

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



929 East South Street
Mays, IN 46155
765.645.5577
Fax: 1-888-887-1935
info@mays.k12.in.us

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 that 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 progress is a yearly total attendance of 95%. Scholars must attend school every day.

Absences:

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

Excused absences include the following:

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

Unexcused absences are absences from school that are not listed above. If no parent or guardian contacts the scholar, the absence will be unexcused. A scholar 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 they are 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 ten (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 scholar behavior, in

addition to the actions provided explicitly in this handbook, reasonably desirable or necessary to help any scholar. The provisions stated above shall apply when concerning the movement of a scholar's day-to-day instruction concerning the operation of a 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 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.** It is an evidence-based, three-tiered framework for improving and integrating all the data, systems, and practices affecting daily scholar outcomes. It is a way to support everyone and create schools where all scholars are successful. PBIS isn't a curriculum you purchase or learn during a one-day professional development training. It is a commitment to addressing scholarly behavior through systems change. When 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 scholars, staff members, or 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 scholar or scholars 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

Scholars are expected to treat their fellow scholars with dignity and respect 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 scholars to report immediately. The school will take prompt and fair action to investigate any report and to stop harassment.

SCHOLAR RESPONSIBILITIES

Any scholar who knows of harassment or bullying or feels they have been a victim of bullying is encouraged to report their concerns to an administrator or teacher immediately.

TEACHER RESPONSIBILITIES

1. Teachers must act and respond if a scholar complains of harassment or if inappropriate conduct is observed or reported.
2. Minor incidents may require the teacher to counsel the scholar. If it is a one-time event, this may be enough to stop the harassment.
3. Repeated or severe incidents should be reported to the principal.

ADMINISTRATOR RESPONSIBILITIES

1. Disseminate the 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 consider the age and maturity level of the scholar or scholars involved in the incident.

BULLYING: IC 20-33-8-0.2

Bullying is defined as noticeable, 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 a computer, computer software, or social Media platforms accessed through any computer, computer system, and/or computer network are 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 repeated acts of bullying 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 and will be required to report it to law enforcement under Indiana law based upon their reasonable belief.
 - The alleged bully's parents 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 false.
 - Corrective discipline and/or referral to law enforcement will be used to change the perpetrator's behavior. This includes appropriate intervention(s), restoration of a favorable 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 the same.

We at NRCS value your scholar's safety. This includes their safety on NRCS and NRCS-contracted buses on school routes and during field experiences.

Your scholar's behavior on the bus (at rest or in transit) and while entering/exiting the bus is critical to its safe operation and the safety of everyone on the bus and in its vicinity 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 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 the 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. Scholars 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 least 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, scholars may lose bus privileges without going through the above policy.
- Property not owned by your scholar, such as backpacks and personal belongings, may not be touched or messed with at any time.
- 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

SCHOLAR SAFETY

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

1. Stay off the traveled roadway 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 the following directions: (a) Wait until the bus stops moving. (b) After stepping off the bus, walk several feet (8-10) beyond the front 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 their children arrive at the bus stop on time in the morning.
2. Supervise their children going to and from the bus stops.
3. cooperate with the driver and school officials for the proper conduct of scholars.
4. provide written permission for a scholar to be delivered at a stop (emergencies only) other than their designated station.

BUS CONDUCT FORMS (WRITE-UPS):

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

1. Phone call or verbal warning
2. 1st write-up: one day off the bus
3. 2nd write-up: three days off the bus
4. 3rd write-up: a week or more off the bus
5. 4th- off the bus for the rest of the semester or year.

The principal and transportation director can supersede the consequences based on behavior or offense.

CELL PHONES School Board Policy 103

This policy results from scholars not being responsible and accountable for their cell phones and personal electronic devices. Cell phones are causing disruptions in both classes and on the bus. In some cases, cell phones are being misused, and repeated scholars are ignoring warnings and actions taken by staff. This will no longer be tolerated. If your scholar needs to contact you, they can use the NRCS office phone. If you need to speak with your scholar, 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 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 phone or device will be confiscated. The parent/guardian will be called and required to come to the school office 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/scholar 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/scholar (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 disseminate so 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/scholar 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 scholar cell phones have been found in several Indiana school districts to have contained evidence of “sexual conduct,” as defined above, parents and scholars need 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 and respect and make “a good effort” to respect others' feelings. Corrective actions may be taken by school administration or school board members. This includes, but is 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 injured at school will receive a call home following these 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 communication tool lets NRCS know if a scholar has an allergy or takes prescription medications. A parent/guardian must complete a medication form regarding administering prescription and non-prescription medicines 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 accompany non-prescription medicines. Both medications must be locked in the clinic.

1. A scholar with a chronic disease or medical condition, such as asthma, may possess and self-administer prescribed medication for the disease or condition if the scholar's parent has filed a written authorization with the building principal. The written approval must be filed annually. A physician must do the written approval and must include the following information:
 - a. That the scholar 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 scholar has been instructed on how to self-administer the prescribed medication.
 - d. The scholar is authorized to possess and self-administer the prescribed medication.

Guidelines for Sending a Scholar Home:

1. If a scholar's temperature is 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 the 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, inability

- to be consoled). Or two loose, watery bowel movements with no additional symptoms. Upon return to school, if within 24 hours, 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 the 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 quickly and can cause 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 mean the scholar cannot stay at school that day; nits more than ¼" from the scalp mean the scholar may remain 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 the ear, fever of 100.4, fussiness, pulling on the 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 further symptoms within 24 hours
 11. Flu: If a scholar has a 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 a persistent cough with sputum
 13. Nasal Discharge: Any nasal discharge that is not clear, fever of 100.4, irritable or lethargic, headache, not able to participate in class
 14. Diabetic: If a diabetic scholar does not maintain blood glucose after insulin intake and /or blood sugar is too high
 15. Asthma: After administration of the inhaler, the scholar is having complications, and breathing is 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 an alternative person to 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 there is 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, we will move on to the next person on the list.
4. Please understand that when we call to inform you that your scholar is ill and must be picked up, we do this to protect all scholars. We know you must work, and it is frustrating when your scholar becomes sick, 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 easily reached alternates. We would like at least three (4) additional phone numbers of contact for each scholar, and 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 the scholar has regular bowel movements 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, the discharge has cleared up, and the 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 have been administered, no fever is present, and the scholar can 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, sores are covered unless they are dry
 - i. Ear Infections: After the fever is gone, the scholar is comfortable and on medication
 - j. . n
 - k. Nasal Discharge: Mucus is clear
 - l. Vomiting: 24 hours after the last vomiting episode, and no other symptoms exist
 - m. 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 poses no health risk to other scholars is received. If your scholar was sent

home the day before, do not bring them back to school before the 24 hours are up and they are symptom-free without medication.

4. The school must 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 and is not in attendance, please let us know so we can know the types of illnesses being spread within a group. If your scholar has been exposed to the disease of a family member or friend, again, notify us so we may watch for symptoms.

COUNSELING IC 20-34-3-21

Centerstone offers Scholar Counseling for any child in need. A parent or guardian may request a form to be filled out in the school office.

DISCIPLINARY

LUNCH DETENTION

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

AFTER-SCHOOL DETENTION

Scholars assigned to detention after school must report to the designated 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 an alternative to suspension; therefore, attendance is mandatory. Failure to serve after-school detention will result in further consequences unless mutually agreed to be rescheduled by a parent and administrator before the date and time of the assigned detention. After-school detention is on an as-needed basis. Parents are notified if a child is assigned to detention after school.

IN-SCHOOL DETENTION

An In-School Detention is served during the school day. Scholars are restricted from all extracurricular events and activities. Classroom teachers request daily assignments, quizzes, and tests, and scholars are expected to complete these assigned tasks while in In-School Detention. Any scholar 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 scholar the right to attend school or participate in any school function for up to ten days. The scholar is sent home during an out-of-school suspension, becoming the parent's responsibility during the school day. The scholar is not permitted to attend school functions or participate in school activities on any school grounds. Scholars 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 the school may file a complaint.

NRCS DISCIPLINE *IC 20-33-8*

Recognizing that the behavior of some scholars may be so disruptive that it interferes with school purposes or the educational functions of the school corporation, school officials may find it necessary to discipline a scholar. In this event and per 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 scholar from their class or activity to the office for up to one (1) school day for elementary.

2. REMOVAL FROM CLASS OR ACTIVITY—*IC 20-33- 8-9,25* A school principal (or designee) may remove a scholar from class and assign the scholar to in-school detention or other alternative placement. The teacher will then assign the removed scholar regular or additional school work related to the class. For elementary schools, a class removal will take no more than one school day.

3. SUSPENSION FROM SCHOOL—*PRINCIPAL: A school principal (or designee) may deny a scholar the right to attend or participate in any school function for up to 10 (ten) school days.*

4. EXPULSION: By the due process procedures defined in this policy, a scholar may be expelled from school for no longer than the remainder of the current semester plus the following semester, except for a violation listed under the grounds for suspension and expulsion and under the scholar conduct section in the code of conduct.

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

The grounds for suspension or expulsion listed below apply when a scholar 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.

Scholar Misconduct and/or Substantial Disobedience

2. Scholar misconduct and/or substantial disobedience are grounds for suspension or expulsion. Examples of scholar misconduct and/or substantial disobedience for which a scholar 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 a firearm or other comparable conduct constituting an interference with school purposes, or urging other

scholars 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, grounds, or part thereof with intent to deprive others of its use, blocking the entrance or exits of any school building corridor or room therein with intent to deprive others of lawful access to, 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 any meeting or assembly on school property
6. Intentionally making noise or acting interferes with any teacher or other person's ability to conduct or participate in an educational function.
7. Engaging in any aggressive behavior that harms another person physically or psychologically or urges other scholars 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 scholar, 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 bodily 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 violate this provision.
12. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
13. Threatening (whether specific or general) damage or injury to persons or property, regardless of whether there is a present ability to commit the act. It could harm another person or persons or damage property when the scholar has information about such actions or plans.
14. Failing to report the actions or plans of another person to a teacher or administrator when those actions or plans, if carried out, could harm another person or persons or damage property when the scholar has information about such actions or plans.
15. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented as 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, a 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 time when the scholar is appropriately under their supervision, where the failure constitutes an interference with school purposes or an educational function.
22. Failing to entirely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the scholar 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 interferes with school purposes or an educational function.
25. Aiding, assisting, or conspiring with another person to violate these scholar 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 scholar 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 a flammable 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 scholar or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or delay of scholars;
 - 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 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 an electronic device, a cellular telephone, or any other telecommunication device on school grounds during school hours in a situation unrelated to a school purpose or educational function. Cell phones are preferred to be 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 scholar conduct rules the school building principal establishes and gives publication of it to all scholars and parents in the principal's school building.
34. FIREWORKS – No scholar 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 SCHOLARS WITH DISABILITIES *I.C. 20-33-8 and 511 IAC 7-29*

Scholars 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 laws for which nondisabled scholars could also be suspended or expelled. Per I.C. 20-33-8 and 511 IAC 7-29, administrators may take the following disciplinary actions:

1. **SUSPENSION** A suspension is defined as a unilateral, temporary removal of a scholar from the scholar's current placement. According to the scholar's individualized education program, a short-term scholar removal is not a suspension. An in-school suspension is not considered a suspension as long as the scholar is provided both general education and special education services consistent with the scholar's individualized education program and the scholar is allowed to participate with nondisabled scholars as the scholar would have in the scholar's current placement. A scholar with disabilities may be suspended for ten (10) consecutive school days for violating 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 scholar's current placement. Before a scholar with disabilities can be suspended, the scholar must be afforded the same due process procedures provided to a nondisabled scholar. Educational services do not have to be provided to a scholar with disabilities during the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled scholars who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a scholar with disabilities shall be provided educational services. The principal and the scholar's special education teacher shall determine the services provided to the scholar.
 - a. Whenever a scholar with disabilities has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened to review the scholar's behavior and develop a behavioral intervention plan. If a behavioral intervention plan already exists, its implementation must be examined.
2. **EXPULSION** An expulsion is the temporary removal of a scholar from the scholar'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 constitute a pattern of removal from the scholar's current placement. Before a scholar with disabilities can be expelled from school, the case conference committee must meet to review the scholar's behavior and develop a behavioral intervention plan or an

existing one and its implementation. The case conference committee must also review the relationship between the scholar's disability and the misconduct. If the case conference committee determines the scholar's behavior was a manifestation of the scholar's disability, the scholar may not be expelled. Suppose the committee determines that the scholar's behavior was not a manifestation of the scholar's disability. In that case, the superintendent may appoint an expulsion examiner to conduct the same expulsion proceedings for nondisabled scholars. The parent of the scholar with disabilities may also request a due process hearing per 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 scholar with disabilities must remain in the scholar's current placement unless the scholar's parent agrees to remove the scholar from the current placement. If a scholar with disabilities is expelled, the scholar must be provided educational services during expulsion. The case conference committee determines the extent of the academic services offered during expulsion and where the services will be provided.

- a. **EXPULSION FOR WEAPONS *IC 20-33-8-16* OR ILLEGAL DRUGS** If a scholar 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. In contrast, at school or a school function, the scholar 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 scholar and the educational services the scholar will receive in the alternative educational setting. A parent of a scholar with disabilities may request a hearing under Article 7 to challenge the interim alternative educational setting. Still, the scholar must remain in the alternative setting during any such hearing. A case conference committee must review the scholar'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 scholar's disability and the misconduct. If the case conference committee determines the scholar's behavior was a manifestation of the scholar's disability, the scholar may not be expelled. Suppose the committee determines the scholar's behavior was not a manifestation of the scholar's disability. In that case, the superintendent may appoint an expulsion examiner to conduct the same expulsion proceedings for nondisabled scholars. The parent of the scholar with disabilities may also request a due process hearing per Article 7 to challenge the manifestation determination of the case conference committee. If a scholar with disabilities is expelled, the scholar must be provided educational services during expulsion. The case conference committee determines the extent of the educational services offered during expulsion and where the services will be provided.
3. **REMOVAL FROM PLACEMENT BECAUSE OF LIKELY INJURY** If a scholar with disabilities has been suspended or expelled and the school believes returning the scholar to the educational placement the scholar was in before the suspension or expulsion is substantially likely to result in injury to the scholar or others, the school may

request a hearing under Article 7 to determine an appropriate placement for the scholar. An independent hearing officer may change the scholar's 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 scholar with disabilities from school or to change a scholar's placement if the school believes that maintaining the scholar in the scholar's current placement is substantially likely to result in injury to the scholar 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 who attend NRCS are expected to keep themselves well-groomed and neatly dressed. The 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 and change into extra, clean clothing kept at the school clinic; if the 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 dress or hairstyle distracting from the learning environment will not be permitted. This includes, but is 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, dresses, and shorts must be at least mid-thigh length
- No holes in clothes above mid-thigh in which skin can be seen
- All tank tops must be three fingers wide; NO spaghetti straps
- Flip-flops/Slides are not allowed
- Sandals without a back or strap around the back 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 scholars over 18 years of age ("eligible scholars") certain rights concerning the scholar's education records. These rights are:

1. The right to inspect and review the scholar's education records within 45 days of the day the School receives an access request. Parents or eligible scholars 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 on access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise violating the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part they want to be changed, and specify why it should be changed. Suppose the School decides not to amend the record as the parent or eligible scholar requested. In that case, the School will notify the parent or eligible scholar 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 scholar when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the scholar'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 employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or scholar serving on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the scholar'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 in the school. All policy and behavior consequences do apply. Due to the nature of field experiences and the interaction with community members, scholars are

expected to be role models 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, field experience privileges will be revoked, or the parent will be required to participate in 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 and the teacher can decide whether the scholar should not attend the field experience or require a parent to attend.

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

All scholars are required to turn in a field experience permission slip to participate in approved field experiences. Each experience will need a new permission slip. If a scholar does not turn in a permission slip, the scholar must remain at the school on the day of the trip. The scholar will complete the 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 receive grades in PowerSchool through participation or other hands-on activities completed while on the experience. Although enjoyable, field experiences provide an experience that is not available within the classroom walls. Don't hesitate to contact your scholar's teacher for more details if a question should arise.

Only scholars in the classroom attending the field experience are eligible for the trip. No other scholars, including siblings, can attend the experience if parent chaperones are needed. Chaperones must 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 before 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 depends on the classroom teacher and the expectations required for the trip's success. Adult chaperones may be invited to ride the bus if there is room. If a bus is full, chaperones may be asked to drive separately.

Chaperone Guidelines:

NRCS truly appreciates volunteers who 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 complete 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 near
- An adult must accompany scholars 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 must enforce school rules regarding scholar behavior at all school-related functions and field experiences, even if the parent is in attendance.

GUIDELINES FOR PUPILS

The NRCS board will support any professional employee acting within the procedures described by these guidelines. Each teacher shall be responsible for the order and discipline of pupils in his or her 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 always insist that the child follow the school's rules. It is understood that:

1. The classroom teacher and school authorities act in loco parentis (acting in place of parents) for the child.
2. School authorities have the power and responsibility to adopt appropriate rules and regulations for governing the schools under their control.
3. When a scholar's behavior disrupts learning, either of the scholar himself and/or the teaching 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 support education and research and be consistent with the educational objectives of the corporation. The transmission of materials that violate 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 not permitted:

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 that person's implied or direct permission.
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 sixth will receive a locker based on availability. Scholars who receive a locker can 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 scholar. Scholars 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. At the school principal's request, a law enforcement agency may assist a school administrator in searching a scholar's locker and locker contents. At no time are lockers to be used to harbor illegal substances, stolen property, weapons, or any items prohibited by school, corporation, 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 against, stigmatized, or segregated in school due to the scholar being homeless. The homeless child(ren) will have all the rights that a non-homeless child would have. Homeless scholars are those who lack a fixed, regular, or adequate nighttime residence and have the rights and protection offered to homeless children and youth. All children and youth are documented at the Northern Rush County Schools district level.

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

NEW SCHOLARS School Board Policy 104

For the purpose of the policy, the principal of a newly enrolled scholar shall oversee the development of procedures to obtain and review the attendance and discipline records from the scholar's previous school(s) and shall treat such records as if the conduct of the scholar recorded therein had occurred within this school system. Similarly, the principal shall recognize a

previous school's designation or determination of truancy, chronic truancy, and any suspension, expulsion, or exclusion for misconduct.

NON-ENROLLED SCHOLARS

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 SCHOLARS

Scholars with legal settlement within Rush County may transfer their status from home school and enroll in the Northern Rush County School anytime. Placement into grade levels and/or courses will be at the sole discretion of the building principal. The building principal may require assessments from school personnel to assist with these decisions.

PARENT RIGHTS

Parents can discuss concerns or questions with NRCS staff, the Principal, or the Northern Rush County Schools Inc. Board Directors.

PLAGIARISM AND ACADEMIC DISHONESTY

Any observation made by a teacher that indicates 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 scholars to meet local, state, and national 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, frequent reports regarding your scholar's progress, or opportunities to talk with staff, administrators, and NRCS Board members.
- 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 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 my scholar's education.
- 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, 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 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 expectations.
- Improve scholar academic achievement.
- Build and develop a partnership to assist the scholars of the community achieve high academic standards.

SCHOLAR CONDUCT

The NRCS discipline plan is intended to provide guidelines by which scholars 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 the school is responsible for providing information about expected behaviors, the scholars' and parents'/guardians' responsibility is 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. Scholars are not to chew gum in school.
- g. Excessive Level I offenses
- h. Disrespect to a fellow scholar, 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 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 scholar (including racial slurs)
- f. Aggressive toward another scholar (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 scholar 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, potentially dangerous items
- h. Verbal abuse of a staff member
- i. Sending, possessing, viewing, or sharing material of a sexual nature, including electronic form
- j. Significant 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 scholar
- 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 preceding items
- c. Possession of drug paraphernalia
- d. Causing, attempting to cause, or planning to cause physical injury or bodily harm to school employees, scholars, 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 scholar 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 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 scholar 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 scholar engages in the behavior described in this rule.

SUSPENSION PROCEDURES

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

1. A meeting will be held before the suspension of any scholar. At this meeting the scholar will be entitled to:
 - a. a written or oral statement of the charges
 - i. if the scholar denies the charges, a summary of the evidence against the scholar will be presented;
 - b. an opportunity to explain his or her conduct.
 - c. the meeting shall precede the suspension of the scholar 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 scholars will be notified in writing. The notification will include the dates of the suspension, describe the scholar'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 scholar 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 scholar 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 scholar and the scholar'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 scholar. The scholar or parent will have the opportunity to answer the charges against the scholar, and to present evidence to support the scholar's position. An attorney may not represent the scholar 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 scholar and the scholar's parent.

Right to Appeal

The scholar 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 scholar 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 scholar and/or the scholar'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 scholar 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 scholar'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 scholar may not be attending classes or other school functions.

Scholar Legal Settlement Not in Attendance Area IC 20-33-8-17 A scholar may be expelled if it is determined that the scholar's legal settlement is not in the attendance area of the school where the scholar 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, scholar 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 scholar, 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 scholar 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 scholar 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 scholar 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 scholar and family a copy of the rules of the governing body on searches of scholars' lockers and locker content.

- a. A scholar 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 roles of the governing body, search a scholar'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 scholar'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 scholar's locker and the locker's contents.

The principal, or school safety personnel, may search the person of a scholar during a school activity if the principal has reasonable cause for a search of that scholar. Searches of the person of a scholar shall be limited to:

- a. searches of the pockets of the scholar
- b. any object in the possession of the scholar such as a purse or briefcase; and/or a "pat down" of the exterior of the scholars' clothing.

Searches of the person of a scholar, 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 scholar shall be conducted in a private room by a person of the same sex as the scholar being searched. At least one but not more than three additional persons of the same sex as the scholar being searched shall witness but not participate in the search. At the request of the scholar to be searched, an additional person of the same sex as the scholar designated by the scholar, and then reasonably available on school premises shall witness the search. The parent or guardian of any scholar 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 scholar 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 scholar 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 that presents an immediate danger of physical harm or illness to any person may be seized and returned to the parent or guardian of the scholar 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 scholar. Identify or dispose of anything found in the course of a search conducted in accordance with the section utilizing 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 searches of a person beyond the limits of the principal and school safety personnel. Please note the last sentence, which totally removes the principal and the other school employees from the case.

Scholar Searches and Discussions

NRCS is committed to ensuring a safe and orderly atmosphere on school property and at school functions. To achieve this kind of environment, a school official authorized to impose a disciplinary penalty on a scholar may question a scholar about an alleged violation of law or the code of conduct. Scholars are not entitled to any “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a scholar’s parent before questioning the scholar. School officials will tell all scholars why they are being asked. In addition, the Board authorizes the principal and school safety personnel to search scholars and their belongings, including but not limited to lockers, etc., if reasonable suspicion exists that the search will result in evidence that the scholar violated the law or the code of conduct.

Scholar Lockers, Desk, and other Storage Places

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

Electronic Device Policy

Electronic devices, including, but not limited to, cell phones, smartphones, 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 its scholar 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 scholar 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 scholar 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 3:05 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 6:00 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: _____

