NRCS board. 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 classroom 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.

### **IMMUNIZATIONS IC 20-34-4-2**

A complete immunization record or exemption must be filed by the first 30 days of school.

### **INTERNET USER AGREEMENT**

Use of the Internet within Northern Rush County Schools must be in support of education and research and be consistent with the educational objectives of the corporation. Transmission of any materials in violation of any United States, state, or local regulation or law is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or

materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited. In addition, the following are prohibited:

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

### **LOCKERS** *IC 20-33-8-32*

Scholars in grades third through eighth will receive a locker based on availability. Those scholars that receive a locker are to use the locker to store school supplies and personal belongings such as coats and bookbags. Scholars are not to place a lock on the locker. Keeping the locker clean and organized is the responsibility of the student. Students whose belongings are falling out of the locker will lose the privilege of having one. A locker will be searched if warranted. A locker is school property. A law enforcement agency may, at the request of the school principal, assist a school administrator in searching a student's locker and locker contents. At no time are lockers to be used to harbor illegal substance, stolen property, weapons, or any items that are prohibited by school rules, corporation rules, or state laws.

### **MCKINNEY-VENTO ACT** School Board Policy 106

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which includes those who are: sharing the housing of others due to loss of housing, economic hardship, or a similar reason; staying in motels, trailer parks, or camp grounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing, or similar settings.

No child will be discriminated, stigmatized, or segregated in school due to the student being homeless. The homeless child(ren) will have all rights that a non-homeless child would have. Homeless students are those who lack a fixed, regular, or adequate nighttime residence and has the right and protection offered to homeless children and youth. All children and youth are documented at the district level, Northern Rush County Schools.

A written procedure for parents/guardians and youth to appeal any decision made in dispute that has not been dissolved will file with IDOE. A form will be filled out by a parent/guardian or McKinney-Vento Liaison and sent to Education of Homeless Children and Youth State Director.

### **NEW STUDENTS** School Board Policy 104

For the purpose of the policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the

student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy, and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

### **NON-ENROLLED 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 NRCS.

### **HOMESCHOOL STUDENTS**

Students with legal settlement within Rush County may transfer their status from home school and enroll in the Northern Rush County School 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.

## **PARENT RIGHTS**

Parents have the right to discuss concerns/questions with NRCS staff, Principal, or the Northern Rush County Schools Inc. Board Directors.

## **PLAGIARISM AND ACADEMIC DISHONESTY**

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

- **Penalty:** Documentation of the incident by the instructor with the administration. Automatic "0" for the assignment.

## **SCHOOL'S RESPONSIBILITY**

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the scholars to meet Local, State, and National scholar academic standards.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your scholar's progress.
- Provide opportunities for ongoing communication between you and your scholar's teachers through:
  - o Annual parent/teacher conferences
  - o Frequent reports regarding your scholar's progress or opportunities to talk with members of the staff, administrators and the NRCS Board.
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers and instructional assistants.
- Provide a safe and secure learning environment.

### Parent's Responsibility:

- Ensure that my scholar attends school daily and arrives at school on time.

- Encourage my scholar to follow the rules and regulations of the school.
- Monitor my scholar's homework.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my scholar.
- Volunteer in my scholar's school if time or schedule permits.
- Communicate positive information regarding teachers, administration, and other campus personnel when discussing school with my scholar.
- Seek information regarding my scholar's progress by conferencing with teachers and Administration, and other district personnel.

#### Scholar's Responsibility:

- Attend school regularly.
- Complete and turn in all classroom and homework assignments on time.
- Accept responsibility for my own actions.
- Show respect for myself, other people, and property.
- Make the effort to do my best to learn.
- Resolve conflicts peacefully and grow into a good human.

#### School, Parents, and Scholar Responsibilities:

- High scholar expectation.
- Improve scholar academic achievement.
- Build and develop a partnership to assist the scholars of the community achieve high academic standards.

## **STUDENT CONDUCT**

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

### **1. Level 1 BEHAVIOR:**

- a. Failure to follow class rules
- b. Failure to follow repeated staff member instructions
- c. Failure to come to class prepared repeatedly
- d. Failure to complete homework in class
- e. Dress code violation
- f. Sharing lockers (unless assigned that way)
  - i. **CONSEQUENCES**
    1. Teacher intervention
    2. Parent/Guardian contact by a staff member
    3. Buddy classroom timeout



4. Loss of recess time
5. Academic Recovery
6. Asked to change clothes

## 2. Level 2 BEHAVIOR

- a. Public display of affection
- b. Violation of Cell Phone policy
- c. Running and/or horseplay
- d. Classroom and/or educational disruption
- e. Failure to follow instructions
- f. Inappropriate use of food or candy. Students are not to chew gum in school.
- g. Excessive Level I offenses
- h. Disrespect to a fellow student, i.e. Name Calling
- i. Misuse of Technology (i.e.: Inappropriate internet searches, emails, sharing passwords, inappropriate language, etc.)
- j. Academic Dishonesty/Plagiarism
  - i. **CONSEQUENCES**
    1. Lunch Detention
    2. In-school Detention- ½ - 1 day
    3. Loss of privileges
    4. After-school detention
    5. Academic Dishonesty may also include
      - a. Zero on assignment or an alternative assignment to be completed, and parent contact
    6. any already listed

## 3. Level 3 BEHAVIOR

- a. Petty theft
- b. Minor destruction of school or private property
  - i. Writing or stickering desk, destroying classroom supplies, etc
- c. Leaving class without permission/Out of assigned area
- d. Continual classroom/educational disruption
- e. Use of inappropriate, obscene, or vulgar language or gestures
- f. Insubordination
- g. Excessive Level 2 offenses
- h. Conduct constituting an interference with school purposes
- i. False Reporting
- j. Failure to serve assigned after-school detention
  - i. **CONSEQUENCES**
    1. In-School Detention- 1-2 days
    2. Out of School Suspension- 1 day
    3. Any already listed

## 4. Level 4 BEHAVIOR

- a. Hazardous conduct which may be harmful to oneself or others
- b. Theft of school or personal property
- c. Excessive Level 3 offenses
- d. Disrespect toward or lying to staff members
- e. Verbal abuse of a student (including racial slurs)

f. Aggressive toward another student (pushing or touching)

i. **CONSEQUENCES**

1. In-School Detention- 2-3 days
2. Out-of-School Suspension- 1-3 days
3. Any already listed

**5. Level 5 BEHAVIOR**

- a. Major destruction of school or private property (vandalism)
- b. Intentional destruction of Chromebook
- c. Use or possession of tobacco or a look-a-like, (i.e. E-Cigarettes, Vape-pens, etc.)
- d. Threats, intimidation, bullying/cyberbullying, or harassment of another student or staff member
- e. Videoing or interaction of NRCS staff members on social media (cyberbullying)
- f. Fighting, Assault, or Battery
- g. Possession of a pocketknife or other small potential dangerous items
- h. Verbal abuse of a staff member
- i. Sending, possessing, viewing, or sharing the material of sexual nature including electronic form
- j. Major theft of school or personal property
- k. Excessive Level 4 offenses
- l. Excessive Office Referrals/Substantial Disobedience
- m. Possession of matches, lighters, or any other combustible materials including fireworks
- n. “Depantsing” or attempting to “Depants” another student
- o. Indecent exposure

i. **CONSEQUENCES**

1. Out-of-School Suspension- 3-5
2. Out-of-School Suspension with Recommendation for Expulsion
3. Law enforcement may be called
4. Any already listed

**6. Level 6 BEHAVIOR**

- a. Possession or conspiring to possess a firearm, weapon, or look-alike firearm or weapon or any explosives/explosive devices
- b. 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
- c. Possession of drug paraphernalia
- d. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, students, or others
- e. Major theft of school property
- f. Unlawful activity on school grounds or at school activities during weekends, holidays, school breaks, and summer periods
- g. Any misconduct in *IC 20-33-8-14*

i. **CONSEQUENCES**

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

## 7. Level 7 BEHAVIOR

- a. Possession of a firearm
- b. Possession of a deadly weapon
- c. Any threat made to the school or school employee.
  - i. **CONSEQUENCE**
    1. 10-day suspension pending expulsion for at least one (1) calendar year
    2. Law enforcement authorities may be notified. *IC. 20-33-8-14,16*

### **POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE- *IC 20-33-8-16***

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:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. the frame or receiver of any weapon described above
  - c. any firearm muffler or firearm silencer
  - d. 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
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellants, and which has any barrel with a bore of more than one-half inch in diameter
  - f. 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
  - g. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
    - i. For purposes of this rule, a destructive device is
      1. 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 propellants 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.
3. The penalty for possession of a firearm or a destructive device: is a suspension of 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. The superintendent may reduce the length of the expulsion if the circumstances warrant a such reduction. Firearms on a bus or at a school are a level 6 felony. *IC 35-47-9-2*

The following devices are considered to be deadly weapons as defined in *I.C. 35-41-1-8*:

1. 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.
  - a. The penalty for possession of a deadly weapon: is up to 10 days of suspension and expulsion from school for a period of up to one calendar year.

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

### **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 before the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges
    - i. if the student denies the charges, a summary of the evidence against the student will be presented;
  - b. an opportunity to explain his or her conduct.
  - c. the meeting shall precede the 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.
2. 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.
3. Northern Rush County Schools will notify and cooperate with the Rush County Probation Department on all out-of-school suspensions.

### **EXPULSION PROCEDURES**

1. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  - a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - i. legal counsel;

- ii. 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.
- b. 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.
- c. 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. the suspension will not be permitted to attend any school-sponsored social event.
- d. 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 expulsion meeting.
- e. 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's appeal to the school board must be in writing. If an appeal is properly made the board must consider the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's 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**

### **Unlawful Activity IC 20-33-8-15**

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

**Student Legal Settlement Not in Attendance Area IC 20-33-8-17** 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

## **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.

## **SCHOOL ADMINISTRATORS HAVE THE RIGHT TO** School Board Policy 105

1. Be treated courteously, fairly, and respectfully by a student, parent/guardian.
2. Receive timely notification of appointments, meetings, and/or conferences with parents/community members.
3. Work in a safe orderly environment.
4. Professional development to support understanding of the SCC and implementation of positive behavior supports and interventions to maintain a positive school climate.

## **SECLUSION AND RESTRAINT** *IC 20-20-40-1*

As part of the emergency procedures in place for our school, no scholar will be restrained and/or placed in seclusion by school staff unless the scholar's behavior poses an imminent risk to him/herself or others. However, significant violations of the staff will be reported to the police. As soon as possible after such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident and the circumstances that led to the use of restraint and or seclusion.

## **SEARCH AND SEIZURES ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY** *IC 20-33-8-32*

As used in this section, "reasonable cause for a search" means circumstances that 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
- b. anything which because of its presence presents an immediate danger of physical harm or illness to any person.

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
- c. search, according to the above 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.

A school corporation must provide each student and family a copy of the rules of the governing body on searches of students' lockers and locker content.

- a. 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.
- b. A principal may, per the rules of the governing body, search a student's locker and the locker's contents at any time.
- c. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - a. at the request of the school principal
  - b. per rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

The principal, or school safety personnel, 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 a "pat down" of the exterior of the students' clothing.

Searches of the person of a student, which require removal of clothing other than footwear, a coat and/or jacket, shall be referred to a law enforcement officer.

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.

- a. 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 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 destroyed if it has no significant value, or turned over to any law enforcement officer

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 returned to the parent or guardian of the student from whom it was seized, destroyed, or turned over to any law enforcement officer.

The principal or school safety personnel, may request the assistance of a law enforcement officer to:

- a. search any area of the school premises, or any student identify or dispose of anything found in the course of a search conducted in accordance with the section utilize trained dogs for a search.
  - a. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.
    - i. This provides for such situations as bomb threats and other searches including search of a person beyond the limits principal and school safety personnel. Please note the last sentence which totally removes the principal and the other school employees from the case.

### **Student Searches and Discussions**

NRCS is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, and school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. School officials will tell all students why they are being questioned.

In addition, the Board authorizes the principal and school safety personnel to conduct searches of students and their belongings including but not limited to locker, etc. if reasonable suspicion exist that search will result in evidence that the student violated the law or the code of conduct.

### **Student Lockers, Desk, and other Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to students’ lockers, desks, and other school storage areas. Student lockers, desks and other areas of the building are property of the school and therefore, may be searched at any time.

### **Electronic Device Policy**

Any and all electronic devices, including but not limited to cell phones smart phones, iPads, laptops, smart watches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected.

## **SOCIAL EVENTS**



Social events sponsored by the school or the school's student groups are open to NRCS scholars and families. The administration and faculty at Northern Rush County School do not encourage dating for social events. Any NRCS student serving an in-school detention or out of school suspension will not be allowed to participate in events.

## **SPECIAL EDUCATION TERMINOLOGY**

All scholars are unique and learn differently. At NRCS, scholars who do not learn/walk/talk the same as everyone else are called "exceptional learners," and some may benefit from special education services to help them become the best they can be. This includes scholars who are gifted and have areas in which they excel beyond the traditional curriculum provided by a grade level.

- IDEA – Individuals with Disabilities Act (1997) - A law that guarantees a free and appropriate public education to individuals with disabilities ages 3 through 21 that need special education and/or related services
- Individual Education Program (IEP) – A written education plan for a scholar with disabilities between the ages of 3 and 21. The IEP is developed by a team of professionals (teachers, therapists), the scholar's parents, and the scholar when appropriate. An IEP is based on a multidisciplinary evaluation of the scholar; it describes how the scholar is presently doing, what the annual goals for the scholar are, what the scholar's learning needs are, what services the scholar will need, and where the services will be offered. The IEP is reviewed and updated yearly. IEPs are required by IDEA.
- Special Education – Specifically designed instruction that meets the needs of an exceptional learner
- Exceptional Learner – Those who require special education and related services if they are to realize their full potential
- Giftedness – Intellectual superiority, creativity, and motivation of sufficient magnitude to set the scholar apart from the clear majority of age-mates
- Least Restrictive Environment (LRE) – An educational setting or program that provides a scholar with disabilities the chance to work and learn to the best of their ability. The LRE provides the scholar with as much contact as possible with scholars without disabilities while meeting all the scholar's learning needs and physical requirements
- Inclusion – Inclusion is a term expressing commitment to educate each scholar to the maximum extent appropriate in the school and classroom he or she would otherwise attend. It involves bringing the support services to the scholar (rather than moving the scholar to the services) and requires only that the scholar will benefit from being in the class (rather than having to keep up with the other scholars)
- Accommodation/Modification – Reasonable changes to accommodate needs of scholars with disabilities in general education classrooms
- Adaptation – A modification to the delivery of instruction or method of scholar performance that changes the content or conceptual difficulty of the curriculum

## **TEXTBOOK FEES**

Indiana passed a law in the summer of 2023, that will no longer allow schools to charge textbooks fees. A Free and/or Reduced Application based upon income guidelines are available to determine eligibility for free or reduce prices for textbook fees. Direct certification is obtained from the state when a family is certain state assistance. In addition, arrangements can be made to assist in cases of financial hardship or a payment plan established. To receive free and/or reduced books (school meals), parents will be required to complete an application that will be approved or denied. Your scholar may be approved by direct certification. Direct certification is obtained from the state when a family is receiving any type of state assistance. These families will be notified at the start of school and no application is necessary.

### **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.

### **VANDALISM**

It is important at NRCS that our scholars learn how to be good neighbors in a community. Part of this is an emphasis on taking care of property belonging to the school or others. NRCS will not tolerate intentional damage to school property including, but not exclusive of school equipment, textbooks, library materials, the garden pond, and school building. Scholars who vandalize will be subject to disciplinary measures up to and including filing charges with law enforcement.

Depending on the severity of vandalism, consequences may also include restitution for damages and fines, a report to the juvenile authorities of any scholar whose damage of school property has been serious or chronic in nature, and/or a civil action may be filed in a court of competent authority against parents of a scholar who willfully destroys NRCS property.

### **VIOLENCE AND WEAPONS**

NRCS takes threats of violence very seriously. Any act or threat of violence by or against anyone associated with our school community – including scholars, employees, parents, suppliers, partners, volunteers or visitors is strictly prohibited. This policy applies to all members of the school community.

Any use or possession of weapons, whether illegal or not, is prohibited on school property or while on school business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Scholars possessing weapons could be subject to severe penalty up to, and including, expulsion. Toy guns and knives are also unacceptable as they can often be confused for the real thing. Visitors may not photograph/video record scholars for the safety and security of our scholars.

If a visitor is disrespectful to any staff member, scholar or breaks any of the NRCS rules of behavior, they will be asked to leave the building. NRCS expects that while within school walls all adults act appropriately and set a good example. If an incident does occur, each incident will be dealt with on an individual basis.

## **VOLUNTEERS**

Any volunteer working directly with scholars must have a criminal history check cleared with the school office.

A background check can be completed at the following website:

<https://secure.safehiringsolutions.com/app.cfm?id=7585E441-D475-432D-A121-9F26207D1CF7>

**All volunteers or visitors who are in the building from 8:00 a.m. to 3:30 p.m. for any other purpose than to drop off or pick up their scholars are required to first go to the office to sign in upon their arrival. Visitors and volunteers will also obtain a nametag to wear while in the building to be identifiable to any staff member to assure the safety of all scholars and staff.**

**The building is locked from the hours of 8:15 a.m. to 3:30 p.m. to assure the safety of your scholars. Doorbells signal staff in the office. Scholars are instructed to not open doors to anyone during school hours so the doorbells are part of the safe procedures implemented by administration to assure that no one may enter the building without the knowledge of staff.**

**Please sign and return this page.**

**I, \_\_\_\_\_, have read the Code of Conduct handbook (this is located on our website or we have a copy in the office) with my scholar and by signing this I understand that my scholar and my family understand the frameworks of NRCS.**

**Date:** \_\_\_\_\_

**Parent Name (printed):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Scholar's Name:** \_\_\_\_\_

**Scholar's Signature:** \_\_\_\_\_

**Scholar's Grade:** \_\_\_\_\_

**Scholar's Teacher:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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