

# Rensselaer Central High School



NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_ 2017-2018 \_\_\_\_\_

GRADE: \_\_\_\_\_

FLEX PERIOD: \_\_\_\_\_



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# RENSSELAER CENTRAL HIGH SCHOOL

Home of the Bombers

1106 E. Grace St.  
Rensselaer, Indiana 47978  
(219) 866-5175  
(219) 866-5135 (Fax)  
[www.rensselaerschools.org](http://www.rensselaerschools.org)

## DAILY BELL SCHEDULE:

8:05 - 8:57	Period 1
9:02 - 9:49	Period 2
9:54 - 10:19	Flex Period
10:24 - 11:11	Period 3
11:16 - 11:46	A Lunch
11:16 - 12:03	Period 4 A
11:51 - 12:38	Period 4B
12:08 - 12:38	B Lunch
12:43 - 1:30	Period 5
1:35 - 2:22	Period 6
2:27 - 3:14	Period 7

## 2 HOUR DELAY SCHEDULE

10:05 - 10:35	Period 1
10:40 - 11:10	Period 2
11:15 - 11:40	Flex Period
11:45 - 12:15	Period 3
12:20 - 12:50	A Lunch/Period 4A
12:55 - 1:25	B Lunch/Period 4B
1:30 - 2:00	Period 5
2:05 - 2:35	Period 6
2:40 - 3:14	Period 7



# I. ORGANIZATIONAL INFORMATION

## MISSION OF THE CORPORATION

The mission of the Rensselaer Central Schools Corporation is to provide an appropriate educational program and learning environment, which will effectively:

- Meet the educational needs of its students and citizens
- Help its students accomplish educational goals, which are significant, durable, and transferable.

## VISION STATEMENT

Rensselaer Central High School will foster student success by providing a challenging and cooperative learning environment that integrates academic, career and technical learning. We strive to challenge and motivate students to become life-long learners that demand personal and professional success.

## MISSION STATEMENT OF RENSSELAER CENTRAL HIGH SCHOOL

We Expect Success!

## BOMBER VALUES

### ACADEMIC

- Prepare students for secondary success using dual-credit, advanced placement, and test-taking strategies.
- Foster life-long learning and intellectual growth that is specific to students' needs.

### PROFESSIONAL

- Support career and technical skills needed to create successful leaders and innovators.
- Integrate technology and team-building skills.

### PERSONAL

- Provide a creative environment that cultivates confident and responsible citizens.
- Uphold accountability and establish problem-solving skills to maintain a healthy and positive lifestyle.

## WE ARE:

**B**RILLIANT  
**O**RIGINAL  
**M**MOTIVATED  
**B**BENEVOLENT  
**E**ENGAGED  
**R**RESPONSIBLE  
**S**SUCCESSFUL



### **SCHOOL DELAYS AND CLOSINGS**

Students, parents and teachers will be notified via the RCSC web site, social media, Remind101 and texting from schools and administration of school delays and closings. In the event you do not receive these electronic notifications, you can also find information on the following stations:

WLFI – TV 18	Lafayette, IN
WLQI – FM 97.7	Rensselaer, IN
WRIN – AM 1560	Rensselaer, IN
WASK – FM 98.7	Lafayette, IN
WVLI – FM 95.1	Bourbonnais, IL
WIVR – FM 101.7	Bourbonnais, IL

### **BUILDING HOURS**

The building will be open in the morning by 7:30 a.m. and close at 4:00 p.m. Students in the school building after 4:00 p.m. must be supervised (coach, club sponsor, etc.). Custodians are not to assume this responsibility.

### **CLOSED CAMPUS**

Rensselaer Central High School is committed to a closed campus. This simply means that upon the arrival of a student on campus each morning, the student shall not leave the building complex without proper clearance from the Principal's Office. Students will be granted permission to leave the school complex under the following conditions only:

- Vocational Education – Cadet Teaching – Medical Appointments –**If students leave campus without consent of administration or school nurse, the consequences for truancy will be followed.**



**COMPLIANCE OF NONDISCRIMINATION**

Rensselaer Central Schools Corporation, 900 E Washington St., Indiana 47978, issues the following Assurance of Compliance:

It is the policy of the Rensselaer Central Schools Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil rights Act of 1964, the Equal Pay act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of the Rensselaer Central Schools Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

**DISABLED INDIVIDUALS POLICY STATEMENT**

It is the policy of the Rensselaer Central Schools Corporation not to discriminate against an otherwise qualified disabled person, solely by reason of his/her disability, in admission or access to , or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Superintendent of Rensselaer Central Schools Corporation, 902 E. Washington St., Rensselaer, IN 47978, or to the Office for Civil rights, U.S. Department of Education, Washington, D.C.



## II. STUDENT CONDUCT AND DISCIPLINE

Students are subject to school rules:

- A. On school grounds before or during school hours or after school hours and at any other time when the school is being used by a school group
- B. Off school grounds at a school activity, function, or event.
- C. While traveling to or from school or a school activity, function, or event.

In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays, and other school breaks, and the summer period when a student may not be attending classes or other school functions. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school and the Board of School Trustees. Where a conflict in policy exists, School Board regulations or State/Federal statute supersedes this handbook. These decisions will be based on the welfare of the total school community and the behavior's effect of the learning environment. While some infractions will receive the maximum allowable punishment, other disciplinary consequences may be altered, based on the discretion of the principal.

### BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - Has a substantially detrimental effect on the targeted student's physical or mental health;
  - Has the effect of substantially interfering with the targeted student's academic performance; or
  - Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
5. A school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigations must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administrator will be responsible for working with the school counselors and other community resources to provided information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action of sanctions, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
11. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The Superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

**Legal Reference: I.C. 20-33-8-0.2 and I.C. 20-33-8-13.5**

### **ANTI-HARASSMENT**

It is the policy of Rensselaer Central Schools Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal, or nonverbal conduct which has the purpose or effect of interfering with your educational performance; of creating an intimidating, hostile or offensive learning environment; or of interfering with your ability to participate in or benefit from a class or educational program or activity; and is based on your sex, race, or color (for example, racial slurs, nicknames implying stereotypes, epithets, or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity.

**If you believe you have experienced harassing conduct of this nature and/or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to an administrator or to any teacher, guidance counselor, coach, or other school personnel with whom you are comfortable.** Making such a report in good faith will not affect your grades, class assignments, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

### **SEXUAL HARASSMENT**

It is the policy of Rensselaer Central Schools Corporation to maintain a learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. Sexual Harassment for the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment if

- Submission to the conduct is made either an explicit or implicit condition of the student's status in class or an educational program or activity;
- Submission to or rejection of the conduct by the students is used as a basis for educational decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with the student's ability to participate or benefit from a class or an educational program or activity.

Sexual harassment can take different forms, depending on who is doing the harassing and the nature of the conduct. It may involve a school employee, another student, or a volunteer to the school. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. It can occur in any school



program or activity and take place on school grounds; on a school bus; or, in certain circumstances, off school grounds. The conduct can be verbal – including in person, in writing, by phone, or through email, texts, and other forms of electronic communications: nonverbal or physical. Examples of conduct that may constitute sexual harassment include but are not limited to

- Unwelcome sexual propositions, invitations, solicitations, and flirtations
- Physical assault
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, or other electronic forms of communication.
- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the educational environment, which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

**If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report immediately to an administrator, teacher, guidance counselor, coach, or other school personnel with whom you are comfortable.**

Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

*For additional information, refer to Board Policy 5517*

## **BUS CONDUCT**

Bus conduct and safety rules are designed to promote safety on the school bus, at the bus stop, and while entering or leaving the bus. All school conduct rules apply during these times. Because the safety of each student is top priority, all individuals are expected to cooperate fully by obeying bus rules and regulations.

The authority of the bus driver will be recognized and respected. For everyone's safety, the bus driver must be heard, be able to hear oncoming traffic sounds, and be obeyed by the students.

School bus transportation is a privilege. School discipline, including the denial of bus transportation, suspension, and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Busses are equipped with video cameras, and transportation personnel and/or the administration to ensure the safety of all students may view videos. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school.

*I.C. 20-27-10-2*

**DISPLAY OF PHYSICAL AFFECTION**—Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable and may result in a minimum consequence of a detention. Engaging in sexual behavior on school property or at any function related to RCHS could result in suspension/request for expulsion.

**DISRESPECT TOWARD STAFF MEMBERS** – All students are to show respect to teachers, administrators, and staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, para-professionals, volunteers, etc.) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and could result in suspension and possible request for expulsion.

**DISRUPTIVE BEHAVIOR**—Acting in any manner so as to interfere with any teacher’s ability to conduct the educational function under his/her supervision will not be accepted. Consequences may range from detention to expulsion.

**DRESS CODE**—While the school climate of RCHS encourages individual creativity and student empowerment, the school also recognizes a need to guide students toward appropriate attire for different settings, e.g. school, work, etc. Students’ dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The administration reserves the right to determine appropriateness of a garment on school property.

**ALL STUDENTS WILL BE COVERED FROM SHOULDERS TO MID-THIGH**

- Pants/shorts will be worn at the waist or just below.
- Skirts/shorts bottom hem will reach mid-thigh
- Shirts/tops will cover chest, shoulders, stomach, and back
- Undergarments will remain covered

This basic dress code does not infringe on students’ rights of freedom of expression, but rather encourages students to “DRESS FOR SUCCESS” and come to school properly prepared to participate in the educational process. Refer to RCHS Discipline chart for consequences for violation of the dress code policy.

**In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.**

**DRUGS AND ALCOHOL**

The use, consumption, possession, or selling of illegal drugs, look alike drugs, prescription, nonprescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, nonalcoholic beer, alcoholic beverage, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with RCHS could result in suspension, request for expulsion and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of the current semester and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion.

Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student’s parent/guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually. The written authorization must include a statement prepared/signed by a licensed physician stating:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- That the nature of the disease or medical condition requires emergency administration of the medication; and
- That the student has been instructed in how to self-administer the medication

Students under this limited exception are responsible for the safekeeping and proper administration of their medications. For all other situations involving student medications, refer to Health Services section and contact the school nurse for proper procedures.

**FALSE FIRE ALARMS/911 CALLS**—Misuses of fire alarms or nonemergency calls to 911 are prohibited. Students in violation will be subject to suspension and may be subject to a request for expulsion. Law enforcement will be notified.

**FIGHTING/PHYSICAL ALTERCATION**—A student who takes physical action toward another individual is considered a participant in a fight/physical altercation. This includes but is not limited to inciting, pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a fight/physical altercation is subject to suspension and/or expulsion and notification of law enforcement. Physically assaulting a staff member will result in suspension, request of expulsion, and request for prosecution by law enforcement.

#### **GANG ACTIVITY/CRIMINAL ORGANIZATION**

Gang activity includes, but is not limited to the wearing of colors and jackets, use of hand signs, graffiti on folders, books, etc., gang tattoos, jewelry and hair styles. The penalty for gang activity includes suspension from school and/or recommended expulsion. Rensselaer Central Schools has established a written policy to address criminal organizations and criminal organizational activity in schools, in compliance with Indiana Code 20-26-18. This policy can be found at the corporation website [www.rensselaerschools.org](http://www.rensselaerschools.org)

#### **ILLEGAL AND PROHIBITED OBJECTS**

The possession and/or use of any items that are considered illegal or any items that could interfere with the educational process are prohibited. Possession and/or use of any item that could be considered an explosive (Items include but are not limited to; gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles or lookalike items that may be used to threaten or intimidate others), may result in suspension, and may result in a request for expulsion, and notification of law enforcement, if applicable. Use or possession of electronic/vapor cigarettes is not allowed on school property and may result in suspension.

#### **INSUBORDINATION**

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other school staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.) Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include but are not limited to the following; refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violations of any rule constitute insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion.

**LOITERING--** Students may not remain in the building or on school property after school hours unless under proper supervision or involved in an extracurricular or academic activity.

#### **LEWD, INDECENT OR OFFENSIVE BEHAVIOR**

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene, drug related, or "hate" material or similar behavior may result in a detention, suspension or possible recommendation for expulsion.

#### **PROFANITY/OBSCENE BEHAVIOR**

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a detention. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and may result in a request for expulsion.

#### **SEARCH AND SEIZURE (REASONABLE SUSPICION)**

School authorities may seize any contraband, substance, or article that is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. **Authority to Conduct a Search**—The law allows school authorities to search a student, his/her locker, their motor vehicle parked on school property and personal property when there is reasonable suspicion that the student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.

2. **Locker/Storage Area Inspections (IC 20-33-8-32)**—All lockers and other storage areas provided for student use on school premises remain the property of the school district. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. **Personal Searches**—A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. **Motor Vehicle Searches**—Motor vehicles which are driven by students and parked on school property or school controlled property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items. *Law enforcement may be requested by the administration in inspecting lockers/vehicles or their contents.*

## **TOBACCO**

Students are not to use, possess, purchase or sell any tobacco or nicotine-containing products of any kind or in any form. Students found to be in violation of this policy will receive the following consequences:

- 1<sup>st</sup> violation in a school year – Maximum of 3 Saturday Schools and if the student is under 18 years of age law enforcement will be notified. If the student is 18 years of age or older a ticket will not be issued but Saturday Schools will be assigned.
- 2<sup>nd</sup> violation in a school year – Maximum of suspension and if the student is under 18 years of age law enforcement will be notified.
- 3<sup>rd</sup> violation in a school year – The student will be recommended for expulsion.

## **WEAPONS/FIREARMS**

The possession, handling, transmittal or use of any firearm, destructive device or deadly weapon is prohibited.

- a. For purposes of this rule, the following devices are considered to be a firearm:
  - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or silencer;
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device;
  - Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
  - 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
- b. For purposes of this rule, a destructive device is:
  - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more that four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a devise that is substantially similar to an item described above;
  - A type of weapon that may be readily converted to expel a projective by the action of an explosive or propellant through a barrel that has a bore diameter of more than one-half inch; or
  - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.
- c. For purposes of this rule, a deadly weapon is:
  - A weapon, device, taser or electronic stun weapon, equipment, chemical substances 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 that is capable of causing serious bodily injury; or
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.

A student determined to be in possession of a firearm or destructive device on school property or of bringing a firearm or destructive device to school or on school property in violation of this rule is subject to suspension and request for expulsion for one calendar year, with a return at the beginning of the first school semester after the end of the one year period, and referral to law enforcement. A student determined to be in possession of a deadly weapon on school property or of bringing a deadly weapon to school or on school property in violation of, this rule is subject to suspension and request for expulsion for up to one calendar year, and referral to law enforcement.

**UNAUTHORIZED AREA**—Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of a classroom during class time. Students are not permitted in their cars or in the parking lot at any time except to park on arrival, use of off campus pass, or dismissal. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots.

**UNLAWFUL ACTIVITY**— (IC 20-33-8-15)

In addition to misconduct on school property or at school functions, IC 20-33-8-15 authorizes the school board to expel or suspend a student for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**GROUND FORS FOR SUSPENSION OR EXPULSION**

In accordance with Indiana Code 20-33-8-14, grounds for suspension or expulsion are student misconduct or substantial disobedience.

Examples of student misconduct or substantial disobedience include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.  
The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of school building or corridor or room therein with intent to deprive others of its use.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Intentionally causing or attempting to cause physical injury, behaving in such a way as to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Harassing by using extreme or inappropriate communications (verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
6. Knowingly, possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Failing in a substantial number of instances to comply with directions of teachers or other school personnel's supervision.
8. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
9. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating State or Federal law.
10. Aiding, assisting, agreeing or conspiring with another person to violate student conduct rules and/or State or Federal law.

11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
12. Taking, recording, displaying and/or distributing pictures (digital or using any media), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or educational functions.
13. Possessing sexually related materials, which include images displaying uncovered breasts, genitals, or buttocks.
14. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. (In addition to student disciplinary action, phones/devices will be confiscated and images suspected to violate criminal laws could be referred to law enforcement authorities).
15. Engaging in any activity forbidden by State and Federal law that constitutes an interference with school purposes.
16. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.
17. Being absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the School Attendance law.
18. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing Phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
19. Violation of the school's technology policy and rules.
20. Violation of the school's discrimination and/or harassment policies.
21. Violation of any student conduct rule established by the building principal of which students have been provided notice.

#### **FORMS OF DISCIPLINE**

In dealing with pupils who have not exhibited-sufficient self-discipline to live and work in harmony with others, school personnel may be but are not limited to all of the following techniques;

1. Reprimanding
2. Counseling
3. Restricting extracurricular activities
4. Confering with parent(s)
5. Assigning additional work
6. Rearranging class seats
7. Referring students to guidance or administrative personnel in the schools
8. Detaining after school (detention):
  - Students may be detained after school for a reasonable length of time
  - The teacher should report unusual delays to the parent by telephone, if possible
9. Placing on school probation
10. Removing from class; subject to procedural due process
11. Assigning community service
12. IC 20-33-8-35(b)(7) allows a teacher to remove a HS/MS student for up to 5 class periods
13. Administrator assigning in-school suspension
14. Refer to Alternative School
15. Refer to Probation Department
16. In-school suspension
17. Out of school suspension; and
18. Recommendation of expulsion from school

#### Required Participation By Parents

Persons having care of a dependent student (parents/ guardians/custodians) may be required to participate in meetings, conferences, and hearings in connections with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program).

When participation in the above-stated gatherings is required, the school corporation shall notify the parent/guardian/custodian of the date, time, place, and purpose of the gathering in one of the following ways:

- 1) Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing. Telephone contact will be followed up by a letter of confirmation by regular or certified mail.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

#### Non-Compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services.

Legal Source: I.C. 20-33-8-25  
I.C. 20-33-8-26  
I.C. 31-34-1-7

#### **AFTER SCHOOL DETENTIONS**

Wednesday detention time for RCHS students will be from 3:20 p.m. to 3:50 p.m. each Wednesday. This will take place in the small lecture hall unless otherwise announced. Failure to appear for detention will result in the assignment of one Saturday School. Students are to use detention time for school related work. Students will not be allowed to go back to lockers, leave the room, or use the telephone during the detention except in an emergency situation. NO TALKING, SLEEPING, OR FOOD/DRINK IS ALLOWED IN DETENTION.

#### **SATURDAY SCHOOL**

Saturday School for RCHS students is from 8:00 a.m. to 10:30 a.m. Students will be notified the week prior to an assigned Saturday School as to the room in which it will be held. Student not inside the room at 8:00 a.m. will be denied entrance. Students who are late to Saturday School will be referred to the principal or his/her designee, and assigned 2 additional Saturday Schools.

- a. 1<sup>st</sup> Offense for failing to appear to Saturday School will result in 2 Saturday School assignments
- b. 2<sup>nd</sup> Offense for failing to appear to Saturday School will result in a two-day suspension
- c. 3<sup>rd</sup> Offense for failing to appear to Saturday School will result in a five-day suspension and Alternative School or request for expulsion.

Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy for 2 ½ hours. No sleeping, playing cards, games, or food/drink is permitted. Students will not be allowed to go to lockers, leave the room, or use the telephone during the session except in emergency situations. All policies for a regular school day are to be followed in Saturday School. Students removed from Saturday School due to misconduct will be subject to suspension or request for expulsion.

## **IN-SCHOOL SUSPENSION**

In-school suspension will only be assigned at the discretion of an administrator for offenses found in this handbook.

## **STUDENT SUSPENSION, REMOVAL, AND EXPULSION POLICY (SCHOOL BOARD POLICY 5610)**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of Indiana Code 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff to use the following guidelines:

1. Removal from Class or Activity – In accordance with Indiana Code 20-33-8-9, the high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional school work to be completed in another school setting.
2. In accordance with Indiana Code 20-33-8-7, a student may be suspended for ten (10) school days, or as extended if expulsion has been recommended.
3. In accordance with Indiana Code 20-33-8-3 and due process procedures defined by school board policy, a student may be expelled from school for a period in excess of (10) ten school days up to one calendar year and to the beginning of the next semester, depending upon the conduct, as determined by the expulsion examiner.

## **SUSPENSION PROCEDURE**

When the principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations, however, the meeting will be held as soon as reasonably possible after the issuance of the suspension.
2. At the meeting, the student will be provided with a written, or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his/her conduct.
3. Following issuance of a suspension, the parent/guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).

## **EXPULSION PROCEDURE**

When the principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. The Superintendent (or designee) may conduct an expulsion meeting or may appoint an expulsion examiner to conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
4. If an expulsion meeting is held, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student/parent.
5. The student/parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.
6. A student expelled for more than the current semester will be provided with a review prior to the start of the subsequent semester.



## RCHS STUDENT DISCIPLINE POLICY

Violation	First Infraction	Second Infraction	Third Infraction
Bullying	Detention/Saturday School(s) Suspension/Expulsion	Suspension/Expulsion	Expulsion
Bus Insubordination	Detention/Bus Suspension/ISS/OSS/Expulsion	Bus Suspension/ISS/OSS/Expulsion	Bus Suspension/ISS/OSS/Expulsion
Cheating/Plagiarism	Zero for assignment	F for 9-week grading period	Removal from class (F)
Computer/Technology Policy	Detention/Suspension/Payment/Replacement/Loss of Computer/Technology use	Detention/Suspension/Payment/Replacement/Loss of Computer/Technology use	Removal from class/Suspension/Expulsion
Disrespect/Threats to Staff	Saturday School(s) Suspension/Expulsion	Suspension/Expulsion	OSS/Expulsion
Disruptive Behavior	Detention(s)/Saturday School(s)	Suspension	Suspension/Expulsion
Electronic Devices	Warning/Detention/Saturday School(s)/ Device turned into office	Saturday School(s)/Suspension Device turned into office	Saturday School(s)/Suspension Device turned into office
Electronic Dishonesty	Detention/Saturday School/Suspension	Saturday School/Suspension	Suspension/Expulsion
False Fire Alarm/Bomb Threat	Expulsion/Charges filed/Arrest		
Fighting	Suspension/Expulsion/Arrest	Suspension/Expulsion/Arrest	Suspension/Expulsion/Arrest
Forged Pass	Detention(s)/Saturday School(s)	Saturday School(s)/Suspension	Suspension/Expulsion
Gang Activity	Suspension/Expulsion/Arrest	Suspension/Expulsion/Arrest	Suspension/Expulsion/Arrest
Improper Affection	Detention(s)	Detention(s)/Saturday School(s)	Suspension
Inappropriate Dress	Change Clothes/Detention(s)	Change Clothes/Detention(s)	Change clothes/Saturday School(s)
Insubordination	Detention(s)/Saturday School(s)/Suspension	Detention(s)/Saturday School/Suspension	Suspension/Expulsion
Lying	Detention(s)/Saturday School/Suspension	Detention(s)/Saturday School/Suspension	Suspension/Expulsion
Possession/Use of Alcohol	Expulsion		
Possession/Use of Explosives	Expulsion		
Possession/Use of Tobacco Products	Ticket issued to students under 18/3 Saturday Schools	Ticket issued to students under 18/ Suspension	Ticket issued to students under 18/Expulsion
Possession/Use of a drug/Paraphernalia with drug residue	Expulsion/Arrest		

Possession of Drug Paraphernalia	Expulsion/Arrest		
Possession of Weapon	Expulsion/Arrest		
Profanity/Obscenity	Detention(s)/Saturday School(s)/Suspension	Saturday School(s)/Suspension	Expulsion
Reckless Driving	Warning/Loss of privileges	Loss of privileges	
Substitute Teacher Referrals	Detention	Detention/Saturday School	Saturday School/Suspension
Stealing/Vandalism	Replacement/Restitution/ Detention(s)/Saturday School(s)/Suspension/ Charges Filed/Arrest	Replacement/Restitution/ Detention(s)/Saturday School(s)/Suspension/ Charges Filed/Arrest	Replacement/Restitution/ Detention(s)/Saturday School(s)/Suspension/ Expulsion/Charges Filed/Arrest

### III. ATTENDANCE

*School Board Policy 5200*

#### REGULAR CLASS ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities, which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school career. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the school district to enforce the compulsory attendance laws established by the state of Indiana.

When the student is absent from school, a parent or guardian is to phone the school office within one hour of the start of classes on the day of the absence. This ensures the safety of the child, and it documents the reasons for absence. Parents are asked to call each day the students is absent. If a parent is unable to call the day of the absence, the student is to present a note from the parent upon return to school explaining the reason for the absence. Failure to follow these procedures may result in the absence being unexcused and the consequences associated with an unexcused absence applied. Students arriving at school after the tardy bell must first sign in at the office. If a student is leaving school, the parent/guardian must come in to the office to sign his/her student out. If a student is driving him or herself, a parent must call in or write a letter giving permission.

#### DEFINITIONS

Half-Day Absence- this is to be recorded when a student is in attendance for less than one-half of the school day as defined by the following.

- High School: 8:05 a.m. to 11:30 a.m. and 11:31 a.m. to 3:14 p.m.

#### Exempt Absences

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student. In these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

1. General Assembly: Serve as a page or honoree of the General Assembly shall be recorded as being present at school when such service is properly verified (IC 20-33-2-14)
2. Election Day Worker: With parental permission, students on Election Day may serve on election boards, as a candidate helper, or as political party helpers. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election. The student must also verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe

generally the duties of the student on the date of the election. The student will be recorded as being present at school (IC 20-33-2-15)

3. Required Court Appearance or Probation Appointments: Such an absence must be verified by a proper court summons or by the individual's probation officer. A student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school. (IC 20-33-2-16)
4. Active duty with the Indiana National Guard for not more than ten (10) days a school year. The student will be recorded as present at school. (IC 20-33-2-17)
5. Members of, and students who participate in the Indiana wing of the Civil Air Patrol for not more than five (5) days a school year, will be counted as present. (IC 20-33-2-17.2)
6. Indiana State Fair: If a student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes, that student may receive up to five (5) days a school year and will be counted as present. (IC 20-33-2-17.2)
7. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. (IC 20-33-17.5)

### **EXCUSED ABSENCES**

The term "excused" will refer to any absence from school or class based on the following:

1. Personal illness: The approving authority may require certification by a physician, dentist, or psychologist. The student has 2 school days, from the date of the appointment, to provide a doctor's note to the school. If a note is not provided, it will be documented as unexcused.
2. Death of a relative: The absence arising under such circumstances is limited to a period of three (3) days.
3. Religious observances: advance notice to the principal is required.
4. Absences approved by the principal for good cause. Extraordinary or extenuating circumstances as documented and approved by the principal.
5. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal of his/her designee based upon the following criteria:
  - a. Notification by the parent or guardian and a signed request form must be completed prior to the student absence.
  - b. The length of the absence should not put the student in the position of exceeding the maximum number of absences allowed (eight (8) per class periods per semester – high school; eight (8) days per semester elementary/middle school).
  - c. Excessive absenteeism, tardiness, or a poor academic record will be considered.
  - d. Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.
  - e. It is unlawful for a parent to fail or refuse to produce a certification of illness or incapacity not later than six (6) days after the certificate is demanded by the principal. For example, a principal may demand a certificate of illness or incapacity before or after vacations.
  - f. The school corporation encourages families to schedule trips during non-school times.

*Parents may periodically be informed of the student's class attendance patterns.*

### **UNEXCUSED ABSENCES**

- A. An unexcused absence from school or class is defined as truancy or any other absence not included in the items above; or a violation of an attendance contract.
- B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law.
- C. Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer or the juvenile court of the department of child services."
- D. IC 20-33-8-8 defines habitual truancy to include student absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.
- E. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.
- F. An undocumented doctor's appointment.

## **LATE ARRIVAL/EARLY DEPARTURE PROCEDURES**

- A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.
- B. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time. Documentation by a doctor's certificate will be required.
- C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

## **EXPLANATION OF ATTENDANCE POLICY**

- A. Elementary School – Student absences must not exceed eight (8) days per semester. Consequences for excessive absences may include attendance letters, parent conferences, a required doctor's certificate for any future absence, attendance contract, and referral of parents to the Jasper County Prosecutor or Department of Child Services.
- B. Middle School – Student absences must not exceed eight (8) days per semester. After eight (8) absences the student may be placed on an attendance contract with detention assigned for violations of the attendance contract.
- C. High School – Student absences must not exceed eight (8) days in any one class per semester. All absences other than those determined to be EXEMPT will count toward the eight-day limit. On the ninth (9<sup>th</sup>) absence from one class, the student will receive a Saturday School, on the 10<sup>th</sup> absences the students will receive one day In School Suspension. On the eleventh absence, there will be a conference with the parents and administration. Lastly, on the twelfth absence we will begin the Project Attend process. If a student is removed from three (3) or more classes, the student will be recommended for expulsion or change of placement. A student may appeal the decision of removing a student from class to the Attendance Review Committee. The Committee will take into consideration extenuating circumstances (long-term illness, chronic illness, family emergency).
- D. Exceptions to the maximum number of absences include the following:
  - a. Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physician's statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.
  - b. Out-of-School Suspension
  - c. In-School Suspension
  - d. Expulsion
  - e. Authorized school-sponsored activities
  - f. Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, husband, wife, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)
  - g. Religious observations of recognized religious holidays.
  - h. High School college visitation days. Seniors – two (2), Juniors – one (1) verified through the college/university office of admissions.
  - i. Exemptions specified in Indiana law.
- E. Truancy will be reported to officials as required by law.

## **EXPLANATION OF TARDY TO SCHOOL POLICY**

- A. Elementary School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school per semester. Consequences for excessive tardiness may include attendance letters, parent conferences, and referral of parent to the Department of Child Services.
- B. Middle School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per semester. After six (6) tardies the student may be placed on an attendance or tardy contract with consequences for violations.
- C. High School – Students who are tardy to school, class, or other assignments may be assigned detention after school. Students arriving more than fifteen (15) minutes late to first period or fifteen (15) minutes late to periods two (2) through seven (7) will be considered absent for the period unless the student is detained by a school staff member and/or has a pass to class. Students arriving late to school must sign in at the office before continuing to class.

- a. 1-2 = Warning
- b. 3-6 = Detention
- c. 7-9 = Saturday School
- d. 10+ = Suspension/Alternative School/Meeting with parent/guardian/Project Attend

#### **MAKING UP WORK AS A RESULT OF ABSENCE**

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed below, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

- A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignment to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.
- B. When a student has assignments which were given at least four (4) days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the students is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. Extensions of time for the completion of such assignments and waiver of penalty may be granted at the discretion of the teacher or building principal.
- C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades six (6) through twelve (12)
- D. When a student is assigned in-school suspension, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.
- E. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows:
  - a. The student's parent/guardian should notify the principal in advance of the absence.
  - b. The student shall be responsible for such tests of other written work as the teacher may require concerning these assignments. Tests are to be administered within a reasonable time of the student's return, at the discretion of the teacher.
  - c. The teacher is not required to tutor the student in advance of an absence or after his/her return.
  - d. The length of time for complete of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

#### **CONSEQUENCES FOR UNEXCUSED ABSENCES FOR GRADES SIX (6) THROUGH TWELVE (12)**

- A. Middle School – Truancy from school will result in no credit for make-up work. After two (2) or more unexcused absences from school, the student may be placed on an attendance contract. Violations of an attendance contract may be considered unexcused absences and may result in assignment to detention, in-school suspension, out-of-school suspension, and expulsion.
- B. High School – Truancy from school will result in no credit for make-up work and may result in an assignment to after-school detentions, in-school suspension, out-of school suspension, and expulsion.

#### **CONSEQUENCES FOR UNEXCUSED ABSENCES FOR GRADES KINDERGARTEN THROUGH FIVE**

- A. Students in grades kindergarten (K) through five (5) who have an unexcused absence, including truancy, may be subject to one or more of the following disciplinary measures as determined by the principal or his/her designee.
  - a. In-School Suspension
  - b. Loss of recesses
  - c. Assignment to work detail during recess
  - d. Disciplinary contract
  - e. Parent conference
  - f. Elimination or the limitation of participation in extracurricular activities, such as field days or intramural activities.
- B. Parents of students with excessive absenteeism may be referred to the Jasper County Prosecutor.

## **Project Attend**

Project Attend is a countywide project, with the support of the Jasper County judicial system. This is based on each semester.

- a. 4 unexcused absences = Phone call to parent/guardian
- b. 6 unexcused absences = Phone call to parent/guardian and meeting with the School Resource Officer and Administration
- c. 8 unexcused absences = The School Resource Officer will submit a report to the prosecutor

## **EXCEPTIONS**

The Principal or his/her designee shall determine exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances.

## **GENERAL GUIDELINES**

- A. Parents/guardians are to call to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Failure to notify the school may result in an unexcused absence for the student.
- B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for one or more periods at the high school will count toward the eight-day limit in those classes missed and toward the eight-day absence limit in the elementary and middle school.
- C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the eight-day class period high school limit and toward the eight-day absence limit in the elementary and middle school.
- D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.
- E. Regular school attendance is required from the beginning of the fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview is conducted by the appropriate school employee with the student's parent or guardian and the student's principal. A student may not withdraw from school unless the withdrawal is due to 1.) financial hardship and the student must be employed in order to support the family; 2.) the student's illness; or 3.) an order of a court with jurisdiction over the student.

# **IV. GENERAL INFORMATION**

## **ACCEPTABLE USE POLICY**

School Board policy 7540.03

Rensselaer Central Schools Corporation offers Internet access for student and staff use. This document contains the Acceptable Use Policy for staff and student use of Corporation's Internet Access and Computer Access. Rensselaer Central uses Internet filtering as required by law. This is a measure to restrict minors' access to materials harmful to minors.

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

### **Educational Purpose**

1. The Corporation's Internet has been established for a limited educational purpose. The term "educational Purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

2. The Corporation's Internet has not been established as a public access service or a public forum. The Corporation has the right to place reasonable restrictions on the material students and staff access or post through the system. They are also expected to follow the rules set forth in the disciplinary code, and the law, in the use of the Corporation's system
3. Students and staff may not use the Corporation's Internet for commercial purposes. This means students and staff may not offer, provide, or purchase products or services through the Corporation Internet, unless approved by an administrator.
4. Students and staff may not use the Corporation's Internet for political lobbying. But it may be used to communicate with elected representatives and to express personal opinion on political issues.

#### Internet Access

1. All students are encouraged to use the Internet World Wide Web information resources through the classroom, library, or school computer lab, unless written exemption is given from the parents.
2. Staff will use an individual school sponsored e-mail account.
3. The acceptable use policy is printed in the Student and Faculty Handbooks. By signing for this handbook the student agrees to the rules and regulations set forth in the Acceptable Use Policy. This includes Internet use, computer use, posting of information on the school web page (including group picture without names), and broadcasting or participating in videoconferences.

#### Unacceptable Uses

*The following uses of the Corporation's Internet and Computers are considered **UNACCEPTABLE**.*

1. Personal Safety
  - Students will not post personal contact information about themselves or other people. Personal contact information includes one's address, telephone, school address, work address, etc.
  - Students will not meet with someone they have met online.
  - Students will promptly disclose to a teacher or other school employee any message received that is inappropriate.
2. Illegal Activities
  - Students and staff will not attempt to gain unauthorized access to the corporation's Internet or to any other computer system through the Corporation's Internet or go beyond an authorized access. This includes attempting to log in through another person's account or ace another person's files. These actions are illegal, even if only for the purpose of "browsing."
  - Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - Students and staff will not use the Corporation's Internet to engage in any other illegal act, such as arranging for the purchase or sale of alcohol, tobacco, or other drugs (ATOD), engaging in criminal gang activity, or threatening the safety of person, etc.
3. System Security
  - Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should one provide his/her password to another person.
  - Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
4. Inappropriate Language and Material
  - Restrictions against inappropriate language apply to public messages, private messages, email, and material posted on Web pages.
  - Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, of disrespectful language.
  - Post information that could cause damage, a danger, or disruption.
  - Engage in personal attacks, including prejudicial or discriminatory attacks.
  - Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When told by a person to stop sending them messages, it must be stopped.
  - Knowingly or recklessly post false or defamatory information about a person or organization.

- Visit sites deemed unacceptable. The term “unacceptable; is any material viewed as obscene, pornographic, gambling or otherwise inappropriate. See section 8.
5. Respect for Privacy
    - Students will not re-post a message that was sent to them privately without permission of the person who sent the message.
    - Students will not post private information about another person.
  6. Respecting Resource Limits
    - Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
    - Students will check e-mail frequently, delete unwanted massaged promptly, and stay within network storage limits.
    - Internet bandwidth is a limited resource. Download materials as needed being mindful of others needs for bandwidth concurrently.
  7. Plagiarism and Copyright Infringement
    - Students and staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
    - Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If one is unsure whether or not a work can be used, one should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions he or she should ask a teacher.
  8. Inappropriate Access to Material
    - Students and staff will not use the corporation’s Internet to access material that is profane or obscene (pornography), gambling, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parent/guardian have approved.
    - If the student mistakenly accesses inappropriate information, he/she should IMMEDIATELY tell the teacher or another corporation employee. This will protect him/her against a claim of intentionally violating this policy.
  9. Your Rights
    - Free Speech-- the Corporation’s Internet is considered a limited forum, similar to a school newspaper, and therefore the Corporation may restrict speech for valid educational reasons. The corporation will not restrict speech on the basis of a disagreement with the opinions being expressed.
    - Search and Seizure—
      - Students should expect only limited privacy in the contents of personal files on the corporation system.
      - The situation is similar to the rights students have in the privacy of their locker.
      - Routine maintenance and monitoring of the Corporation’s Internet may lead to discovery that one may have violated this policy, the handbook, or the law.
      - An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the handbook, or the law. The investigation will be reasonable and related to the suspected violation.
      - Parents/guardians have the right at any time to request to see the contents of their student’s network account
      - Logs of internet use will be kept for a non-specified time and deleted by the system administrator
    - Due Process
      - The Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Corporation’s Internet.
      - In the event there is a claim that a student has violated this Policy or handbook while using the corporation’s network, the student will be provided with a written notice of the suspected violation and
      - an opportunity to present an explanation before a neutral administrator.



- If the violation also involves a violation of other provisions of the handbook, it will be handled in a manner described in the handbook. Additional restrictions may be placed on ones use of his/her account.
- Violations of this policy are subject to disciplinary measures set forth in the student handbook. All disciplinary consequences will be based on comparable violations, subject to review, and at the discretion of the building administrator.

*Negligent, knowing, or intentional violations of this Policy may result in the suspension or expulsion of a student or volunteer, or discipline including termination of an employee.*

#### Limitation of Liability

The corporation makes no guarantee that the functions of the service provided by or through the Corporation system will be error-free or without defect. The Corporation will not be responsible for any damage one may suffer. Including but not limited to, loss of data or interruptions of service. The Corporation is not responsible for the accuracy of quality of the information obtained through or stored on the system. The Corporation will not be responsible for financial obligations arising through the unauthorized use of the system.

The Board designated the Superintendent and the building administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Corporation's Network and the Internet for instructional purposes.

**ALTERNATIVE SCHOOL**—Students who are assigned to the RCHS Alternative School are subject to all rules and policies included in this handbook as well as the RCHS Alternative School Handbook and Contract.

**ANNOUNCEMENTS**-- Announcements will be made over the school public address system each morning. All announcements must have the signature of a sponsoring teacher/coach before being communicated over the public address system.

#### **AUTOMOBILE REGISTRATION AND PARKING**

Any student who intends to drive a motor vehicle to school must register any vehicle he/she may drive and return the completed motor vehicle registration form to the main office. A parking tag must be purchased at the time when the registration form for the vehicle is turned in. If you lose a parking tag you are required to purchase a replacement tag. Failure to register your vehicle and display a parking pass could result in loss of driving privileges.

The following rules shall be observed:

1. All student motor vehicles will be parked in the east lot or assigned spot. Improperly parked vehicles will be towed away at owner's expense. Parking in a marked fire zone, without a registered parking tag, in any parking lot OTHER than the East lot, Franciscan Hospital, Rensselaer Care Center, Indiana National Guard Armory, the handicapped spaces are examples of improperly parked vehicles.
2. Students shall depart the school grounds at the Highway 114 entrance. Students shall exit the lot at the north end of the East lot.
3. School buses shall have street priority.
4. If you are using a different vehicle, from the one you originally registered, it must be registered and must have a parking tag displayed.
5. Vehicles should remain in the student parking lot for after school activities.
6. Switching or the borrowing of parking tags between students is a violation of driving/parking privileges.

Accidents on school grounds will be reported to the main office and to law enforcement. Driving to school is a PRIVILEGE. Any student who does not exhibit proper safety and driving habits may lose this privilege. Violation of the established RCHS motor vehicle rules pertaining to proper registration and parking will jeopardize the privilege of driving to school.

Bicycles and Mopeds are to be parked in the school racks that are located between Doors 1 and 2. It is strongly recommended to keep your bicycle and/or moped chained and locked. Motorcycles are to be parked in assigned space in the student parking lot.

## **BREAKFAST/LUNCH POLICIES**

Students may eat lunch in the cafeteria or bring their lunches from home. Students/Parents can pick up Free/Reduced Lunch applications from the main office. Breakfast is served in the cafeteria every day from 7:30 a.m. - 8:00 a.m. All food should remain in the cafeteria. Students are expected to keep the cafeteria clean by using trashcans provided and returning their trays to the washing area. Students are expected to leave their tables clean. Trays, dishes, and utensils are not to be removed from the cafeteria.

## **CELL PHONE/ELECTRONIC DEVICE/WIRELESS COMMUNICATION DEVICE POLICY**

Cell phones, iPods, mp3 players, or other electronic devices are not to be used in the classroom unless authorized by the classroom teacher. All electronic/communication devices are to be turned off or placed on silent/vibrate mode during class. Students may listen to music when outside of the classroom through earphones. All devices are PROHIBITED during standardized testing and during classroom exams. All websites accessed must be school appropriate. All cyber-bullying or harassment violations will be subject to the consequences outlined in this handbook. Students are responsible for the security and safety of all devices and it is not the responsibility of the RCHS administration.

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

1. Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
2. Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a) D. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

**CHANGE OF ADDRESS AND PERSONAL INFORMATION**—Students/Parents should inform the office if you have a change of address or personal information during the school year. Accurate information is crucial during emergency situations and/or school mailings.

## **CONVOCATIONS/STUDENT ASSEMBLIES**

Convocation and Auditorium rules are in place to ensure the best possible conduct during a program/assembly. It is not expected that every person will find all programs of equal interest; but whether a person finds a program to his/her liking or not, he/she has an obligation as a student of RCHS to be courteous and polite to the person(s) presenting the program, and the fellow students who are interested.

Auditorium Seating Arrangements:

- Seniors: Center and Front
- Juniors: Center and Back
- Sophomores: West
- Freshman: East

Gymnasium Seating Arrangements:

- Seniors: South Section
- Juniors: South Center Section
- Sophomores: North Center Section
- Freshman: North Section

## **DANCE POLICY**

All dances are restricted to RCHS students and one registered guest. The principal or his/her designee prior to the dance must approve all registered guests. The RCHS student is responsible for the conduct and behavior of the registered guest. All guests must be under the age of 21 years and no middle school students will be allowed at the dances. Students may not leave the building after being admitted to a dance unless they are leaving the dance and all school property for the remainder of the evening. All rules and policies in this handbook apply to dances.

## **DISASTER DRILLS**

Fire Drills will be conducted each month according to state law. Posters/signs are located in each classroom giving evacuation procedures to follow in an emergency. Please observe the following points during fire drills.

- Classroom lights should be off
- Close windows and doors
- Walk rapidly to exit, but do not run
- Take personal valuables with you
- Do not wait for friends to join you, evacuate immediately
- Keep 100 feet away from the building, but do not block driveways or roadways
- Do not re-enter the building until the all-clear is given
- Stay with your class

Tornado Drills will be conducted according to state law. An alternative bell tone shall indicate this emergency warning.

- Go immediately to your designated area
- Stay away from windows
- Crouch near an interior wall
- Cover your head and face
- Avoid large open rooms (gym, large lecture hall, small lecture hall, etc.)
- Remain in the position and area until the all clear is given.

## **DRIVER'S LICENSE OR DRIVER'S PERMIT**

Students can be denied a driver's license or permit, or they can have their existing license or permit invalidated for 120 days after a second suspension from school in the same school year. Students can be denied a driver's license or permit, or they can have their existing license or permit invalidated for 180 days after an expulsion from school for any type of misconduct. Any student who is 13 or 14 years old and is a habitual truant can be ineligible to obtain a driver's license or permit until the age of eighteen (18). *I.C. 20-8.1-3-17.2*

## **E-LEARNING**

The Rensselaer Central Schools Corporation's application for eLearning days has been approved by the Indiana Department of Education. These days will be used in the case of cancellation of school due to inclement weather. Students will not have to make up these days.

### *Why have eLearning?*

RCSC recognizes classroom instruction as the most valuable learning environment. In situations where inclement weather forces school cancellation eLearning is the next best learning environment. eLearning Days provide instruction and reinforcement allowing for progress to continue in an inclement weather situation.

Instruction is not interrupted, learning continues and the days do not have to be added on at the end of the school year. eLearning days occur before state testing in the spring whereas days at the end of the year do not.

eLearning is everywhere. We see it in most workplaces, in more and more K-12 school settings and in all universities. RCSC students need opportunities to experience and become comfortable with this type of learning.

### *What will it look like for students?*

Students will use iPads in grade 3-12 to complete content that would have been addressed if school were in session. In grades K-2, students will be distributed a packet of material that can be completed at home. Students who need extra help or have questions can contact the teacher through email or by calling the RCSC offices. RCSC staff will route the phone call to the teacher and a response will be returned.

*Attendance:*

eLearning instruction will begin at 9:00 a.m. Students with Internet access will sign in to a Google form to confirm attendance. The form is located at [www.rensselaerschools.org](http://www.rensselaerschools.org). Students without Internet access must call the school office to verify attendance.

*Amount of work time required of students?*

Students will be required to complete lessons assigned to them by their teachers. A lesson could follow a format like this:

- 2-3 minutes to understand the lesson objectives
- 10-15 minutes to deliver new content
- 10-20 minutes to check for understanding

Students should have 4-5 hours of work during the day.

*When is work due?*

All eLearning assignments and assigned packets are to be completed within 2 regular school days. Work turned in after 2 completed days is subject to the late policies of each individual school's policy regarding late work.

Can I complete my work during the school day once we return to school?

If you are without Internet access and use the school's connection to complete your assignments once school is in session, it will not replace the scheduled work. Assignments must be completed prior to or after school. They may not be completed during a scheduled class meeting.

*Teacher Availability*

Teachers will be online and available via email from 9:00 a.m. to 3:00 p.m. Teachers may use resources to conduct online discussions with students using a variety of educational services tailored to the particular objectives being taught for the lesson.

*What if students do not have Internet access?*

Students without Internet access will be able to download the content needed prior to school being cancelled using the RCSC Internet connection. For extreme instances where a digital service is not permitted to leave the building, the students will notify the teacher ahead of time so alternate assignments can be distributed in an alternate format.

*What resources will be available if students have problems?*

All school offices and the central office will be staffed and will provide phone and technical assistance for students in grades K-12.

- |   |              |
|---|--------------|
| • Rensselaer Central Schools Corporation Office | 219-866-7822 |
| • Rensselaer Central Primary School             | 219-866-5441 |
| • Van Rensselaer Intermediate School            | 219-866-8212 |
| • Rensselaer Central Middle School              | 219-866-4661 |
| • Rensselaer Central High School                | 219-866-5175 |

**ENVIRONMENTAL HEALTH AND SAFETY ISSUES**

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences. For more information regarding the Rensselaer Central Schools Corporation plan please contact the Administrative Office at 219-866-7822.

Indiana Department of Health Model Policies  
I.C. 16-19-3-5, 16-41-37.5  
410 IAC 33-4-1 through 8

## **FOOD/BEVERAGE**

All food and drink purchased or obtained from the RCHS cafeteria, between 7:30 a.m. and 3:30 p.m. is to be consumed in the school cafeteria. Food and drink purchased from an outside source violates our federally provided breakfast/lunch program. Failure to comply with these guidelines could result in consequences outlined in the RCHS Discipline plan.

## **FIELD TRIPS**

The Principal and Superintendent are responsible for approving all field trip requests. The supervising teachers are responsible for securing transportation for the proposed field trip. Students are not permitted to drive their vehicles to and from field trips. Supervising teachers are responsible for informing faculty of who is going on the field trip five (5) days in advance.

- Students are responsible for making arrangements with their other teachers regarding missing work or assignments PRIOR to the field trip.

**FLEX PERIOD**—The main purpose for this period is to improve student achievement. This time is designed to be flexible to allow for remediation, club meetings, test preparation, athletic and activity callout meetings, and most importantly a time for every student to focus on their academics.

**FUNDRAISING**-- All student fundraising activities must have a staff sponsor and be approved by an administrator.

**HALL PASSES**—Students in the hall during class time must have a pass dated, timed, and filled out and signed by a faculty member. Students who are found outside of the classroom during class time and do not have a pass will be subject to disciplinary consequences. Verbal permission is not acceptable.

## **HEALTH/WEELNESS**

1. **Illness:** Students who become ill at school must report to the school nurse. If it is necessary for a student to leave school because of illness or injury, the parent must be contacted to pick up the student or to give permission for the student to drive home. Students will not be allowed to leave school unless permission is granted by a parent/guardian or someone listed on their emergency contact list. Students who leave school due to illness but who have not reported to the school nurse will be given an unexcused absence for the missed class and could be considered truant.
2. **Accidents:** Every accident or injury in the school building, on the school grounds, at practice sessions, or any event sponsored by the school, must be reported immediately to the person in charge and to the school nurse. Accident reports must be completed and filed with the school nurse.
3. **Use of Medications:**
  - Parents should determine with their physician's counsel whether the medication schedule can be adjusted avoid administering medication during school hours.
  - The Medication Request and Authorization Form 5330 F1 must be completed and signed by the parent before the student will be allowed to begin taking any medication during school hours, including over-the-counter medication such as Tylenol. This form includes the student's name, medication and dosage, times required, date prescribed medication will be started, and date prescribed medication will no longer be needed. School personnel will administer all medications.
  - Each prescribed medication must be in the original container with the pharmacist's label including the following information: student's name, physician's name, date, pharmacy name and telephone number, name of medication, dosage and frequency, and special handling and storage directions. All over-the-counter medication must be in the original container.
  - All medication must be delivered to the school nurse's office where it will be properly secured. Parents/guardians who elect to have their child transport medication to and from school assume full responsibility for the transport of medication and the delivery of said medication to the nurse's office.
  - Students with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent/guardian files an annual authorization and a written statement from the student's physician is on file with the school nurse.
  - Parents and students are requested to pick up unused medication at the end of the school year. School personnel will destroy any unclaimed medication.

Students are not required to purchase accident insurance, although it is strongly recommended that each student do so. Athletes must carry insurance. The school does not assume responsibility for payment of medical/transportation expenses.

### **CHROMEBOOKS RULES/DISCIPLINE**

1. Chromebooks issued to students are the property of Rensselaer Central Schools and not the property of the student.
2. Rensselaer Central High School administration maintains the right to access a student's Chromebook at anytime without consent from the student. All items on the Chromebook are retrievable and accessible by school administration.
3. Lost or stolen Chromebooks are to be immediately reported to school administration for investigation. Chromebooks that are not recovered after the school investigates will be reported to local law enforcement as well as the Rensselaer Central Schools Technology Department. Lost and stolen Chromebooks are the financial responsibility of the parent.
4. Students are to be good electronic citizens and not attempt to access inappropriate material or blocked items. Students are not permitted to use teacher issued passwords and/or usernames to access materials.
5. The teacher will determine all Chromebook usage in class. Students found not complying with expectations of schoolwork, class behavior, or class expectations may lose their Chromebook privileges.
6. When a Chromebook is confiscated during class and turned into the office, students will be held to the RCHS Discipline plan. The Chromebook will be returned to the student unless the administration deems it necessary to keep the device.

### **LOCKERS**

All lockers and storage areas provided for student use on school premises remain the property of the school. These areas have no expectation of privacy and are subject to inspection and search (IC 20-33-8-32). Students are responsible (cleanliness and damage) for the locker assigned to him/her. Students are not to share lockers and there will be no switching of locker assignments. Do not keep money or valuables in your locker. Any lost items need to be reported to the office immediately. If a student locker needs repair, the students should make a report to the office.

### **MEDIA CENTER**

Media Center resources include books, magazines, pamphlets, e-books, newspapers, and other printed instructional materials as well as DVD's, audio discs, and other non-print materials. Computers equipped with on-line research tools are also available. The Media Center is open from 7:30 a.m. to 3:15 p.m. Checkout periods vary depending on the type of resource. For more information about checkout periods please see the Media Center Assistant.

A student may use the media center every day during regular school hours with a pass from a teacher. Students do not need passes before or after school. A student using the Media Center should follow instructions as indicated:

1. Students must sign in when arriving at the Media Center
2. Students misbehaving or misusing the Media Center will lose privileges for a period of time to be determined by administration.
3. The basic rules and policies of technology use apply in the Media Center.
4. Students should not bring food or drink into the Media Center.
5. The Media Center Assistant will determine other Media Center policies and procedures.

**POSTERS--** Activities, elections, and school spirit will necessitate the use of posters. All signs and posters must be approved by administration. Students are responsible for removing the signs and posters in a timely manner.

### **SCHOOL TRANSPORTATION/TRANSPORTATION RELATED INFORMATION**

*Indiana Code 20-27-10-2 Discipline on bus (2014 Indiana School Laws and Rules), Sec. 2*

The mission of Rensselaer Central Schools Corporation is to transport students safely to and from school and extracurricular activities. Riding the school bus is a privilege, not a right. Riding the bus is part of the school day and all rules and procedures outlined in RCSC policy and respective student handbooks apply.

When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus. Parents are also responsible for damage by their child to school buses, personal property, or public property.

#### Transportation Related Information

##### A. Arrival of busses in the morning:

The student should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver will be required to wait no longer than one (1) minute for the student. If a student is continually late arriving at his/her boarding station, the Transportation Secretary and/or the bus driver will contact the parents of the student. Parents should notify the driver if their child/children are not riding on a day or week or longer.

##### B. School Closing or Delay at the start of the school day:

If RCSC should be closed or delayed due to bad weather, etc., the announcement will be made on TV-18 (Lafayette), WLQI (97.7 FM), WRIN (1560 AM) WASK (98.7 FM), WVLI (95.1 FM), WIVR (101.7 FM) and WFAV (103.7 FM) radio between 6:00-6:30 A.M. If students have boarded buses in the morning and school must be closed, the busses will return the students to their homes immediately.

##### C. High School/Middle School Bus Shuttle Parking Lot:

If a parent must take his/her child off a bus in the afternoon, the parent should not drive into the bus shuttle lot. Please park your vehicle along the curb on Bomber Blvd. and walk into the lot. It is dangerous to have vehicles in and out of the shuttle lot while the students are changing and boarding busses.

##### D. Guidelines Concerning Bus Transportation:

1. Students will be transported from their homes to school and back to their homes.
2. Students that need to be transported on a bus other than his/her regular bus must have a note, from home, signed by the principal of his/her building.
3. In the case where a parent or guardian wishes the student to ride home on a different route or bus and an emergency does not exist, the parent/guardian must contact the Transportation Office concerning the procedure.
4. Buses will NOT travel on any roads other than those that are presently assigned as the designated route by the Transportation Office.
5. At the Shuttle Lot, students will be released to other busses when all busses have arrived and are parked.

##### E. Assigned Bus:

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal/assistant principal and/or Director of Transportation. Any change in a student's regular assigned bus route and/or stop may be granted for a special need, if a signed note from a parent is submitted to the building principal/assistant principal stating the reason for the request and the duration of the request and the principal approves. A copy of the signed note will be kept on file at the school and a copy given to the bus driver.

##### F. Use of Electronic Devices on School Buses:

Students are allowed to use MP3 players, CD players, iPads, iPads, cell phones and other similar electronic devices on school buses. Electronic devices must be kept at an acceptable volume level and headphones are encouraged. Students will be asked to put distracting devices away. Failure to do so may result in the item being confiscated. The use of electronic devices is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver. RCSC will not be held responsible for the loss/theft of portable electronic devices that are lot on school buses.

To help meet safety requirement, the following bus rules and discipline procedures are established for all RCSC transportation. Students may be subject to other sanctions as covered in their respective RCSC Student Handbooks.

#### Level I Violations

1. Students shall be respectful to others and follow the rules and procedures the bus driver has in place.
2. The driver is in charge at all times while on the bus. The driver has the right to assign seats. All driver directives should be followed promptly.

3. Each student will take his/her seat or assigned seat immediately upon entering the bus. Older students are advised to be seated at the rear of the bus so that, in the event of an emergency, they are to assist smaller and younger students exit the bus through the rear door.
4. Students are to stay seated at all times until it is time to get off the bus and the bus has come to a complete stop. Seated means facing forward with feet on the floor.
5. No student will enter or exit the bus until it has come to a complete stop and the door has been opened by the bus driver.
6. Windows and doors will not be opened or closed without permission of the bus driver.
7. Video/audio recordings and pictures are not allowed to be taken by students riding district buses. This includes regular routes and extracurricular trips. Any device used to take pictures, videos, or other types of recordings on the bus will be confiscated and disciplinary consequences may be assigned.
8. Squirt guns, large portable radios, "jam boxes", toys, collectible cards, laser pointers, balloons or any objects determined to be dangerous by the bus driver, are prohibited on the school bus.
9. Skateboards and rollerblades are not permitted on school buses or any other school property.
10. Snowball throwing is not allowed in the bus parking lot nor will snowballs be allowed on the busses.
11. Food, "pop", candy and gum are not to be consumed on the bus.
12. Students are not allowed to tease, scuffle, trip, hold or use their hands, feet or body in any objectionable manner.

#### Disciplinary Action for Level I Violations

- First Offense—the driver calls the parent(s) and completes a Bus Conduct Report (and gives it to the principal/assistant principal of the student's school). A conference will be held with the student, parent, principal and bus driver. (Disciplinary action for additional infractions will be explained.)
- Second Offense—Bus-riding privileges may be suspended for 3-5 school days.
- Third Offense—Bus-riding privileges may be revoked for remainder of the semester.
- Serious offenses may result in other consequences deemed appropriate by school administration. Corporation policy and rules in respective student handbooks may supersede the above consequences.

#### Level II Rule Violations and Disciplinary Consequences

1. Alcohol and/or Drugs: Any student in possession of, using, dispensing and/or selling drugs or alcoholic beverages on a school bus shall be in violation of State law and School Board Policy.

Disciplinary Action: bus riding privileges revoked for the remainder of the school year. Student will be suspended from school for ten (10) days and recommended for expulsion.

2. Smoking-Tobacco-Nicotine: (including smokeless tobacco and other items containing nicotine): Indiana statutory law prohibits the sale and use of tobacco to minors and the School Corporation does not permit its use or possession on school property, including school buses.

Disciplinary Action: bus riding privileges suspended for 5-10 school days. The City Police will be notified for them to issue a citation/ticket to the offender

3. Fighting: Fighting is prohibited while on school property.

#### Disciplinary Action:

- First offense—bus-riding privileges suspended for 3-5 school days.
- Second offense—bus-riding privileges revoked for the remainder of the school year.

4. Possession of Dangerous Items: Students will not possess: weapons, fireworks, lighters, combustibles or any other item prohibited in the student handbook. Possession of these items may violate Indiana statutory law and or the School Corporation policy.

Disciplinary Action: loss of bus riding privileges for an indefinite period of time to be decided by school officials.

5. Use of Abusive Language, Profanity and/or Defiant Insubordination:  
Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material is prohibited.



Disciplinary Action:

- First offense—bus-riding privileges may be suspended for 3-5 school days.
- Second offense—bus-riding privileges may be revoked for the remainder of the school year.

6. Stealing from the School Bus or Another Student, Damaging or Destroying School Bus Property:

Disciplinary Action: First offense—bus-riding privileges may be suspended for 3-5 school days and student(s) or School Corporation reimbursed for stolen or damaged/destroyed item(s). Second offense—bus-riding privileges may be revoked for the remainder of the school year. Reimbursement is the same as above.

7. Any Other Action that is considered dangerous to any individual on the bus may result in the loss of bus riding privileges for an indefinite period of time and will be decided by school officials.
8. Students and Bus Drivers: Students who interfere in any way with the bus driver's commands or ability to drive are subject to the above stated disciplinary policies. And in addition may be subject to immediate suspension from the school bus.

The school bus is part of the school day and, as such, all rules and procedures outlined in Corporation Policy and school handbooks are in force. Bus consequences may be superseded by RCSC policies.

School bus drivers may invoke a one (1) day suspension from the bus for any student. The driver will follow a procedure that notifies all parties of the disciplinary action. The student and parents will be informed that he/she will not be riding the bus the next day. Parents need to make transportation arrangements for the student.

All rule violations and disciplinary actions will be documented in writing (using the Bus Conduct Report) and kept on file in the student's respective school office and at the office of the Transportation Secretary.

Through your support and cooperation, the RCSC will continue to provide the finest and safest transportation system in the state.

### **STUDENT RESPONSIBILITIES REGARDING SCHOOL WORK**

1. Homework: It is not intended that students will finish all work during the school day. Students should plan to do work at home each night or as necessary. For the best results, set aside a time and place where you can study. Make it a habit. If a student never has homework, he/she may not be getting his/her work done.
2. Make-Up Work: Is the responsibility of the student. Once contact by the student or parent/guardian the teacher will make arrangements to make up work missed in class. The teacher and student will cooperate jointly regarding student opportunity to complete work missed. Students will be granted one school day per excused absence up to three (3) days for missed work. Modification to this rule can be granted only after a parent-teacher-student conference. Students are required to contact all teachers the day they return to school to make arrangements for make-up work. All grading period and semester INCOMPLETE GRADES must be made-up within one week (5 school days) after the distribution of grade cards. Failure to complete make-up work will result in a zero for the missing assignments. Failure to comply with the make-up work policy may result in academic penalties by the classroom teacher or disciplinary action as deemed necessary by the administration.
3. Parents who wish to obtain assignments for an absent student should call the High School before 9:00 a.m. to make this request and are to pick up these assignments between 3:15 p.m. and 3:30 p.m. Students are encouraged to make up as much work as possible before returning to school. All teachers can be contacted via email and most of the teachers utilize Weebly pages or class pages, which can be accessed to view class work assigned. Students are responsible for their success and are encouraged to visit these sites to check for missing work.

### **TEXTBOOK RENTAL AND FEES**

Fees collected by our school pay for textbooks, consumable materials and supplies, and are due upon registration. The total cost for book rental and all class fees for the year are on based on individual student schedules. The Rensselaer Central Schools Board of Trustees determines textbook rental and fees. Cash or Check payments will be accepted for all textbook rental and/or student fees and they can be made in the school office.

It is the responsibility of the student to return the books to the issuing teacher. You will be charged the replacement cost for lost or damaged books. Additional books will not be issued until the cost of the book is recovered or arrangements have been made for payment.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The School board authorizes the use of Video Surveillance and Electronic Monitoring Equipment (VS/EME) at various school sites throughout the Corporation and on school buses. The VS/EME shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crime, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. Any person who takes action to block, move or alter the location and/or viewing angle of VS/EME shall be subject to disciplinary action. Video surveillance footage is protected under the FERPA policy and will not be viewed by and individuals other than school and corporation administration or law enforcement.

**VISITORS**—Parents needing to confer with an administrator, counselor, or teacher should telephone the main office to set up an appointment. Upon arrival at the school, parents are to sign-in at the main office. Other visits by friends or relatives of students at RCHS are not allowed. Special exceptions must receive approval by the principal or designee. Any person(s) found to be in violation of the policy might be subject to trespassing charges. *RCSC Policy 9150*.

**WORK PERMITS**—Under Indiana law, through the Indiana Department of Labor and Bureau of Child Labor, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is the school's responsibility to advise the parents and employer so that all can work together to ensure that the student's education remains the primary focus. Students will apply for an Intention to Employ card in the main office

## **V. ACADEMIC INFORMATION AND COUNSELING SERVICES**

### **CLASS LOAD**

1. Students are required to enroll in seven credit courses each semester.
2. Students with an IEP (Individual Learning Plan) may be exempt from this rule depending on the decision of the case conference committee.

### **CLASS RANK**

1. Class rank is calculated at the end of each semester.
2. RCHS will be changing to a 4-point scale for the 2017-18 school year. See details in table below.
3. The Valedictorian and Salutatorian will be determined upon the student class rankings at the end of 8 semesters. The Valedictorian will have the highest rank in the class and the Salutatorian will have the 2<sup>nd</sup> highest rank in the class.
4. The Top 20 and the Top 10 ranking awards will be determined upon the student class rankings at the end of 7 semesters.

### **CORRESPONDENCE OR ONLINE HIGH SCHOOL CREDIT**

1. Students who earn a credit from GradPoint (RCHS credit recovery program) will have the grade and credit recorded on their transcript. If the student had previously earned an "F" grade for the course at RCHS (or other high school), the "F" grade will remain on the transcript and the new grade from GradPoint will also be recorded. Both the "F" grade and the new grade will be calculated in the student's GPA.

2. Recommended correspondence institutions include Indiana University High School and Brigham Young University.
3. Students who plan to meet the NCAA Eligibility regulations should make sure that the coursework is acceptable for the NCAA rules.
4. A request for receiving credit for an accredited course taken outside of RCHS must be made by the student before registering for the course. The student should meet with his/her counselor first and complete Permission for Outside Credit form. Only after the permission form is received and approved by the principal and the counselor will the course be approved for RCHS credit.
5. All courses must be completed and grades received by the Guidance Office by the last day of the school year for the student to be able to participate in the RCHS graduation ceremony.
6. The North Central Association of Schools and Colleges must accredit other institutions granting credit. Courses must also be listed as acceptable for credit according to Indiana State Board of Education Administrative Rules- most current edition.
7. If the online institution requires a proctor, the proctor must be one of the school counselors for the student to receive RCHS credit.

### **COUNSELING SERVICES**

The Counselors are available to assist students in various ways including:

1. Academic planning and guidance
  - Assist students in making course selection decisions that lead to college and/or career success.
  - Meet yearly to establish and update 4-year graduation plans.
  - Students are assigned alphabetically by last name for academic counseling
2. Personal counseling (both individual and group): Assist students with personal issues that may affect the student's academic progress.
3. Career guidance: Provide career information and career interest inventories.
4. College and/or vocational counseling: Assist students with the processes for their post-secondary choice. (college applications, military, etc.)
5. Testing : Assist students with the application processes for the PSAT, ACT, and SAT college entrance exams.
6. Financial aid: Assist students with scholarship and financial aid opportunities.
7. NCAA: Assist students that plan on participating in college athletics with planning their academic eligibility.

### **EARLY GRADUATION**

1. In accordance with recent state legislation, students now have the ability to graduate from high school in 3 years.
2. Any student interested in early graduation must discuss a plan with the high school administration and their school counselor by the end of the student's freshman year.
3. Each request will be evaluated on an individual basis by the administration, counselor, parent, and student.
4. The student must have passed the current graduation qualifying exams to be eligible for consideration.

### **GRADES IN PROGRESS**

1. Student grades are accessible through the Power School Portal.
2. See the Technology Department for User ID and Password information.

### **GRADUATION SPEECHES**

All graduation speeches must be submitted to the school administration prior to graduation for review and approval. School administration is obligated to ensure all speeches reflect the core values of Rensselaer Central Schools.



<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities. 12-07-2012

**CORE40** with Academic Honors (minimum 47 credits)

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

**CORE40** with Technical Honors (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

## Indiana General High School Diploma

**The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.**

**To graduate with less than Core 40, the following formal opt-out process must be completed:**

- The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection) must meet to discuss the student’s progress.
- The student’s Graduation Plan (including four year course plan) is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### Course and Credit Requirements (Class of 2016 & Beyond)

<b>English/Language Arts</b>	<b>8 credits</b>
	Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b>
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <b>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</b>
<b>Science</b>	<b>4 credits</b>
	2 credits: Biology I 2 credits: Any science course <b>At least one credit must be from a Physical Science or Earth and Space Science course</b>
<b>Social Studies</b>	<b>4 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b>	<b>6 credits</b>
	Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities
<b>Flex Credit</b>	<b>5 credits</b>
	Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b>
	Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

<b>*General Diploma Flex Credits</b>
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Flex Credits must come from one of the following:

- Additional elective courses in a College and Career Pathway (includes Preparing for College and Careers)
- Courses involving workplace learning such as Cooperative Education or Internship courses
- High school/college dual credit courses
- Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts

## **Three Ways to Meet Indiana's Graduation Examination Requirements**

### **IC 20-32-4**

Prior to the 2011-12 school year, all high school students were required to meet the requirements of the state's Graduation Qualifying Exam (GQE) in order to graduate. The last administration of the GQE was in the spring of 2011. The GQE was replaced by the Algebra I and English 10 End of Course Assessments (ECAs) for the graduating classes of 2012 – 2018. The new graduation examination requirement for students who entered high school in 2015-16 (graduating class of 2019) and after is to take and pass the Grade 10 ISTEP+ in English/Language Arts and Mathematics. As part of No Child Left Behind, Indiana students are also required to participate in the ISTEP Science assessment, but the Science assessment is not part of the graduation exam requirement.

Indiana's graduation examination requirement can be met in three ways:

1. Pass the graduation exam (Algebra I and English 10 ECAs for graduating classes of 2012 through 2018; or Grade 10 ISTEP+ starting with the graduating class of 2019);
2. Fulfill the requirements of the Evidence-based waiver; or
3. Fulfill the requirements of the Work Readiness waiver.

(IC 20-32-4-4)

Students who are unsuccessful in passing the graduation exam by the end of their senior year may be eligible for one of two state waivers by:

1. Fulfilling the requirements of the **Evidence-based Waiver:**

- Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
- Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.
- Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).

Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).

· Satisfy local graduation requirements. *Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016)*

· Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work, be aligned with the governing body's relevant policy and must be agreed upon by the principal.

2. Fulfilling the requirements of the **Work Readiness Waiver:**

Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.

Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.

Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).

Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).

Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).

Complete all of the following:

Meet the course and credit requirements for a General Diploma (including the career academic sequence);

Complete a workforce readiness assessment; and

Complete at least one industry certification from the state board's approved industry certification list.\*

*\* Starting with students who entered high school during the 2013-14 school year (class of 2017), the requirement to complete a career exploration internship, cooperative education course or earn a workforce credential was replaced with "complete at least one industry certification from the state board's approved industry certification list."*

Children with disabilities (IC 20-32-4-5)

If a student with a disability (as defined in IC 20-35-1-2) does not achieve a passing score on the graduation examination, the student's case conference committee (CCC) may determine that the student is eligible to graduate if the CCC finds the following: Indiana Department of Education Indiana State Capitol • 200 W Washington Street, Room 225 • Indianapolis, IN 46204 [doe.in.gov](http://doe.in.gov)

·The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a recommendation to the CCC. The recommendation must: be agreed upon by the principal of the student's school; and supported by documentation that the student has attained the academic standard in the subject area based on:

- tests other than the graduation examination; or
- classroom work.

·The student meets all of the following requirements:

Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program (IEP).

Completes remediation opportunities provided to the student by the student's school to the extent required by the student's IEP.

Maintains a school attendance rate of 95% or better over the course of the high school experience to the extent required by the student's IEP (excused absences are not counted against a student's attendance rate).

Maintains a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).

Satisfies all state graduation requirements.

#### **Credits and Courses that Count for the "Evidence-based" and "Work Readiness" Waivers**

For students entering high school in the 2006-07 school year or after, the "courses required for graduation" in computing the "C" average for the "evidence-based" and "work readiness" waivers include the following 34 credits:

(1) Language Arts – 8 credits (including a balance of literature, composition, and speech).

(2) Social Studies – 4 credits (must include 2 credits in US History, 1 credit in US Government and 1 credit in "another social studies course, Global Economics or Consumer Economics").

(3) Mathematics – 4 credits (must include 2 credits in Algebra I or Integrated Mathematics I and 2 additional mathematics credits. All 4 credits must be earned after the student enters high school). 2 credits of math or quantitative reasoning have to be earned during the junior or senior year.

(4) Science – 4 credits (must include 2 credits in Biology and credits from at least one additional science category – Physical or Earth/Space Science).

(5) Health and Wellness – 1 credit

(6) Physical Education I & II – 2 credits

(7) Career-academic sequence – 6 credits

(8) Flex credits – 5 credits

**\*Note that while a “C” average is needed in the 34 credits noted above to earn a waiver; students must still earn a minimum of 40 credits to earn an Indiana diploma.**

**HONOR ROLL**— In order to qualify for the Honor Roll, the student must be on a full-time basis taking no less than six subjects. All of the courses that the student has taken will be used in calculating the RCHS Honor Roll.

Honor Roll standards are as follows:

- Honor Roll-Students earn all “A” grades in all subjects.
- Honorable Mention-Students earn “A” or “B” grades.

### **REPORT CARDS**

1. Grade report cards are issued following the conclusion of each of the 9-week quarterly grading periods.
2. A student should report any grade issues to the teacher or school counselor.
3. Incomplete grades must be made-up within one week (five school days) after the distribution of grade cards.
4. The teacher must submit a grade change form to a school counselor for the grade to be officially changed.
5. If the incomplete grade is not changed within 1 week, the “I” grade will then change to an “F” grade.
6. Administrative approval is required for an incomplete grade to be extended beyond one week without being made up. (Eg. extended illness, etc.)
7. Students have the opportunity to request a grade change from their teacher within one week after the distribution of the report cards.

### **SCHEDULE CHANGES**

1. Schedule changes will be permitted only during the first week of each semester.
2. Dropping a course after this deadline has passed will result in a grade of “Withdrawn F” (“WF”) being recorded for that subject.
3. If it is determined that the student is academically misplaced, the student may appeal to the building principal to drop the “WF” grade.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### **Indiana Department of Education Notice regarding the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the [school] receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to



inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Examples include disclosure:
  - To school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
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

**Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.**

#### **STUDENT WITHDRAWAL PROCESS FROM RCHS**

1. Before a student may apply for permanent withdrawal from RCHS, the parent and/or student must schedule a conference with the school counselor and the Principal or Assistant Principal. The student must be 18 years of age.
2. Any student between 16 and 18 years old may withdraw only if the withdrawal is due to:
  - A. financial hardship and the individual must be employed to support the individual's family or a dependent,
  - B. illness documented by a person licensed to practice medicine in Indiana,
  - C. an order by a court that has jurisdiction over the student.
3. The parent or guardian must complete a withdrawal form before transcripts will be sent to the receiving school. All students withdrawing from the RCHS are required to notify the Guidance Office one week prior to the last day of attendance. A withdrawal form will be issued to the student. The student will present this form to every teacher on his/her schedule. The librarian, office secretary, athletic director and principal must sign this form. All textbooks, property, and other obligations must be turned in. The student will be charged for all materials not returned to the school. Failure to follow this procedure shall result in the student's records being held until the above provisions have been satisfactorily fulfilled.

# Rensselaer Central High School Grading Scales

Effective 2017-2018 School Year



Regular 4.0 Scale		
Grade	Percentages	Points
A+	100-98	4.3
A	93-97	4.0
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	0-59	0.0

Honors Courses
English 9 Honors
English 10 Honors
Algebra 2 Honors
Geometry Honors
Precalculus Honors
Chemistry 1 Honors
Chemistry 2 Honors
Physics Honors
World History & Civilization Honors
United States History Honors

AP courses
AP English Language & Composition
AP English Literature & Composition
AP Calculus
AP Biology
AP Chemistry
AP Government
AP Microeconomics
AP Spanish

Honors Scale + .5	
Grade	Points
A+	4.8
A	4.5
A-	4.2
B+	3.8
B	3.5
B-	3.2
C+	2.8
C	2.5
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

AP Scale + 1.0	
Grade	Points
A+	5.3
A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

### The RCHS Weighted Grade System

1. Reward students for enrolling in more challenging classes.
2. Increase the student's preparation for colleges and universities.
3. Provide an incentive for students to improve their class rank.
4. Provide Incentives for college scholarships based upon the most rigorous academic program.
5. Increase our student participation in Advanced Placement and Honors courses.

### Guidelines

1. All courses taken for credit during the student's high school career will be included in the calculation of the student's overall GPA.
2. Students who take Advanced Placement or Honors courses are able to earn a weighted grade as long as the semester grade is a C or above.
3. Valedictorian and Salutatorian will be determined upon eight semesters based on cumulative grade point average of high school grades. Students must attend RCHS a minimum of four semesters to be in consideration for Valedictorian and/or Salutatorian.
4. If a student receives a grade and a credit for any course taken prior to high school, those grades are also averaged into the student's GPA for class ranking.
5. If a student retakes a course successfully, the first grade will be replaced with an "R" on the transcript. The new grade for the retaken course will appear on the transcript and will be used in the calculation of the student's GPA.

## VI. STUDENT ACTIVITIES

*Students will be held to the same eligibility standards for athletics and student activities.*

### **CHAOS**

The Chaos is the Rensselaer Central High School yearbook. The yearbook is an organized record of major events and activities of the school. The staff strives to present these events and activities in an effective manner in order to provide the reader with a broad concept of what life is like at Rensselaer Central High School. The yearbook is a record of the entire school, not that of a single class—it covers the complete area of student activities, interests, achievements, etc. The Chaos records both the serious and lighter phases of school life. Any student attending Rensselaer Central High School may be a member of the Chaos staff.

### **COMMUNITY SERVICE CLUB**

The Community Service Club is open to students who want to contribute to the school and local community. Student designed projects are undertaken to make our community a better place to live.

### **DANCE TEAM CLUB**

The purpose of the Rensselaer Central High School Dance Team Club is to entertain during the football and basketball seasons and any school or community events when possible; to help promote school spirit, enthusiasm, and participation in school activities among the student body; to encourage outstanding leadership and to provide enjoyment and activity for its members. The RCHS Dance Team is open to any RCHS student. Membership is limited and will be determined by audition if necessary.

### **FCS (Fellowship of Christian Students)**

An organization, which recognizes the importance of Christian values and works to incorporate those values into the student body via club meeting and club activities. Some activities include community involvement.

### **THE NATIONAL ORGANIZATION OF FFA**

The primary aim of the organization is the development of Agricultural leadership, cooperation, and citizenship. A few of the specific purposes of the FFA are as follows (1) to participate in cooperative effort; (2) to participate in worthy undertakings for the improvement of agriculture and (3) to develop character to train for useful citizenship as well as foster patriotism. Students must be enrolled in vocational agriculture before joining FFA.

### **THE NATIONAL HONOR SOCIETY (N.H.S.)**

The purpose of the National Honor Society is to promote superior scholarship, leadership, service, and character among all Rensselaer Central High School students as stated in the national charter established in 1920. Membership is governed by the rules of the National Honor Society.

### **PIONEERZ**

Pioneerz, sponsored by the Partners for a Drug Free Jasper County, is a group of young people who collaborate to promote awareness and understanding by opening their minds and hearts for the benefit of our schools, our community, and, of course, themselves. Pioneerz model their goals by serving others to bring peace where there is discord, conciliation where there is conflict, and understanding where there is ignorance. Pioneerz, as a group and as individuals, choose to live freely, unencumbered by drugs, wrongdoing, or mediocrity. Pioneerz believe that what keeps us together is more important than what tears us apart. Pioneerz believe that through hope and action, they will promote a better world by striving to be better people.

### **RENSELAERIEN**

The RENSELAERIEN is the RCHS newspaper, produced by the communications class. The RENSELAERIEN includes the efforts of any student who wishes to contribute his or her news copy to the paper in order to increase his or her journalism experience.

### **SCHOOL PLAY**

A play is offered in the spring as a musical production. The production is open to all students through audition. Students are needed to aid in set construction and design, stage crew, make-up, and publicity. The purpose of the musical play is to offer students knowledge and experience in all aspects of stage productions.

### **SCIENCE CLUB**

This club is open to any student in school. The purpose of the club is to stimulate interest in science. The Science Club sponsors activities that promote an understanding and appreciation of the sciences.

### **SIGMA DI GAMMA COUNCIL**

The Sigma Di Gamma Council is a foreign language club composed of Spanish students. To be eligible, a student must have taken a year of Spanish or be enrolled in Spanish at the time of joining. The purpose of the club is to further the knowledge of the Hispanic culture. The student activities range from the preparation of native foods to participation in Spanish cultural activities.

### **STUDENT COUNCIL**

Student Council is a student-operated organization through which student opinions, interests, and desires may be conveyed to the staff of the school. Listed below are the primary aims of the organization.

1. Develop within the individual student a regard for the regulations necessary for a well-organized democracy.
2. Develop within the individual student a sense of responsibility for his/her own conduct.
3. Develop on the part of students an understanding of the nature and extent of their role in the total school operation.
4. Encourage participation in the affairs of the school by the students.
5. Provide a laboratory in which the student may practice the meaning of citizenship in a democracy.
6. Provide a central clearing house for coordinating student activities.
7. Promote school loyalty and spirit.
8. Create a harmonious relationship between faculty and students
9. Encourage potential leaders to accept leadership responsibility.
10. Gain support of the student body in solving problems of the school.
11. Encourage high standards of scholarship.

### **SUNSHINE SOCIETY**

The Sunshine Society is a girls' service organization confined to the state of Indiana. Any high school girl may become a member of the Sunshine Society after learning the creed, being instructed about the purposes of the organization and paying dues. The purposes are to inspire high school girls to higher ideals, to spread sunshine and good cheer, to train girls for active citizenship by giving opportunities for active participation in the school, the home, and the community, to train for leadership, intelligent fellowship and to unite societies in common effort through Sunshine work. The club has many projects and also contributes money annually to the Riley Children's Hospital in Indianapolis, Indiana.



## VII. Athletic Department Regulations and Policies

*The regulations and policies adopted and listed below shall become effective on the 1<sup>st</sup> day of August 2015 and shall remain in effect until revised by action of the Board of Trustees of Rensselaer Central Schools Corporation.*

Rensselaer Central High School offers these sports for Boys:

- Cross Country
- Soccer
- Football
- Tennis
- Basketball
- Swimming
- Wrestling
- Track and Field
- Baseball
- Golf

Rensselaer Central High School offers these sports for Girls:

- Cross Country
- Soccer
- Volleyball
- Tennis
- Basketball
- Swimming
- Track and Field
- Softball
- Golf
- Cheerleading

Rensselaer Central Middle School offers these sports for Boys:

- Cross Country
- Football
- Basketball
- Wrestling
- Swimming
- Track and Field

Rensselaer Central Middle School offers these sports for Girls:

- Cross Country
- Volleyball
- Basketball
- Swimming
- Track and Field
- Cheerleading

### ACADEMIC ELIGIBILITY

Rensselaer Central High School

**IHSAA Requirement** – The student/athlete must meet the minimum IHSAA requirement of passing at least 70% of the maximum number of classes offered. This requires that the student/athlete pass a minimum of 5 classes.

**RGHS Requirement** – At the end of each grading period, a student/athlete, manager or support member must be passing all subjects to be eligible, with one exception. A student/athlete who has received one (1) F and is receiving all A's, B's and C's in all other classes is still eligible. Semester grades will take precedence over nine-weeks grades. Ineligibility will last for a period of ten (10) student school days. The student/athlete may attend practices and contests, but may not participate in contests. The student/athlete may be re-instated at the end of the ten (10) student school days, if he/she has a passing grade in all subjects. If the student/athlete is not passing all subjects at the end of the ten (10) student school days, he/she will be ineligible for the remainder of the grading period. The ten (10) student school days begin the first student day of the school year, or the beginning of each grading period.

Rensselaer Central Middle School

**RCMS Requirement** – At the end of each grading period, a student/athlete, manager or support member must be passing all subjects to be eligible. Semester grades will take precedence over nine-weeks grades. The student/athlete may attend practices and contests, but may not participate in contests. The student/athlete may be re-instated if he/she is passing all subjects on a progress report.

Rensselaer Central High School and Middle School

Eligibility requirements carry over from the 4<sup>th</sup> nine-week grading period to the beginning of the next school year. The only exception will be for incoming high school freshman. All freshmen receive initial promotion academic eligibility as per IHSAA rules. This exception only applies to the 4<sup>th</sup> nine week grade period at the middle school level of an 8<sup>th</sup> grade student/athlete becoming a freshman.

**ATTENDANCE**

Rensselaer Central High School and Middle School

All student/athletes are expected to be at school by the start of the school day. If a student/athlete is not at school by the start of the school day, he/she will not be allowed to practice that day. Further, in the event there is an athletic contest that night, the student/athlete will not be allowed to participate. Field trips, funerals, medical appointments, school events or any other event approved by school administration will be considered approved absences. Any other exception must be approved by the Athletic Director, Assistant Principal or Principal.

Student/athletes serving in-school or out-of-school suspensions will not practice or participate in athletic contests during the entire length of their suspension. Student/athletes who are suspended from school are not to travel with the team or attend games while the suspension is in effect. Both types of suspension shall be considered over at the end of the school day on the final day of the suspension. The student/athlete is then eligible to start practicing and competing in contests the following day. If the suspension ends on a Friday, the student/athlete is eligible to begin on Saturday if there are practices or contests.

**CONSENT TO PARTICIPATE**

Rensselaer Central High School and Middle School

All student/athletes must have parental/guardian consent to participate in athletics. This requirement is covered by completing the following documents prior to any participation in each sports contest season. The following documents are required to be completed and turned into the Athletic Directors office:

- Physical Examination completed on IHSAA Form
- Drug Testing Consent Form
- Concussion Acknowledgement/Sudden Cardiac Arrest Form

**IHSAA**

Rensselaer Central High School

All student/athletes must meet the IHSAA requirements to compete in a sport. This includes but is not limited to:

- Student/athlete must not have attained the age of twenty (20) prior to or on the scheduled date of the IHSAA State Finals Tournament in a sport.

- Currently attending and passing at least 70% of the maximum courses offered at Rensselaer Central High School.
- Rule C-8-1 requires that a student/athlete's conduct, in and out of school, shall be such as: (1) not to reflect discredit on his or her school or the IHSAA; and (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

### **PARTICIPATION IN TWO SPORTS IN ONE SEASON**

#### Rensselaer Central High School and Middle School

Rensselaer Central High School and Middle School do not support dual sports participation. Student/athletes are not permitted to participate in an in-season sport and condition in an out-of-season sport at the same time. The only exception to that policy would be for a manager or other support team member. In the event that an exception does apply, both Head Coaches and the Athletic Director must approve the request.

### **CONFLICT BETWEEN ACTIVITIES**

#### Rensselaer Central High School and Middle School

From time to time, conflicts may arise between extra-curricular activities and practice. In some cases, the athlete will have to make a decision as to which one to attend; in others, the decision will be made for him/her due to particular sport, class or club requirement. (i.e. Student Council, FFA, musical organizations, etc.) The general rule is that the student can choose, without penalty, to attend the one activity he/she wants for the first conflict, and on the second conflict, the athlete should attend the activity he/she did not choose the first time. Communication between the coaches and sponsors of the conflicting activities is a must.

### **INSURANCE FOR ATHLETES**

#### Rensselaer Central High School and Middle School

The Rensselaer Central Schools Corporation does not provide any insurance coverage for student/athletes. As a service to our students, the Rensselaer Central Schools Corporation offers an opportunity to enroll in a student accident insurance plan administered by an outside vendor. Each student/athlete, however, must demonstrate proof of insurance before he/she will be allowed to participate on a school team.

### **TRANSPORTATION**

#### Rensselaer Central High School and Middle School

Transportation to all events by bus or minibus is the established policy of the Rensselaer Central School Corporation. The Athletic Director, with the help of the Transportation Secretary, will set up a schedule for departure times and mode of transportation. Athletes traveling to and from athletic contests are expected to ride on the approved mode of transportation. Under no circumstances is a student/athlete to transport himself/herself or teammates to contests. In some cases, a student/athlete may be allowed to be transported by parents to the contest and/or from the contest as long as the "Travel Consent Form" has been approved by Administration for that contest. Coaches are to maintain discipline on the bus or minibus. Coaches are to see that athletes do not leave trash on the bus or other vehicle. When athletes arrive back at the school, coaches will remain until all athletes have left.

### **WEATHER CANCELLATIONS/DELAYS**

#### Rensselaer Central High School

In the event of a morning delay to the start of school, all morning practices will be cancelled. In the event school is cancelled, released early, etc. all contests or practices will be canceled unless conditions improve to the satisfaction of the administration. In this case, the Superintendent or his designee may waive the above rules. Away contests will be determined by the administration of the host school.



#### Rensselaer Central Middle School

In the event of a morning delay to the start of school, all morning practices will be cancelled. In the event school is cancelled, released early, etc. all contests or practices will be canceled. Away contests will be determined by the administration of the host school.

### **STUDENT/ATHLETE DRUG TESTING**

#### Rensselaer Central High School and Middle School

The Board of School Trustees of Rensselaer Central Schools Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol and/or tobacco products. All student/athletes, including those trying out for a team will be subject to a mandatory random drug testing program.

Driver education students and those students seeking parking authorization are also included in this mandatory drug testing program.

In addition to those students described above, the school will test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program at the parent's expense.

### **ROSTER SELECTION**

#### Rensselaer Central High School and Middle School

The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be on their team. At times, it will be necessary to release student/athletes trying out for the team. If a student/athlete is cut from a team he/she may join another team or program in that sport season with the approval of the second sport coach. This will not be allowed if the sport that the student/athlete is requesting to join has already held their first contest and/or that sport has administered cuts. A student/athlete cannot quit one sport to join another ***in season*** sport ***unless the sport requesting to join has not already held their first contest and/or that sport has administered cuts. Both the sending and receiving coaches must agree to this. A student/athlete cannot quit a sport to join another out of season sport until their current sport season is over.*** (Example: a player cannot quit football to go out for basketball until football is over. This includes pre-season training and weight training.) All questions and extenuating circumstances will be handled by the coaches involved and the Athletic Director. All athletes, including suspended athletes, will be released by the coach at the end of the season before they may begin a new season.

### **HOMESCHOOL STUDENTS**

#### Rensselaer Central High School and Middle School

**IHSAA Requirement** – IHSAA Rule 12-5 allows homeschoolers to participate at the public member school serving their legal residence. The IHSAA criteria include:

- The student, in conjunction with the school, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised including passing a physical examination and participating in the required number of practices in a given sport
- The student must have been home schooled for the previous three consecutive years
- The student completes all state-wide examinations as authorized by the Indiana Department of Education
- The student's family must submit grade information to the school to affirm the student is passing all courses
- The student must be enrolled in the school for which the student is participating for a minimum of one class per day.

**RCMS/RCMS Requirement** – Additionally, the Board of School Trustees of Rensselaer Central Schools Corporation has also mandated that each Homeschool student/athlete be enrolled in 50% of the maximum number of classes offered to be eligible to participate in Athletics.

## DISCIPLINE

### Rensselaer Central High School and Middle School

**INVESTIGATION** The Athletic Director shall immediately investigate the conduct of any student/athlete when the Athletic Director has reason to believe that a violation of these regulations has occurred. The Athletic Director may interview the student/athlete as well as any other student or person who may have information regarding the alleged misconduct. If, after conducting the investigation, the Athletic Director believes that the student/athlete violated any of these regulations, discipline shall be administered consistent with these regulations.

The following regulations, if violated at any time, will result in disciplinary action as outlined below:

- **ALCOHOL – POSSESSION, USE AND/OR CONSUMPTION.** The student/athlete shall not possess, use, or consume any alcoholic beverage, in any form or quantity.
- **ILLEGAL DRUGS – POSSESSION, USE AND/OR CONSUMPTION.** The student/athlete shall not possess, use, or consume any form of illegal drug including, but not limited to non-prescriptive or counterfeit drugs.
- **NICOTINE AND/OR TOBACCO PRODUCTS – POSSESSION, USE AND/OR CONSUMPTION.** The student/athlete shall not possess, use or consume any type of nicotine, nicotine products, tobacco or tobacco products.
- **THEFT AND/OR VANDALISM.**
  - The student/athlete shall not commit any act of theft or vandalism, wherever it may occur.
  - Payment or replacement of stolen or damaged equipment, facilities, etc., shall be the responsibility of those student/athlete(s) involved.

If any of the above four regulations are violated by a student/athlete or student/athlete candidate, the following disciplinary action shall be taken.

#### Rensselaer Central Middle School – Violations occurring as a Middle School student/athlete

1<sup>st</sup> offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season. The length of the suspension shall be based upon the number of regularly scheduled interscholastic contests. The number of suspended contests shall be rounded off to the nearest whole number of contests. If the suspension cannot be completed within the current sports season, the suspension shall be carried over to the next sports season in which the student/athlete competes. The student/athlete shall follow all team rules during the period of suspension.

2<sup>nd</sup> offense: Suspension from interscholastic athletic participation and competition for one calendar year, beginning from the day of notification of the violation.

3<sup>rd</sup> offense: A third violation shall result in expulsion from interscholastic participation and competition for the remainder of the athlete's middle school career.

#### Rensselaer Central High School – Violations occurring as a High School student/athlete

1<sup>st</sup> offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season. The length of the suspension shall be based upon the number of regularly scheduled interscholastic contests. The suspension shall include all completed contests through the State Tournament. The number of suspended contests shall be rounded off to the nearest whole number of contests. If the suspension cannot be completed within the current sports season, the suspension shall be carried over to the next sports season in which the student/athlete competes. The student/athlete shall follow all team rules during the period of suspension.

2<sup>nd</sup> offense: Suspension from interscholastic athletic participation and competition for one calendar year, beginning from the day of notification of the violation.

3<sup>rd</sup> offense: A third violation shall result in expulsion from interscholastic participation and competition for the remainder of the athlete's high school career.

Since managers are not participants, managing does not fulfill the requirements of serving a suspension.

The student/athlete's coach will determine whether or not the suspended student/athlete must complete the sport's season in which he/she was participating for the purposes of serving the suspension.

To serve a suspension, the student/athlete must be otherwise eligible to participate in athletics according to these regulations.

In the event the student/athlete violates any of the above regulations, that student/athlete may be required to attend counseling. If required, the counseling sessions must be completed to regain eligibility for competition.

Suspended student/athletes will not dress in game attire for contests in which they are suspended.

**Possession – Definition.** For the purposes of these above regulations, the term possession means that the student/athlete has control over the illegal substance or beverage with the intent to have and exercise control.

The following are considered regulations of the Discipline section outside of the four regulations listed above.

**IHSAA RULE C-8-1** This rule requires that a student/athlete's conduct, in and out of school, shall be such as: (1) not to reflect discredit on his or her school or the IHSAA; and (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. A student/athlete that engages in conduct that violates IHSAA Rule C-8-1 is in violation of the Discipline regulations.

**VIOLATION OF THE CRIMINAL CODE.** The Indiana Criminal Code, I.C. 35-1-1-1, et seq., is hereby incorporated by reference into these regulations. If a student/athlete engages in conduct that is a crime under the Indiana Criminal Code, such conduct shall be deemed a violation of these regulations. The student/athlete need not be arrested, charged or convicted of a crime in order for discipline to be administered under these regulations.

**DISCIPLINE COMMITTEE.** Under these regulations, certain violations, namely, possession, use and/or consumption of alcohol, tobacco or illegal drugs, and theft and vandalism, have specified penalties or discipline for each such violation. However, other violations of these regulations do not carry set penalties or discipline. Therefore, if, after investigation, the Athletic Director believes that the athlete may have violated regulations that do not carry set penalties, a discipline committee shall convene to determine whether the student/athlete should be disciplined. The discipline committee shall consist of the Athletic Director, the Principal and the student/athlete's ***current*** head coach. ***If the student/athlete is not currently in a sport, the Athletic Director will appoint a head coach to serve on the committee.*** Any member of the committee may request the student/athlete to speak to the committee regarding the alleged violation. Further, if the student/athlete requests, the student/athlete shall have the right to address and speak to the committee concerning the alleged violation. After a review of all circumstances surrounding the alleged violation, the committee shall then make a determination as to the discipline to be administered by a majority vote. The range of discipline may range from no action, to a suspension for the student/athlete's entire athletic career at the High School or Middle School level. The discipline may also include a requirement that the student/athlete make restitution if damages are sustained as a result of the misconduct. Further, the discipline may include counseling such as the discipline committee deems necessary. The discipline administered shall be consistent with the seriousness and nature of the alleged misconduct, and the student/athlete's prior disciplinary record.

Each student/athlete should bear in mind that he/she represents himself or herself, his/her family as well as his/her teammates and his/her school more places and in front of more people than the other student/athletes at the High School or Middle School. A Bomber student/athlete's actions and conduct at all times reflect directly on all of the above.

The student/athlete shall also understand that they are a High School or Middle School student/athlete 24 hours a day, 7 days a week and 365 days a year. This commitment to the Rensselaer Central Athletic Department is a complete commitment to a positive lifestyle. Questionable conduct by a student/athlete can ruin the pride and favorable image that student/athletes create for our school and community.

### COACHES RULES

#### Rensselaer Central High School and Middle School

Each coach shall have the right to establish written rules for the team they are coaching. These rules shall be subject to the approval of the Athletic Director and shall be distributed to the student/athletes.

### ATHLETIC AWARDS POLICY

#### Rensselaer Central High School

A student/athlete must attain 500 points in order to receive his/her honors jacket and 1000 points in order to attain his/her honors blanket. A student/athlete is required to have earned at least three varsity letters and then may receive a combination of 200 points from various other recognitions. Student/athletes may be awarded points by the Athletic Director for additional service or work to the Athletic Department. It is at the discretion of the Athletic Director if this will be permitted on an individual basis.

#### Point Structure:

Varsity Letter	100 points
Junior Varsity Award	65 points
Freshman Award	45 points
Three –Sport Athlete	50 points
Conference Champ	15 points
Team Conference Champ	15 points
Sectional Champ	25 points
Team Sectional Champ	25 points

#### Individual and Team IHSAA Tournament Advancement

Individual		Team	
Regional Qualifier	15 points	Regional Qualifier	15 points
Semi-State Qualifier	30 points	Semi-State Qualifier	30 points
State Qualifier	75 points	State Qualifier	75 points

A student/athlete will receive the point value of the highest level attained. For example, a State Qualifier gets 75 points, not 15 for Regional + 30 for Semi-State + 75 for State.

Each student/athlete will have a cumulative record kept in the Athletic Director's office. The student/athlete may request to see or have a copy of such at any time.

Managers are not considered athletic participants when determining points for a three sport athlete. Managers will receive team conference championship and team advancement points, if the team they are managing advances in the IHSAA tournament series, or wins a team conference championship.

