

Rensselaer Central
High School

Faculty/Staff Handbook

Rensselaer Central High School

Faculty/Staff Handbook

The papers and forms in this binder are informational in nature. They have been provided to you, by the administration, to highlight some of the major goals, directions, and policies at RCHS. Your familiarity with the information provided in this handbook helps with the progression of a positive and well-tuned school year. Please read the information and let administration know if you have questions or concerns.

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Rensselaer Central Schools Corporation

GOALS FOR 2011-2012

“A PLACE FOR ALL LEARNERS”

Rensselaer Central Schools Corporation Vision Statement

The Rensselaer Central Schools Corporation is committed to working with its staff, parents, and the greater community in ensuring that our students are challenged academically leading them to be productive and positive citizens who will be informed lifelong learners, and who will be formed with the social skills necessary to help positively shape an ever-changing world

MISSION STATEMENT OF RENSSELAER CENTRAL HIGH SCHOOL

THE MISSION OF RENSSELAER CENTRAL HIGH SCHOOL IS TO PROVIDE A CARING, COOPERATIVE COMMUNITY WHERE STUDENTS ARE ACTIVELY INVOLVED IN INTEGRATED ACADEMIC AND VOCATIONAL LEARNING, AS WELL AS CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, SO GRADUATES WILL BE SELF-DISCIPLINED, PRODUCTIVE MEMBERS OF SOCIETY.

STATEMENTS OF BELIEFS FOR STUDENT SUCCESS

- 1. Students will develop skills, attitudes, awareness of resources, and an appreciation of self-directed and other-directed learning that will enable them to be life-long learners in integrated settings.**
- 2. Students will develop the interpersonal skills to work cooperatively.**
- 3. Students will develop civic responsibility.**
- 4. Students will accept responsibility for their actions.**
- 5. Students will develop logical reasoning skills required in problem solving processes.**
- 6. Students will develop skills to communicate effectively through speech and writing.**
- 7. Parents and legal guardians have an important stake in the education of their children. Students will increase their success in school when parents or legal guardians support their learning.**

RENSSELAER CENTRAL SCHOOLS CORPORATION 2011-2012 ACADEMIC CALENDAR

APPROVED 11/18/10

| Student Teacher | | Student Teacher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Days | Days | Days | Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p align="center">August 2011</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <p align="center">September 2011</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | <p>August 16 - Bomber Academy August 17 - Teacher Orientation August 18 - First Student Day September 5 - Labor Day - NO SCHOOL</p> | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p align="center">October 2011</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <p align="center">November 2011</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | <p>October 24 - Parent/Teacher Conferences - NO SCHOOL October 28-31 - Fall Break - NO SCHOOL November 23-25 - Thanksgiving Vacation - NO SCHOOL</p> | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p align="center">December 2011</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p align="center">January 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <p>December 21 - January 2 - Christmas Vacation - NO SCHOOL January 3 - Students Return to School January 13 - End of First Semester (91 Days) January 16 - Flex Day (Weather Make-up if needed)</p> |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p align="center">February 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | <p align="center">March 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p>February 20 - Flex Day (Weather Make-up if needed) March 19-23 - Spring Break - NO SCHOOL</p> |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 20 | 17 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p align="center">April 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | <p align="center">May 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | <p>April 6 - Good Friday - NO SCHOOL April 9 - Flex Day (Weather Make-up if needed) May 28 - Memorial Day - NO SCHOOL May 31 - End of Second Semester (89 Days)</p> |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 19 | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p align="center">June 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <p align="center">July 2012</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <p>June 1 - Make Up Day if Needed June 3 - Graduation June 4 - 29 Summer School</p> |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Students - 180 Days
 Teachers - 183 1/2 Days

Rensselaer Central High School

Daily Bell Schedule

RED/BLACK

8:05 - 9:25 1/6

9:30 - 9:50 2/7 READING

9:55 - 11:10 2/7

11:15 - 11:47 3A/8A LUNCH/HMR

11:52 - 12:24 3B/8B LUNCH/HMR

12:29 - 1:49 4/9

1:54 - 3:14 5/10

RED/BLACK 2 HOUR DELAY

10:05 - 10:55 1/6

11:00 - 11:20 2/7 READING

11:25 - 12:15 2/7

12:20 - 12:50 3A/8A LUNCH/HMR

12:55 - 1:25 3B/8B LUNCH/HMR

1:30 - 2:20 4/9

2:25 - 3:14 5/10

WHITE

8:05 - 8:45 1

8:50 - 9:30 2

9:35 - 10:15 6

10:20 - 11:00 7

11:05 - 11:37 3A/8B LUNCH/HMR

11:42 - 12:14 3B/8B LUNCH/HMR

12:19 - 12:59 4

1:04 - 1:44 5

1:49 - 2:29 9

2:34 - 3:14 10

WHITE 2 HOUR DELAY

10:05 - 10:30 1

10:35 - 11:00 2

11:05 - 11:37 3A/8A LUNCH/HMR

11:42 - 12:14 3B/8B LUNCH/HMR

12:19 - 12:44 6

12:49 - 1:14 7

1:19 - 1:44 4

1:49 - 2:14 5

2:19 - 2:44 9

2:49 - 3:14 10

White day = Monday
Red day = Tuesday/Thursday
Black day = Wednesday/Friday
(These days will not change throughout the year)

Rensselaer Central Schools Corporation

Professional Development Time

2011-2012

1. Teacher Work Day:

| | |
|-----------|-----------|
| Monday | 8:00-3:20 |
| Tuesday | 8:00-3:20 |
| Wednesday | 7:10-3:20 |
| Thursday | 8:00-3:20 |
| Friday | 8:00-3:20 |

2. School day length will not change for students.

3. Professional Development time will be every Wednesday from 7:10 AM to 8:05 AM for all certified staff.

4. Doors will open for students at the high school at 7:30 AM

5. On Professional Development Wednesdays, child care will be provided for all certified staff from 7:00-7:45AM.

6. If weather delay should occur on a Wednesday, Professional Development is cancelled for the day.

7. Professional Development will not occur on Wednesdays which are the last school day of the week.

Rensselaer Central High School
Student Academic Work
PL221 and SIP
Protocol Form for _____ School Year

Protocol Form for student work turned into Mr. Zimmer by a RCHS faculty member for PL221, NCA, and HSTW. This was revised on 10/16/06 after Curricular meetings.

Directions:

1. Select one goal per semester and with this Protocol Form provide Mr. Zimmer with that student's work by the end of the first and second semester
2. If student work does not fit a goal, then you may submit your lesson plan as evidence of meeting a goal.
3. Summarize the other two goals in a typed statement not exceeding 200-250 words.

Faculty Name _____

Date _____

Course Title _____

RCHS Goal #1 Goal #2 Goal #3 Goal #4 (circle one)

1. In all disciplines, students will be provided with more writing opportunities with the possibility to edit their own work at least twice per month per class (RCSC goal #2; HSTW p. 2 table 23; NAEP p. 24 & p. 16).
2. Using printed materials to elicit responses to current topics, the students will be provided more opportunities for oral presentations, debates, and speeches (RCSC goal #3; HSTW p. 11 tables 7A & 7B; NAEP p. 10).
3. Students will be provided opportunities to continue to increase the use of technology in the classroom (RCSC goal #5).
4. All students will read and solve algebraic problems in science, technology education and mathematics courses by applying appropriate problem-solving strategies (Added May 2006 after April 5, 2006 meeting with RCMS and RCHS meeting—RCSC goal #1).

Rensselaer Central High School

Parental/Community Involvement

PL221 and SIP

Protocol Form _____ School Year

Protocol Form for teacher response to RCHS Goal #5 to be turned into Mr. Zimmer for PL221, NCA, and HSTW. Select two (2) of the six (6) criteria once per semester. Effective April 1, 2005.

Faculty Name _____ Date _____

RCHS School-wide Goal #5—*RCHS teachers/administrators are encouraged to provide opportunities for positive parental/community involvement within the school environment* . (Approved: March 2005.)

Teacher Survey Data: Indicators of a Functional Mission, Raising Expectations and Providing Extra Help.

Teachers strongly agree the community actively supports the school's instructional goals (R13)

- a. 6% of RCHS faculty strongly agreed to this statement as ascertained by the NAEP Teacher Survey of 2004.
- b. 9% of the RCHS faculty strongly agreed to this statement in as ascertained by the NAEP Teacher Survey of 2006.
- c. 60% is the benchmark for HSTW.
- d. Statistic located in 2004 NAEP/HSTW report on p. 193

Criteria to meet this goal:

1. _____ I called a parent(s)/guardians at home to discuss their child's (children's) learning
2. _____ I invited a parent to see me after school or during a prep period to discuss student learning.
3. _____ I talked to a parent at a school or community activity about their child's lessons
4. _____ In order for a classroom learning objective to be fulfilled my students will need to
_____ complete a field trip within the local community
_____ have a local community guest speaker/alumnus visit my classroom
5. _____ I contacted a parent about one of my students via e-mail to discuss the student's academic progress.
6. _____ I provided interaction between students and parents within a class or lesson or academic activity or field trip.

Rensselaer Central High School

Standards Based Curriculum

or

Perfect Practice Makes Perfect

Four essential questions to be asked, discussed, and reflected on when instruction is based on standards.

1. What knowledge will students be learning?
(What educational purposes should the school seek to attain?)

2. What will be done to help students acquire and integrate this knowledge?
(How can learning experiences be selected which are likely to be useful in attaining these objectives/purposes?)

3. What will be done to help students practice, review, and apply this knowledge?
(How can learning experiences be organized for effective instruction?)

4. How will you know if students have learned this knowledge?
(How can the effectiveness of learning experiences be evaluated?)

Rensselaer Central High School

Writing Standards across the Curriculum

Standard 4 Writing: Writing Process (Grades 9 and 10)

Students discuss ideas for writing with other writers. They write coherent and focused essays that show a well-defined point of view and tightly reasoned argument. Students progress through the stages of the writing process (prewriting, writing, editing, and revising).

Standard 4 Writing: Writing Process (Grades 11 and 12)

Students write coherent and focused texts that show a well-defined point of view and tightly reasoned argument. The writing demonstrates students' progression through the stages of the writing process (prewriting, writing, editing, and revising).

Standard 5 Writing: Writing Applications (Grade 9)

At Grade 9, students combine the rhetorical strategies of narration, exposition, persuasion, and description to produce texts of at least 1,500 words. Students begin to write documents related to career development. Student writing demonstrates a command of Standard English and the research, organizational, and drafting strategies outlined in Standard 4—Writing Process. Writing demonstrates an awareness of the audience (intended reader) and purpose for writing.

Standard 5 Writing: Writing Applications (Grade 10)

At Grade 10, students combine the rhetorical strategies of narration, exposition, persuasion, and description to produce texts of at least 1,500 words. Students compose business letters. Student writing demonstrates a command of Standard English and the research, organizational, and drafting strategies outlined in Standard 4—Writing Process. Writing demonstrates an awareness of the audience (intended reader) and purpose for writing.

Standard 5 Writing: Writing Applications (Grade 11)

At Grade 11, students continue to combine the rhetorical strategies of narration, exposition, persuasion, and description to produce texts of at least 1,500 words. Students are introduced to writing reflective compositions and historical investigation reports and become familiar with the forms of job applications and resumes. Students deliver multimedia presentations on varied topics. Student writing demonstrates a command of Standard English and the research, organizational, and drafting strategies outlined in Standard 4—Writing Process. Writing demonstrates an awareness of the audience (intended reader) and purpose for writing.

Standard 5 Writing: Writing Applications (Grade 12)

At Grade 12, students continue to combine the rhetorical strategies of narration, exposition, persuasion, and description; to produce reflective compositions, historical investigation reports and job applications and resumes; and to deliver multimedia presentations. Student writing demonstrates a command of Standard English and the research, organizational, and drafting strategies outlined in Standard 4—Writing Process. Writing demonstrates an awareness of the audience (intended reader) and purpose for writing.

Standard 6 Writing: Written English Language Conventions (Grades 9-12)

Students write using Standard English conventions.

Rensselaer Central High School

Reading Standards across the Curriculum

Grades 9 through 12

Standard 1 Reading: Word Recognition, Fluency, and Vocabulary Development

Students apply their knowledge of word origins (words from other languages or from history or literature) to determine the meaning of new words encountered in reading and use those words accurately.

Standard 2 Reading: Reading Comprehension

Students read and understand grade-level-appropriate material. They analyze the organizational patterns and evaluate authors' arguments and positions. The selections in the *Indiana Reading List* (available online at www.doe.state.in.us/standards/readinglist.html) illustrate the quality and complexity of the materials to be read by students. At Grade ____, in addition to regular classroom reading, students read a wide variety of classic and contemporary literature, poetry, magazines, newspapers, reference materials, technical resources, and online information.

Standard 3 Reading: Literary Response and Analysis

Students read and respond to grade-level-appropriate historically or culturally significant works of literature that reflect and enhance their study of history and social science. They conduct in-depth analyses of [recurrent themes---11,12] the themes of these works. The selections in the *Indiana Reading List* (available online at www.doe.state.in.us/standards/readinglist.html) illustrate the quality and complexity of the materials to be read by students.

Rensselaer Central High School

Writing Rubric across the Curriculum Grades 9-12

| Achievement Level | Student display all or most of the behaviors when writing assignment for all courses. |
|------------------------------|--|
| 5 | <ul style="list-style-type: none"> --There are no errors that impair the flow of communication. --The writer is focused on the topic and task with thorough and complete ideas & information. --The writer organizes ideas logically. |
| Superior | <ul style="list-style-type: none"> --The writer exhibits exceptional word usage adjusting language and tone to the task & the reader. --The writer demonstrates exceptional writing technique by having <ul style="list-style-type: none"> -no capitalization errors. -no punctuation or spelling errors. -no grammar or usage errors. -no paragraphing errors. -no run-on sentences or sentence fragments. |
| 4 | <ul style="list-style-type: none"> --Errors are occasional, but do not impair the flow of communication. --The writer remains focused on the topic and task and includes many complete ideas and information. --The writer organizes ideas logically. |
| Advanced | <ul style="list-style-type: none"> --The writer exhibits adequate word usage and attempts to adjust language and tone to the task & reader. --The writer demonstrates adequate writing technique by having <ul style="list-style-type: none"> --few or no capitalization errors. --few or no punctuation or spelling errors. --few or no grammar or usage errors. --few or no paragraphing errors. --no run-on sentences or fragments. |
| 3 | <ul style="list-style-type: none"> --Errors are occasional, but do not seriously impede the flow of communication. --The writer remains somewhat focused on the topic and task. --The writer includes minimally relevant ideas & information. --The writer attempts to organize ideas logically. |
| Proficient | <ul style="list-style-type: none"> --The writer exhibits minimal word usage. --The writer demonstrates minimal writing technique. --The writer attempts to adjust language and tone to the task & reader. --Most capitalization and punctuation are correct. --Most grammar and word usage are correct. --Most paragraphing is correct. |
| 2 | <ul style="list-style-type: none"> --The writer may have a run-on sentence or a fragment. --Errors are typically frequent and cause the reader to stop and reread part of the writing. --Existing errors do impair communication. --With some effort the reader is still able to discern most of what the writer is attempting to communicate. --The writer exhibits less than minimal focus on the topic & task. |
| Needs Improvement | <ul style="list-style-type: none"> --The writer includes few relevant ideas or little information and does not organize ideas logically. --The writer exhibits less than minimal word usage. --The writer demonstrates less than minimal writing technique. --The writer may use language or tone inappropriate to the task & reader. --Some capitalization is correct. --Some punctuation and spelling are correct. --Some grammar and word usage are correct. --Paragraphing may have errors or may be missing. |
| 1 | <ul style="list-style-type: none"> --The writer may have run-on sentences or fragments. --Errors are serious and numerous --The reader struggles to discern the writer's meaning --Errors are frequently of a wide variety. --Sections of writing are impossible to understand. |
| Failing | <ul style="list-style-type: none"> --There is little or no focus on the topic and task. --There are few to no relevant ideas or information. --The writer does not organize ideas logically. --The writer exhibits less than minimal word usage. --The writer presents language and tone inappropriate to the task & reader. --There are many capitalization errors. --There are many punctuation and spelling errors. --There are many grammar and word usage errors. --There are paragraphing errors or paragraphs missing. --There are many run-on sentences and fragments. |

RCHS Faculty Meetings

2011-2012

Faculty meetings are scheduled to meet the second Wednesday of each month during the school year from 7:10 to 8:00 A.M, unless noted by an *. Meetings will be held in the Library. The Principal and Assistant-Principal will manage all meetings during the school year.

All faculty and staff are encouraged to send agenda items to Mr. Zimmer by Noon on the Monday prior to the Wednesday meeting. Agendas will be distributed by Noon on Tuesday prior to the Wednesday meeting. On occasion an additional meeting(s) may be necessary. Faculty agenda and any minutes will be kept on file in the school office.

2011

Aug. 18

Sep. 14

Oct. 12

Nov. 9

Dec. 14

2012

Jan. 11

Feb. 8

Mar. 14

Apr. 11

May 9

In the event that RSCS calls a SCHOOL DELAY on the Wednesday when a monthly Faculty meeting is scheduled, the monthly RCHS Faculty meeting will be held 30 minutes before the first bell rings on that school day. Ex: If RCSC calls for a two-hour delay and first bell rings at 10:05 am, then the faculty meeting will begin at 9:35 am.

In the event that RCSC calls for CLOSED SCHOOL on the Wednesday when a monthly Faculty meeting is scheduled, the monthly RCHS Faculty meeting will be rescheduled the very next school day 30 minutes before the first bell rings at 8:05 am or 9:05 am or 10:05 am or 11:05 am. The exception will be Mondays. If RCSC calls for CLOSED SCHOOL on a Wednesday and RCSC remains closed Thursday and Friday, the monthly Faculty meeting will be held on Tuesday or the next school day when school is opened.

RCHS Department Meetings

A. Department/Division Chairs should attempt to schedule department/division meetings once per every four weeks or at least once every nine weeks during the school year. Meetings should be limited to thirty (30) minutes. Agenda and minutes are to be maintained and sent to the office for filing. The Principal and Assistant-Principal are willing to attend Department/Divisional meetings. Please make sure to include in the minutes the names of the faculty in attendance and the date.

Topics for possible discussion:

- the curriculum --lesson planning
- teaching methods --student progress
- determining department/division needs, --projects for the future
- recent conferences/workshops you attended --PL221
- NCA requirements --HSTW requirements
- Indiana Academic Standards
- textbooks for the students in the general classroom
- textbooks for the students in the special needs classroom
- technology needs (via the Technology Committee)
- action based research
 - CPF needs/desires/dreams

B. All Career/Technical/Vocational departments because of their nature of funding or other State requirements **must** also submit their minutes to that State agency which oversees them or who may have a special partnership with a high school department. These are known as Advisory Committees and they should meet at least three times per school year as required by State protocol.

--Agendas and minutes need to be kept.

--Agendas and minutes need to be sent to the principal as well as to the director at
Indian Trails Co-op.

--The Principal, if available, will attend Advisory Committee meetings when invited.

Department/Division Chairs are responsible that **semester and final exams** are on file in the office. Please turn these in during the months of December and May.

Rensselaer Central High School
Faculty Pre-Conference Report A
Academic Standards

This form is to be filled out at the same time you fill out the 3-part form asking for a Request for Leave to attend a convention (C), conference (C), seminar (S), workshop (W), etc. Return to Mr. Zimmer.

Name of Faculty: _____

Conference/Seminar/Workshop: _____

Date(s) of C/S/W: _____

Location of C/S/W: _____

Professional Organization: _____

Title/Theme/Objective of C/S/W:

What Indiana, national and/or professional Standard(s) does this C/S/W address:

Which of the four RCHS Goals does this C/S/W address:

You may be requested to make a presentation to your peers about what you learned at this C/S/W on a Curricular Meeting Day.

Rensselaer Central High School

Faculty Post-Conference Report B Academic Standards

Name of Faculty: _____

Conference/Seminar/Workshop: _____

Date(s) of C/S/W: _____

Location of C/S/W: _____

Professional Organization: _____

Title/Theme/Objective of C/S/W:

Sessions Attended and times:

Summarize one or more sessions:

What Indiana Academic Standard(s) does this C/S/W address:

How will you implement what you learned at the C/S/W to increase student academic achievement at RCHS:

You may be requested to make a presentation to your peers about what you learned at this C/S/W on a Curricular Meeting Day. Once the C/S/W is over, complete this form and present it to Mr. Zimmer.

Rensselaer Central Schools Corporation

Assessment Forms

All assessment forms are available on the school corporation website. Please visit www.rchs.rensselaerschools.org to access the forms. You will need to login to the website and visit the Documents Library section. In this section you will find the assessment forms under Faculty Documents. Please direct all questions to the technology department.

Rensselaer Central High School

2011-2012

Semester 1 Grade Reports

| Item | Day | Date | Time Due |
|---|---------------------------------|-----------------|-----------------------------------|
| 1st Nine Weeks | | | |
| Midterm Reports | Thursday | Sept 22 | 3:30PM |
| Grade Period Ends | Friday | Oct 20 | 3:14 PM |
| Grades due | Monday | Oct 24 | Parent Teacher Conferences |
| 2nd Nine Weeks | | | |
| Midterm Reports | Tuesday | Nov 22 | 3:30PM |
| Final Exam Week | Thursday | Jan 12 * | |
| Final Exam Week | Friday | Jan 13 * | |
| Grade Period Ends (end of 1st semester) | Friday | Jan 13 * | 3:14 PM |
| Grades due | Saturday (All Students) | Jan 14 | NOON |

The personnel in the Guidance Office have been informed of these dates. I have informed them NOT to wait for late grades. Once grades are submitted from you, there is at least one to two days of work on the computer to make sure all is in order before the final BUTTON is pushed to calculate GPA, etc.

LATE GRADES WILL NOT BE TOLERATED! You are dedicated professionals who know how the maze works! If your grades are not turned in on time, I will provide you with envelopes and stamps, and you will need to mail them out with your own letter to parents/guardians explaining the situation. The exceptions will be the weather or your untimely death!

*tentative depending on weather

Rensselaer Central High School

2010-2011

Semester 2 Grade Reports

| Item | Day | Date | Time Due |
|---|-----------------|---------------|--------------------------|
| 3rd Nine Weeks Midterm Reports | Friday | Feb 8 | 3:30PM |
| Grade Period Ends | Friday | Mar 17 | 3:14PM |
| Grades due | Monday | Mar 20 | 3:30 PM |
| 4th Nine Weeks Book Fees for 9-10 | Friday | March 1 | 3:30PM |
| Midterm Reports | Friday | March 20 | 3:30PM |
| List of Senior Award Winners | Friday | May 18 | 3:30PM (Guidance Office) |
| Senior Awards/Medals/ Money/Certificates | Friday | May 18 | 3:30PM (Guidance Office) |
| Final Exam Week | Friday | May 30 | Periods ALL STUDENTS |
| Final Exam Week | Monday | May 31 | Periods ALL STUDENTS |
| Grade Period Ends | Thursday | May 31 | 3:14PM |
| Grades Due | Friday | June 1 | Noon |
| Senior Awards Night | TBA | TBA | 6:30PM |
| Graduation | Sunday | June 3 | 2:00PM |

The personnel in the Guidance Office have been informed of these dates. I have informed them NOT to wait for late grades. Once grades are submitted from you there is at least one to two days of work on the computer to make sure all is in order before the final BUTTON is pushed to calculate GPA, etc.

LATE GRADES WILL NOT BE TOLERATED! You are dedicated professionals who know how the maze works! If your grades are not turned in on time I will provide you with envelopes and stamps and you will need to mail them out with your own letter to parents/guardians explaining the situation. The exceptions will be the weather or your untimely death! *Tentative

Rensselaer Central High School

Flags in Classrooms, Pledge to the Flag, and Moment of Silence

All classrooms should have a US and Indiana State flag.

The following was an e-mail message sent to all RCHS faculty/staff about the Pledge from Mr. Bill Zimmer on March 12, 2003.

It is being reprinted and placed in the Faculty Handbook for this school year.

“I was able to verify that the best way to handle a student who chooses either for personal or religious beliefs, to not participate in the pledge.

I read the case law in my law book and had a conversation with Mr. Dave Emmert, General Counsel for the Indiana School Boards Association.

Both sources claim that the best way to handle a student who chooses to not participate is to have them remain seated quietly. You may not force them to stand in silence ”

Further:

Senate Education Act (SEA) 332 enacted in 2005:

- Requires a U.S. flag to be displayed in each classroom,
- Voluntary daily reciting of the pledge of allegiance,
- Provides exemptions for students who choose, or whose parents choose for them, not to participate.
- Requires school corporations to establish a daily moment of silence.

Rensselaer Central High School

Students Driving to RCSC Events

It is the belief of Mr. Zimmer and Mrs. Christopher that RCSC students, who participate in extra-curricular activities, **should NOT** drive to “away events” and should never be allowed to ride with other students to or from those events. If the parent of a student needs to bring his/her child to or from an “away event” ,he/she needs to bring a note to the office and have an administrator approve and sign it.

This option is only available to parents of RCHS students. If you have question s, please see Mr. Zimmer or Mrs. Christopher

Rensselaer Central High School

Guidelines Concerning New Textbook Adoption and the Sale of Former Textbooks

This checklist is an attempt to provide RCHS faculty with some guidelines when the selection of new State-approved textbooks is to be completed in January/February of each school year.

New Textbooks

- _____ Select textbooks that meet Indiana Academic Standards.
- _____ Select textbooks that present knowledge which is valid and reliable.
- _____ Select textbooks that may be used in our Block schedule.
- _____ Select textbooks that also may provide RCHS with additional free materials when the textbooks are purchased.
- _____ Select textbooks which are reflective of the RCSC and RCHS goals.
- _____ Select textbooks which may be used in the Special Education classrooms.
- _____ Select textbooks that may be available as a “books-on-tape”
- _____ Textbooks selected need to be reviewed by the public, parents and School Board prior to formal approval by the School Board.
- _____ Have you composed and mailed a letter to the above stated audiences, as well as the local newspaper, announcing that the review of the textbooks is to be held on at a certain time, place and date(s)?
- _____ All textbooks are approved at the March meeting (third Tuesday of the month; unless otherwise noted) of the School Board of Trustees. Thus all information for all new textbooks need to be turned into the building principal by the second Tuesday of March.
- _____ Keep the Principal informed as he/she needs to present the newly adapted texts at the School Board meeting.

Former Textbooks

- _____ In order for RCSC to be successful in selling former textbooks the following information is needed:
 - ISBN#
 - Name of publisher
 - Name of Author(s)
 - Copyright date
 - Number of texts to be sold

Indiana's Six Year Textbook adoption Schedule

Updated 07/28/08

| State Adoption | Subject Area | Local Adoption | School Year For First Use | Years of use |
|-----------------------|---|-----------------------|----------------------------------|---------------------|
| October, 2008 | Social Studies | Spring, 2009 | 2009-2010 | 6 |
| October, 2009 | Mathematics | Spring, 2010 | 2010-2011 | 6 |
| October, 2010 | Science Health Education | Spring, 2011 | 2011-2012 | 6 |
| October, 2011 | Miscellaneous (Art, Music, Business Education, Industrial Technology Education, and Family & Consumer Sciences) | Spring, 2012 | 2012-2013 | 6 |
| October, 2012 | Reading Handwriting | Spring, 2013 | 2013-2014 | 6 |
| October, 2013 | Language Arts World Languages | Spring, 2014 | 2014-2015 | 6 |
| October, 2014 | Social Studies | Spring, 2015 | 2015-2016 | 6 |
| October, 2015 | Mathematics | Spring, 2016 | 2016-2017 | 6 |

Rensselaer Central High School

Homeroom Protocols

In all Homerooms during the school year the following activities will take place:

1. Students will watch BTV.
2. Students will watch Channel One.
3. Students will read or work on class assignments/homework silently or other learning activities as deemed appropriate by the Homeroom teacher.
4. Students must remain in seats and no food or drink will be allowed.
5. Consequences for failure to follow Homeroom Protocols will be determined by the administration.

Wednesday Detention Schedule

2010-2010

Detentions are served 7:30-8:00 AM or 3:20-3:50 PM

In the Small Lecture Hall (Rm. #206)

Teachers may exchange dates, but please inform Mrs. Klemme or Mrs. Christopher. A BLUE folder with the names of those students who MUST serve a Wed. detention will be placed in your mailbox. Make sure that each student signs his/her name on the form provided in the BLUE folder. Indicate on this form whether the student served in the AM or PM or both. Students MAY serve two (2) detentions on the same day.

Aug 24 Mr. Kellow
31 Mr. Hannon
7 Ms. Diadem
14 Mr. Simpson
21 Mr. Sims
28 Mr. Marlow

Oct 5 Mrs. Hutchinson
12 Mr. Standish
19 Mrs. Spurgeon
26 Mrs. Cook

Nov 2 Mr. Stowers
9 Mrs. Davisson
16 Mrs. Benner
23 Mr. Stevens
30 Ms. Hendy

Dec 7 Mr. Dobson
14 Mrs. S. Dobson

Jan 4 Mr. Brown
11 New Teacher
18 Mr. Wamsley
25 Mr. Oates

Feb 1 Ms. Schneider
8 Mr. Hawthorne
15 Mrs. K. Dobson
22 Ms. Lyons
29 Mr. Sell

Mar 7 Ms. Wellmaker
14 Mr. Meeks
28 Mr. Wojciechowski

Apr 4 Mrs. Price
11 Ms. Davis
18 Mr. Blubaugh
25 Mr. Gull
May 2 Mr. Feagans
9 Mrs. Heinig
16 Mrs. Black
23 ?
30 ?

Rensselaer Central High School

Protocols for Obtaining a Substitute Teacher

What follows is clarification with regards to obtaining a substitute (sub) teacher.

1. One of my duties as principal for RCHS is obtaining substitute teachers for all teachers at RCHS throughout the school year. If you will be out of the building either planned or unexpected, please contact Mr. Zimmer ASAP. **In case I am away or ill, that duty falls to Mrs. Norita Schultz.**
2. If you will be out or away from RCHS for a conference, workshop, etc. you are to fill out the appropriate forms located in the main office. Norita Schultz or Leila Klemme will assist in obtaining the forms. I ask that you give these to me at least 72 hours prior to your intended absence from RCHS. These forms may be found in the Faculty Handbook as well.
3. In case you become ill or have other family or medical issues and you will be unable to be at RCHS, please call me ASAP. Please call in this order:

219-866-5175 x 202 Office at RCHS – leave a detailed message if I'm
not at school.

219-866-5175 x 208 Mrs. Norita Schultz

I would prefer that you call the school and leave a message; I'm generally in the office by 6: 30 am (CDT/CST) on most days.

Rensselaer Central High School

Substitute Teacher Form (RED/BLACK)

Faculty: In order to better accommodate your requests for a substitute teacher, please provide the following information. Return to Mr. Zimmer at least 72 hours prior to your intended absence. Fill out one form per day/date of absence.

Name _____

Day(s) of Absence: T W R F Date(s) of Absence _____
(Circle)

Time of Absence _____

Please fill in your schedule of classes, lunch and prep below for the day you will be gone.

Period 1/6 8:05---9:25 _____ Rm____

Period 2A/7A 9:30---9:50 _____READING_____ Rm____

Period 2/7 9:50--11:10 _____ Rm____

Period 3/8

Lunch A/Homerm A 11:15-11:47 _____ Rm____
(Circle Lunch or HR)

Lunch B/Homerm B 11:52-12:24 _____ Rm____
(Circle Lunch or HR)

Period 4/9 12:29--1:49 _____ Rm____

Period 5/10 1:54---3:14 _____ Rm____

Additional comments, if any:

Reason for absence: _____

Rensselaer Central High School

Substitute Teacher Form

MONDAY/WHITE DAY

Faculty: In order to better accommodate your requests for a substitute teacher, please provide the following information. Return to Mr. Zimmer at least 72 hours prior to your intended absence. Fill out one form per day/date of absence.

Name _____

Day(s) of Absence: Date(s) of Absence _____

Time of Absence _____

Please fill in your schedule of classes, lunch and prep below for the day you will be gone.

Period 1 8:05 – 8:45 _____ Rm____

Period 2 8:50 – 9:30 _____ Rm____

Period 6 9:35 – 10:15 _____ Rm____

Period 7 10:20 – 11:00 _____ Rm____

Lunch A/Homerm A 11:05 – 11:37 _____ Rm____

(Circle Lunch or HR)

Lunch B/Homerm B 11:42 – 12:14 _____ Rm____

(Circle Lunch or HR)

Period 4 12:19 – 12:59 _____ Rm____

Period 5 1:04 – 1:44 _____ Rm____

Period 9 1:49 – 2:29 _____ Rm____

Period 10 2:34 – 3:14 _____ Rm____

Additional comments, if any:

Reason for absence: _____

Rensselaer Central High School

Listed below are some common sense items that all RCHS faculty should abide by in order to ensure SAFETY at RCHS.

1. Make an effort to be present outside your classroom door before and after class periods.
2. Make sure your vehicle is parked in the north parking lots or on the drive on the west side of the school. Do not park near the building on the west side of the school. Do not park in front of the school.
3. Make sure your vehicle is properly registered and has a RCHS parking decal hanging on the rear view mirror.
4. Make sure each visitor/guest you bring into RCHS has been registered with the principal using the Visitor/Guest Form.
5. Make sure your students follow the Auditorium Rules when they are requested to attend all events in the auditorium.
6. Make sure you use the Work Order form and that it is sent to the principal for approval for any and all tasks or repairs needed in your area/room.
7. Make sure when you have completed using a RCSC mini-bus that the bus keys are returned to the assistant principal.
8. Always seek written or verbal permission from the principal or his/her designee to use any space or item located within the campus of RCHS.

Rensselaer Central High School

Security System

Currently a security system with four (4) key pads is in place at RCHS. The four key pads are located at

- 1. door near the Nurse's Station or Door #2**
- 2. door near the Teacher's Dining Room or Door #8,**
- 3. door near the swimming pool or Door #12**
- 4. door at the unloading dock in maintenance or Door #7**

One (1) GREEN light on the key pad when lit indicates that the building is clear to enter.

If a RED light is illuminated then the security system has been set and will sound an audible alarm if you attempt to enter/leave the building. The Rensselaer Police Department is notified and they will send an officer to investigate the nature of the entry. When entering the building with a RED light illuminated you have about 30 seconds to enter the building and press the security code number on one of the four keys pads. When leaving the building after normal hours you should set the system to activate the alarm. Press zero (0) to clear the pad and then the four (4) digit code number.

The RCHS is secured with an alarm system from 11:00 pm each night until 6:30 am each day. On weekends the alarm system is set from 4:00 pm to 8:00 am.

RCHS has sixteen (16) cameras in the school hallways and three (3) cameras on the outside of the building.

Rensselaer Central High School

FIRE DRILLS DURING PASSING PERIODS

1. Students EXIT the building through the closest door.
2. Students make their way to their HR teacher in designated areas of the campus:
 - a. Seniors-----East side near parking lot.
 - b. Juniors-----South side near Door #16 in the grove.
 - c. Sophomores-----North side on bus parking lot near tennis courts.
 - d. Freshmen-----West side on pavement near the Greenhouse.
 - e. Alternative School Students---Flag pole at front of building
 - f. Students from other schools---Follow the class you are in: i, ii, iii, iv.
3. Teachers make sure you take your Class Record Book for attendance.
4. HR teachers should take attendance of their students.
5. In all cases keep students away from the building as fire trucks, other equipment, and emergency personnel may have free access to the building.
6. Students return to building and attendance will be taken at the next period to act as a double check.
7. The next period will be shortened by the length of time the drill took place.
8. In the event of a “real fire” students in HR classrooms:
 - a. 100s and 400s will move to the Armory.
 - b. 200s, 300s, gym, pool and all other areas will move to the Middle School.
 - c. School Administration will announce which Doors may be closed during a fire and for students and teachers to move to other doors.
9. School Administration will provide:
 - a. Office Staff with a list of HR teachers
 - b. Office Staff with Daily Attendance List
 - c. Office Staff with a list of students in Building Trades/ICE/Cadet Teaching.

Rensselaer Central High School

Fire Drill Procedures

Fire Drill during Lunch

- Lunchtime teachers will leave dining room and meet students from lunch room on the north parking lot exiting through Doors #6 and/or #8.
- students will assemble on the north parking lot according to their Homerooms (HR).
- HR class lists are available in the teacher's lounge in a large white binder with grease pens, to take outside and to count noses.
- two teachers/staff members will be assigned to the lunchroom to ensure that when students return their food has been left intact.
- the lunch period would be extended in time to ensure that teachers and students have their 30 minute period.
- those teachers/staff who go home for lunch and unavailable to assist with these drills need to inform their partner teacher so that their students are being supervised and counted.
- students in the gym will exit the north Doors #9 and #10 to the outside with the Athletic Director.
- kitchen staff will close down serving area and proceed to safety.
- tables have been lettered, so students are to return to their food at the tables they left.
- special needs students (wheelchair) are to evacuate to dock of Receiving room.
- if Drill occurs while seniors are returning they are to wait in cars in East Parking lot.

Fire Drill during Homeroom (HR)

- HR teachers are to take their students to their HR designated areas for nose counting.

Fire Drill during after-school events

- persons at Open Swim are to follow normal policies for evacuation.
- announcer at games informs spectators, who are in the gym, etc. to exit building through Doors # 9 and 10. All others in hallways go to Doors #8 or #12.
- All other are to proceed to closest, unencumbered, door & proceed to North parking lot so that a count may to be taken to ascertain that no one has been left in the building.

Rensselaer Central High School

Fire Exits

| Room # | Exit Procedure |
|--------------------|--|
| 100 | Leave office and turn right, exit through door #1 |
| 101 | Leave room and turn right, exit through door #1 |
| 102 | Leave room and turn left, exit through door #1 |
| 103 | Leave room and turn left, exit through door #1 |
| 104 | Leave room and turn right, exit through door #16 |
| 105 | Leave room and turn left, exit through door #16 |
| 106 | Leave office and turn right, exit through door #16 |
| 107 | Leave room and turn right, exit through door #16 |
| 108 | Leave room and turn left, exit through door #16 |
| 109 | Leave room and turn right, exit through door #16 |
| 110 | Leave room and turn left, exit through door #16 |
| 111 | Leave room and turn right, exit through door #15 |
| 112 | Leave room and turn left, exit through door #15 |
| 113 | Leave room and turn right, exit through door #15 |
| 114 | Leave room and turn right, exit through door #15 |
| 115 | Leave room and turn right, exit through door #14 |
| 116 | Leave room and turn left, exit through door #14 |
| 117 | Leave room and turn right, exit through door #14 |
| ISTEP & Tutor Room | Leave room and turn right, exit through door #14 |
| 118 | Leave room and turn left, exit through door #14 |
| 119 | Leave room and turn right, exit through door #14 |
| 120 | Leave library and turn left, exit through door #1 |
| 200 | Leave room and turn left/right (2 signs), exit through door #1 |
| 201 | Leave room and turn left, exit through door #14 |
| 202 | Leave room and turn left, exit through door #14 |
| 203 | Leave room and turn right, exit through door #8 |
| 204 | Leave room and turn left, exit through door #8 |
| 205 | Leave room and turn right, exit through door #8 |
| 206 | Leave room and turn left/right (2 signs), exit through door #8 |
| 207 | Leave room and turn left/right (2 signs), exit through door #6 |
| 300 | Leave room and turn left/right (2 signs), exit through door #1 |
| 301 | Leave room and turn right, exit through door #2 |
| 302 | Leave room and turn right, exit through door #2 |
| 303 | Leave room and turn left/right (2 signs), exit through door #2 |

| | |
|----------------------------|---|
| 304 | Leave room and turn right, exit through door #2 |
| 304B | Exit room through door 304 A, exit building through door 305 A |
| 305 | Exit room through door #305 A |
| 306 | Exit room through door #306 A |
| 307 | Leave room and turn left, exit through door #2 |
| 308 | Exit room through door #308 A |
| 309 | Leave room and turn left, exit through door #3 |
| 310 | Leave room and turn left, exit through door #3 |
| 311 | Exit room through door #5 |
| 312 | Leave room and turn left/right (2 signs) exit through door 312 'A' |
| 313 | Leave room and turn left, exit through door #6 |
| 401 | Leave room and turn left, exit through door #15 |
| 402 | Leave room and turn right, exit through door #15 |
| 403 | Leave storage room through classroom 405, turn left and exit through Door #15 |
| 404 | Leave room and turn right, exit through door #15 |
| 405 | Leave room and turn left, exit through door #15 |
| 406 | Leave room and turn right, exit through door #15 |
| 408 | Leave storage room, turn left and exit out green house door |
| Greenhouse-Science | Exit out greenhouse door |
| 500 Classroom | Leave room through shop, exit building out door #4 |
| 500 Auto Area | Exit out door #4 |
| 602 AD Office | Leave office and turn right, exit through door #12 |
| Clinic | Leave clinic and turn left, exit through door #2 |
| Aud & Stage | Exit through door #12 / #13 / #14 |
| Gym | Exit through door #9 or door #10 |
| Pool | Exit through door #11 |
| Weight Room | Leave room and turn right, exit through door #12 |
| Wrestling Room | Leave room and turn right, exit through door #12 |
| Kitchen | Exit through door #7 |
| Teachers' Dining Room | Leave room and turn left, exit through door #8 |
| Receiving and Boiler Rooms | Exit through door #7 |
| Greenhouse Agriculture | Exit through Door ' ' or Door 'B' |

Rensselaer Central High School

Tornado Safety

The following locations have been determined the SAFEST places for school personnel and students to seek safety in case of a **tornado**. Following are their directives. Once in the proper location all students are to sit down and crouch with knees close to their chins and then clasp their hands over their head. Bill Zimmer, Principal

| Room # | Seek SAFETY |
|------------------------|---|
| All Classrooms | Remain in classroom and position students in southwest corner of room. |
| 206 Small Lecture Room | Proceed to library and position students along bookcases nearest courtyard. Exit #206 via main doors for students on the north side and side door for students on the south side. |
| 207 Lunch Room | Proceed to library and position students along bookcases nearest courtyard. Exit #207 via main doors for students on the north side and side door for students on the south side. |
| AUD | During school day, students are to return to classrooms corresponding to the period of the day. At all other times, students/patrons are to seek shelter in any classroom. |
| STAGE | Hallway immediately outside the dressing room |
| GYM | Boy's or Girl's Locker Rooms |
| POOL | Boy's or Girl's Swim Locker Rooms |
| WEIGHT ROOM | Proceed to Wrestling Room |
| WRESTLING ROOM | Remain in Wrestling Room |
| KITCHEN | Remain in Kitchen |
| TEACHER'S D ROOM | Remain in Teachers' Dining Room |
| RECEIVING/BOILER RM | Remain in Boiler Room |
| GREENHOUSE (Agric) | Return to HS and report to room 312 |

Tornado Siren Testing Schedule

Periodically the town and county tests the Tornado Siren System. The test dates are determined by the town and county officials and the tests are typically conducted in the morning. The administration will notify the faculty/staff when these dates have been set.

Rensselaer Central High School

Club Lockers in Old Weight Room

As of June 10, 2009

There are 12 lockers for RCHS clubs in the old weight room.

The following clubs and sponsors currently are using these lockers.

Keys for the main door are to be obtained from Mrs. Schultz or Mrs. Klemme in the school office.

| Club | Sponsor | Locker # | Keys |
|-----------------|-----------------------|----------------|------|
| Student Council | Bill O & Heather Hall | 1, 2 and 3 | Yes |
| Prom | Cook & Schneider | 4, 5, 6, and 7 | Yes |
| ICE | Paula W | 9 | Yes |
| BADD | Cook & Fritz | 10 | Yes |
| Sunshine | Cook & Schneider | 11 and 12 | Yes |
| Auto | Walt Brown | none | none |

Locker #8 is still available.

Mr. Zimmer, Principal, June 10, 2008

Rensselaer Central High School

Courtesy Rules for the Auditorium

When RCHS students put on a performance of any kind in the Auditorium the following rules are to be followed. Students who do not follow the rules will have consequences given them as prescribed in the most current Student Handbooks of both or either schools. These rules also apply to all other convocations held in the RCHS auditorium.

1. Drinks of any kind are not allowed in the Auditorium.
2. Food of any kind, including gum, is not allowed in the Auditorium.
3. Cell phones are to remain in the "OFF" position at all times during the performance
4. Applauding the performers is the best way to acknowledge performers.
5. Students who are performers, but who are watching their peers, and who are sitting in the audience are to applaud their peers. This is the only acceptable way to acknowledge the hard work of your peers. All other ways of acknowledging your peers is unacceptable.
6. No sleeping.
7. Sit up and be attentive.
8. Feet on the floor.

Rensselaer Central High School

Use of RCSC Busses and Vans and Charter Vehicles

When faculty and staff need to transport students, of both genders, to school functions during the school day, after the school day or on the weekends they are to do the following:

1. Boys are to sit in the rear of the vehicle.
2. Girls are to sit in the front of the vehicle.
3. Faculty and Staff are to keep a watchful eye on all students.
4. Faculty and Staff may want to sit between both genders.
- 5.

As of March 29, 2005 RCSC was informed by our insurance carrier that they will “no longer” provide RCSC insurance coverage for any drivers of RCSC school vehicles unless they are a school employee. This affects mainly the mini-vans and their usage.

RSCS Mini-Buses

RCSC has four (4) mini-buses [Red 02, Red 04, White 08, White 09] capable of holding fourteen (14) passengers plus the driver for a grand total of fifteen (15) passengers. This is the maximum number of passengers that these mini-busses may transport by Indiana Code. Please abide by this state law and regulations that RCSC has with its insurance carrier. If you have more than a total of 15 passengers then you need to schedule a yellow school bus.

Three (3) of the minibuses have video-cameras that are activated once the ignition is turned on. Cameras remain on at least 5-10 minutes after the ignition is shut off. The cameras also record the travel route and speed of the bus.

Scheduling of the mini-busses is done through Mrs. Stephanie Christopher, Asst. Principal at the high school at 866-5175. Scheduling of the yellow school busses is done through Mrs. Betty Barton at Central Office at 866-7822.

Some reminders as these busses are used by many RCSC individuals and groups.

1. Make sure windows are up and closed at the end of each trip. Do not leave them open or down once you arrive at your destination. Make sure they are closed when you return the mini-bus to the RCSC bus garage lot.
2. Once you arrive at your destination please make sure the mini-bus is locked and secured. If possible attempt to back the mini-bus up to a wall or fence so that the rear emergency door may be secured as this door, by State law, cannot be locked.
3. There should be NO food or drink on the mini-busses. However, if food and drink are to be consumed then all waste needs to be discarded from the mini-bus upon arrival at the RCSC bus garage lot.
 - a. Each mini-bus has a waste can.
 - b. Each mini-bus waste can MUST be dumped into the dumpster at the RCSC bus garage lot at the end of each trip.

4. Make sure you STOP at all “railroad crossings”, whether the mini-bus is empty or full of passengers. This is State Law. There is an announcement on the rear bumper of all busses stating this fact and which the public can read!
5. Indiana State law, with regards to SPEED limits while driving a mini-bus, is the following regardless of what is posted on road/highway signs:
 - a. Traveling on county roads = 40 mph
 - b. Traveling on state highways = 55 mph
 - c. Traveling on the Interstate = 60 mph
 - d. Remember the video-camera that automatically turns on with the ignition records the mini-bus speed under your control.
6. A new State law requires drivers to check the mini-bus, at the end of each trip, to ensure no one has been left on board.
7. Above all treat and use the mini-bus as your own so that it will last.

Rensselaer Central High School

Assignment to Monday Extended School (MES)

Today's Date _____

Student Name: _____

Monday School Assigned on _____

Monday Extended School Rules

1. The student is to report to the library by 3:30 PM. Students not inside the room at 3:20 PM will be denied entrance and will be referred to the principal or his/her designee for possible suspension for one school day. Normal dismissal is 5:50 PM. Early or late dismissal is at the discretion of the supervisor, a maximum of 10 minutes.
2. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy for 2 ½ hours.
3. Students that are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping, may be dismissed at the discretion of the supervisor. Dismissed students are subject to suspension or expulsion from school.
4. An absence from MES due to illness must be accompanied by a physician's statement or parent note confirming the illness. In this case, the MES will be reassigned to make up for the absence.
5. Failure to appear to a second MES assignment will result in a two-day suspension.
6. Failure to appear to a third MES assignment will result in a five-day suspension and recommendation for expulsion.
7. If an emergency arises, contact the principal or his designee and report prior to the assigned time to explain the circumstances. This should be done before 3:20

Administrator Signature: _____ Date: _____

Expectations for Monday Extended School

1. No playing cards, games, puzzles, radios, or TVs are permitted. No IPODS or other electronic devices.
2. Students will not be allowed to go to lockers, leave the room, or use the telephone during the session except in an emergency situation.
3. Students are not allowed to use the computers or laptops.
4. Student will be assigned to specific seats.
5. No food, candy or beverages may be brought and/or consumed.
6. Each student is expected to contact his/her teachers for assignments, make-up work, or extra credit assignments prior to the session.
7. No talking or communicating with others will be permitted.
8. School dress code applies.
9. Additional rules may be invoked as deemed necessary by the supervisor.

CC: _____ Student _____ Parent/Guardian _____ File

Rensselaer Central High School

Rensselaer, IN 47978
(219) 866-5175 x 201

Tardy Policy

Student Handbook p. 8 - 9

Student Name _____

Date _____

Class _____

Day/Period _____

Teacher _____

1. If you are not in your assigned classroom, homeroom, or study hall when the bell rings, you are tardy.
2. A student who arrives more than 15 minutes late to class without a pass receives an unexcused absence. Any student who arrives more than five (5) minutes late will be referred to the administration for possible disciplinary action.

A) First tardy from class-----Student will receive a warning letter.

B) Second tardy from class-----Student will receive a warning letter.

C) Third-sixth tardy from class-----Student will receive a Wednesday detention.

D) Seventh-tenth tardy from class-----Student will serve a Monday extended school, or be assigned to the ISS room for a full day of suspension.

E) Eleventh unexcused tardy from class-----Student will be suspended from class from one to five days and recommended for expulsion.

Student will serve a Wednesday detention on _____

Student will serve Monday Extended School (MES) on _____

Student will be assigned to ISS on _____

Stephanie K. Christopher

Assistant Principal

**Rensselaer Central High School
Rensselaer, IN 47978
219-866-5175 x 201**

**Attendance (Absence) Policy
Student Handbook 2009-2010
pp. 6-9**

Date: _____

To the Parent/Guardian of: _____,

This letter is to inform you of your son or daughter's present attendance status at R C H S for this semester. Please review the Attendance Policy in the Student Handbook as approved by R.C.S.C. School Board of Trustees. Your son or daughter received the Student Handbook during the first week of school and should have brought it home for your review. *Italicized* sentences are directly from the Handbook.

_____ Your son or daughter has missed five (5) days or twenty (20) blocks of school this school year.
When a student has accumulated a total of five (5) absences or twenty (20) blocks of absences, a letter will be sent home to the parents or guardian and a conference will be scheduled as necessary with the student to review the student's absences and standing in school.

_____ Your son or daughter has missed seven (7) days or twenty-eight (28) blocks of school this school year.
When a student has accumulated a total of seven (7) absences or twenty-eight (28) blocks of absences, a letter will be sent home to the parent or guardian and a conference will be scheduled as necessary with the parent or guardian to review the student's absences and standing in school. The RCHS Attendance Officer will also be notified.

_____ Your son or daughter has missed ten (10) days or forty (40) blocks of school this school year.
When a student has accumulated a total of ten (10) or more absences or forty (40) blocks of absences, a letter will be sent home to the parent and the student will be referred to the Rensselaer Police Department and/or the Jasper County Prosecutor's Office.

_____ Your son or daughter has been absent for five (5) consecutive days. *A student who misses more than five (5) days excused by a doctor will be required to provide a Certificate of Child's Incapacity, which must be filled out by the student's doctor. Otherwise, any doctor's excused days after five (5) days will be considered unexcused.*

When a student has accumulated a total of ten (10) or forty (40) blocks of absences, they will remain in the course under "no credit" status. "No Credit" status means a student is unable to earn credit in a class, but will remain in the class and receive a grade of NC (no credit). If the student is removed from the class for disciplinary reasons after not being able to earn credit, a grade of WDF (withdrawn/failure) will be given.

If a student is eighteen (18) years old or older, and they accumulate ten (10) days or forty (40) blocks of absences to school they could be expelled from RCHS.

Respectfully,
Mrs. Stephanie Christopher
Assistant Principal
stephanie.christopher@rcsc.k12.in.us

Rensselaer Central High School

Rensselaer, IN 47978

(219) 866-5175 x 201

IN-SCHOOL SUSPENSION ASSIGNMENT

Teachers: _____

Student _____ has been assigned to the ISS room for _____ days.

The suspension begins on _____ and ends on _____.

Please provide assignments to be completed by this student during his/her suspension.

Assignments:

Rensselaer Central High School

Announcements Form

Due in Office by 7:00am for Announcement to be printed in Daily Bulletin and for BTV

Name of Teacher/Staff Member/Coach _____

Today's Date _____

Should this announcement be printed in the *Bomber Bulletin*? Yes No

For how long should this announcement be printed in the *Bomber Bulletin*?

From date _____ to date _____

Should this announcement be read over the PA system? Yes No

For how long should this announcement be read over the PA system?

From date _____ to date _____

Should this announcement be made on BTV? Yes No

For how long should this announcement be made on BTV?

From date _____ to date _____

Club, sport, or organization _____

Announcement

Do you want this form returned to your mailbox when finished by Mr. Zimmer? Y N

Signature _____

Rensselaer Central High School

BREAKFAST/LUNCH POLICIES

1. Do not crowd into the lunch line. Wait your turn to get your food.
2. Be considerate of others so that all will be able to eat in pleasant atmosphere.
3. Return your trays to the dish washing area.
4. Leave the counter as neat and clean as possible.
5. If anything is spilled that cannot be cleaned up with napkins, report this immediately to the cafeteria supervisors or custodians.
6. Throwing food in the cafeteria by students shall result in a 1-day in-school suspension plus cleaning up the cafeteria floors and counters.
7. Failure to comply with these guidelines could result in consequences as outlined in the School Wide Discipline Plan.

FOOD AND DRINK

1. All food and drink purchased or obtained from the RCHS school cafeteria, between 7:30 AM and 3:30 PM is to be consumed in the school lunchroom. This is the only location, permitted by law, where students may consume food or beverages.
2. Food and drink purchased from any restaurant or any vending machine, outside RCHS, or other food/drink establishments are forbidden to be brought into and consumed at RCHS.
3. Failure to comply with these guidelines could result in consequences as outlined in the School Wide Discipline Plan including a verbal warning, assistance from parents/guardians, Wednesday detention, and /or Monday Extended School.
4. With administrative approval, teachers who use food and beverages as part of their class or provide food and drink as a reward to students will be the only exceptions to the above policy.

Rensselaer Central High School

Visitor/Guest Information Form

Name of RCHS Teacher: _____

Today's Date _____

Name of Guest/Visitor at RCHS: _____

Organization Guest/Visitor belongs to: _____

Date of Guest/Visitor at RCHS: _____

Time of Guest/Visitor at RCHS: _____

Purpose of Guest/Visitor at RCHS: _____

Explain how this Guest/Visitor meets Indiana Academic Standards:

Please return this Form to Mr. Zimmer at least 72 hours before the Guest/Visitor arrives at RCHS. Thank you.

Rensselaer Central High Schools

Purchase Order Process

Purchase Orders When someone needs to purchase an item/items for a classroom, office, maintenance job, etc., the routine is as follows:

1. Prepare your order.
2. Fill out a purchase order. **No PO number is needed at this point and no PO number will be given over the phone.**(Make a copy for your own reference.)
3. We prefer to F X PO's but if there is no FAX number, please address an envelope to the company where the order is to be sent.
4. Have PO approved and initialed by your building Principal.
5. Send everything to the Administration Office per inter-school mail. The PO will be numbered and appropriation numbers added. Upon approval by the Superintendent, the PO will be sent. After the PO is processed the pink and gold copies will be returned to the school offices.
6. When shipment is **COMPLETE** please send the gold copy back to the Administration Office, signed and "approved". If invoices are received by you at the school please forward them to Betty Barton as soon as possible, as payment cannot be made without an invoice. If orders are not complete please do not say it's "OK to pay" unless the un-shipped portion of the order has been cancelled and will not be shipped at all, at which time, payment will be made for what has been received. The approval half sheets will be sent to you if the gold copy of the PO is not received at the Administration Office.

Rensselaer Central High School

Loss Control Policy

The Rensselaer Central Schools Corporation takes great pride in being a school corporation of dedicated individuals working together to provide the finest services possible to our students, staff, and residents in an efficient and safe manner. Accidents in our corporation are not acceptable. They represent human suffering and seriously interfere with achieving our common goal.

It is our sincere belief that injuries and property damage resulting from accidents are preventable through the proper management of our human and physical resources. To this end, the Rensselaer Central Schools Corporation is charged with the responsibility of providing adequate resources and leadership to eliminate accidents which cause injury and property damage.

All employees are encouraged to follow safe work methods and practices, and to have a concern for the safety of their fellow employees and the students.

7540.03 Acceptable Use Policy

Revised June, 2007

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.

A. 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
4. Corporation's Internet unless approved by an administrator 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.

B. Internet Access

1. All students are encouraged to use the Internet World Wide Webb 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.
4. If approved by the building principal, staff members may create a personal Web page on the Corporation's Internet ll material placed on the Web page must be pre-approved in a manner specified by the school administration. Material placed on the Web page must relate to school and career preparation activities.

C. Unacceptable Uses

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

1. Personal Safety

- a. 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.
- b. Students will not meet with someone they have met online.
- c. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate.

2. Illegal Activities

- a. 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 "
- b. 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.
- c. 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

- a. Students and staff 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.
- b. Students and staff 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

- a. Restrictions against inappropriate language apply to public messages, private messages, email, and material posted on Web pages.
- b. Students and staff will not"
 - i. use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, of disrespectful language.
 - ii. post information that could cause damage, a danger, or disruption.
 - iii. engage in personal attacks, including prejudicial or discriminatory attacks.
 - iv. harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When told by a person to stop send them messages, it must be stopped.
 - v. knowingly or recklessly post false or defamatory information about a person or organization.
 - vi. 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

- a. Students and staff will not
 - i. re-post a message that was sent to them privately without permission of the person who sent the message.
 - ii. post private information about another person.

6. Respecting Resource Limits

- a. Students and staff will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. Students will not download files unless absolutely necessary and authorized by a teacher. If necessary, they will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Students and staff will not post chain letters or engage in “slamming” Slamming is sending an annoying or unnecessary message to a large number of people.
- d. Staff will check e-mail frequently, delete unwanted massaged promptly, and stay within network storage limits.
- e. Staff will subscribe only to high quality discussion group listserves that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. 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.
- b. Students and staff 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

- a. 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.
- b. 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.
- c. Parents/guardians should instruct students if there is additional material that they think would be inappropriate for the student to access. The corporation fully expects that students will follow parent’s instructions in this matter

D. Your Rights

1. 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.

2. Search and Seizure

- a. Students should expect only limited privacy in the contents of personal files on the corporation system.
- b. The situation is similar to the rights students have in the privacy of their locker.
- c. 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.
- d. 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.
- e. Parents/guardians have the right at any time to request to see the contents of their student's network account
- f. Logs of internet use will be kept for a non-specified time and deleted by the system administrator

3. Due Process

- a. The Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Corporation's Internet
- b. 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.
- c. 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.
- d. 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.

4. 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.

5. Personal Responsibility

When students and staff are using the Corporation's Network it may feel like one can more easily break a rule and not get caught. This is not really true because whenever something is done on a network one leave little "electronic footprints " so the odds of getting caught are really about same as they are in the real world. But the fact that one can do something, or think he/she can do something, without being caught does not make it right to do so.

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

Rensselaer Central High School

Garnishment of Wages

Any employee who must have garnishment of wages will be assessed a twenty dollar (\$20.00), per pay, fee by the office.

Rensselaer Central High School

For Concerns of Indoor Air Quality

The items are part of the Indiana State Department of Health Indoor and Radiologic Health Program Indoor Air Quality Questionnaire.

This questionnaire can be completed by any employee of the Rensselaer Central School Corporation and then forwarded to the Administration Office.

Name: _____ Date: _____

Building: _____

Individual Evaluation

1. Complaints/Concerns Yes _____ No _____
- _____ temperature too cold
- _____ temperature too hot
- _____ lack of air circulation (stuffy feeling)
- _____ noticeable odors
- _____ dust in the air
- _____ other (specify) _____

2. When do these problems occur?
- _____ Winter _____ Spring _____ Summer _____ Fall
- _____ Morning _____ Afternoon _____ All day _____ Daily
- _____ Specific day(s) of the week
- Which day(s) _____
- _____ No noticeable trend

3. Health Problems or Symptoms
- _____ date of Onset: _____
- Briefly describe each symptom or adverse health effect you experience more than two times per week.

Example: runny nose

Symptom #1: _____

Symptom #2: _____

Symptom #3: _____

Do any above symptoms clear up within 1 hour after leaving work? _____ Yes _____ No

If yes, please describe: _____

4. Do any of the following apply to you?
- _____ wear contact lens

_____ operate video display terminals at least 10% of the work day

_____ operate photocopier machine at least 10% of the work day

_____ use or operate other special office machines or equipment (specify) _____

_____ currently taking medication

Reason for taking medication (specify) _____

5. Do you smoke? Yes _____ No _____

6. Do others in your immediate work area smoke? Yes _____ No _____

7. Your office or room number is _____

8. What is your job title or position? _____

9. Briefly describe your primary tasks. _____

10. Have you consulted a medical doctor about your health problem? Yes _____ No _____

If yes, briefly summarize the medical findings if related to indoor air quality.

11. Can you offer any other comments or observations concerning your office environment? (optional)

Rensselaer Central High School

Book Fine Policy

In order to create a more consistent method of assessing and collecting fines for books damaged through mishandling and misuse, the following suggestions are offered as a guide. A comparison of this table with the prices quoted on the published book list should give a rather accurate estimate of what the fines should be. In order that a book rental system operates properly it must be understood at the onset that it must pay its own way completely. Paying this way means not only the full purchase price of all materials furnished, but also the materials and labor needed to repair books and the materials and labor required to handle and process the books properly. Fines assessed each year should, therefore, provide enough money to replace or repair all books.

Fines must be noted in front of the book; type of damage, amount of fine, teacher's initials. This must be done in order that students are not wrongfully accused.

Fines will be **levied and collected by the classroom teacher** or the teacher responsible for that particular book. **An accurate record** of the fines levied and collected must be kept by the teachers and must be turned in with the fine money at the close of school. Please sign your fines list.

Book Damage

Below are listed some of the areas of book damage for which fines will be assessed:

1. The need to replace a book when there is a portion which is not readable, due to:
 - a. Missing pages
 - b. Mutilated pages
 - c. Destroyed binding
 - d. Unusually filthy appearance of the book caused by mishandling, etc. The full price of a new book will be assessed less 1/6 for each year the book has been used (up to three years). Check the front of the book for length of book usage.
2. Repair binding – 1/4 of new book price
3. Excessive marking and writing – 1/4 of new book price
4. Evidence of weather exposure, etc. – 1/4 of new book price
5. Figure in advance all possible fines of books you are listing.

Rensselaer Central High School

TEXTBOOK SIGN-OUT FORM

Teacher
 Subject
 Book Title
 Publisher

Date
 Grade

| Student's Name | Book Number | Book Condition Out | | | | Book Condition In | | | |
|----------------|-------------|--------------------|------|------|-----|-------------------|------|------|-----|
| | | Poor | Fair | Good | New | Poor | Fair | Good | New |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
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| 32 | | | | | | | | | |
| 33 | | | | | | | | | |
| 34 | | | | | | | | | |
| 35 | | | | | | | | | |

*Please make a copy for your records and turn in a copy to Cris Spangler by
 the end of the 2nd week.*

Rensselaer Central High School

Record of Student Book Fines

Teacher
Subject
Book Title
Publisher

Date
Grade

| | Student's Name | Book | Amount of # | Fine | Paid (Y/N) | Student Signature |
|----|----------------|------|----------------|------|---------------|-------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
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| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

Please turn in a copy to Mrs. Schultz at the end of the semester/year. Please keep a copy for your records.

Rensselaer Central High School

Year End Check List

(PLEASE PRINT AND TURN IN)

1. All grades entered into the computer. **No Senior should have an incomplete grade recorded.** Underclass students who have an incomplete grade have two weeks to complete the class. Teachers must monitor these students and inform the Guidance Office when the grade is changed. After two weeks all incomplete grades will automatically be changed to an "F" grade
2. The analysis of receipts and expenditures for extra-curricular funds turned in to the school treasurer(for sponsors of extra-curricular funds). No bills, receipts, checks, etc., during the month of July.
3. Key list or keys must be turned in to the principal's office n inventory is to be made of all keys, so please turn in all of them or your key list. Include file and desk keys, etc. (teachers)
4. Teacher's desk cleaned out bulletin boards cleared cupboards straightened, and classroom left in order.
5. Requisitions and purchase orders of classroom supplies to be ordered during summer complete and turned into the Principal (no later than one week after school ends).
6. Grade books turned into Principal properly marked with teacher's name school year and subject.
7. **Important!**Make an inventory of all textbooks. Remove all textbooks which need repair, put a slip of paper in those for repair.
8. Book fines and money turned into front office. Please mark which students have paid.
9. Classroom repair list submitted

This is to certify that the above items are completed to the best of my ability.

Date: _____ Signature of Teacher: _____

The above named teacher has turned in to my office the above record, reports, and inventories. Also, all other work is complete for the school year.

Signature of Principal/Asst. Principal _____

NOTE: After the check list is complete and signed by the teacher and the Principal, the teacher will present it to the front office at the time of checkout.

Rensselaer Central High School

School Spirit and Decorations Policies and Procedures

All parents, coaches, students, patrons who wish to decorate any part of the school, for any school-sponsored celebration or activity, must have the verbal and written approval of the high school principal, assistant principal or athletic director.

Decorations must meet school/corporation guidelines as well as guidelines established by different governmental agencies, which the school/corporation must abide by, such as the Fire Marshall and the Indiana/RCSC School Safety Specialist Director. When decorations are being placed on students' lockers the decorations should all be the same for each student. Only the student's name and his/her uniform number will be different.

Above all, the following items are prohibited from being used at RCHS.

- inflated balloons of any kind
- any decorations that are hung from the ceiling
- decorations that cover or hide or make seeing the "Fire Exit" signs difficult
- tape or any adhesive that peels paint or wax off of lockers, door frames, floors, etc.
- decorations that have misspellings
- photographs of an individual, groups or teams
- paper of any kind in the lens of light fixtures or any item that attempts to dim a light

We desire that School Spirit be an integral part of the extra-curricular activities at RCHS. However, we are also responsible for the safety and security of all personnel in the building and must take the necessary steps to ensure that safety and security. If you have questions or concerns, please see Mr. Zimmer, Mr. Jones, or Mr. Hickman.

-----cut and return-----cut and return-----cut and return-----

Name of individual or group decorating _____

Group/team/activity/event requesting the decorating _____

Today's date _____ Date of Decorating _____

Time of decorating _____

Supervisor(s) in charge of decorating _____

Supervisor signature _____

What will be decorated at RCHS _____

Of what materials are the decorations* _____

*fire, flame resistant

Approved by (circle one): Mr. Zimmer, Mrs. Christopher, Mr. Hickman

RCHS Administrator Signature _____

Copies: ___ Mr.Z. ___ Mrs. C ___ Mr. H ___ Supervisor of decorating

Rensselaer Central High School

Please make sure all electronic equipment is turned off in your classrooms at the end of each day.

If you see electronic equipment on and the room is locked, please report it to the office ASAP.

Thanks for your cooperation in this matter.

Mr. Zimmer

Rensselaer Central High School

Field Trip Checklist

1. _____ Have you filled out the proper form, located in the school office, for any type of field trip?
2. _____ Have you provided this form to the Principal for his/her possible approval and/or the School Board's possible approval?
3. _____ If the field trip is listed on the RCSC Activities Calendar and is within the State of Indiana it has already been approved by the School Board and you may proceed with all proper paperwork.
4. _____ If the field trip is listed on the RCSC Activities Calendar and is an out-of-State trip then you will need to obtain Board approval. This is usually one month prior to the actual field trip.
5. _____ Have you filled out the form requesting a school bus or mini-van/bus to transport your students at least two weeks prior to the field trip?
6. _____ Have you secured enough student Permission Forms from the school office to be sent home for parental signatures?
7. _____ Have you turned in ALL of the signed, by parents/guardians, student Permission Forms in alphabetical order, at the same time and at least 3 days prior to the field trip, to the Principal/Assistant Principal for approval or denial?
8. _____ Once approved by the Principal all field trip forms will be returned to the teacher so that you have phone numbers of parents in case of an emergency.
9. _____ If you need a substitute teacher while you take your students on a field trip have you completed the necessary Substitute Form at least 3 days prior to the field trip.
10. _____ Have you provided your colleagues and all other RCHS personnel a list of approved students going on the field trip at least two to three days prior to trip?

Rensselaer Central High School

Field Trip Administrative Guidelines

1. All trips are at the discretion of the administration
2. All trips must follow appropriate procedures and demonstrate the Indiana Academic Standards as outlined by the corporation field trip form.
3. All field trips will be limited to the following:
 - a. One field trip per grade level in grades K-8
 - b. One field trip per teacher per year in grades 9-12
 - c. Special Education K-12
 - i. “Community Based” learning in Jasper County are local trips. One (1) per week AND not to exceed a three (3) month maximum. Whenever possible, these trips should be combined with other special education teachers.
 - ii. “Community Based” learning out of Jasper County are long distance. (One per special education teacher per year)
4. Course such as Vocational Agriculture must have all field trips approved by administration (including competitions).
5. Additional field trips may be possible as long as the trip meets the requirements under number one (1) above.
6. All trips out of state or overnight must be approved by the school board three (3) months in advance.
7. Additionally:
 - a. Teachers are encouraged to examine grant opportunities to pay for field trips and sub teachers, bus mileage, driver, and activity fee.
 - b. Clubs and extra-curricular accounts may be used.
 - c. We encourage walking field trips in Rensselaer such as the park, post office, etc.

Rensselaer Central High School

Field Trip Permission Form 2010-2011 (revised August 2006)

Student's Name _____

Destination: _____

Date of Departure: _____ Time of Departure: _____

Date of Return: _____ Time of Return: _____

Sponsor/Teacher: _____

Place of Departure: _____

Mode of Transportation (Circle all that apply): Bus Mini-Van Car

Student must answer the following questions to be eligible to participate on this field trip.

1. Have you missed a Wednesday Detention or a Monday Extended School (MES) this school year?
(Circle one) Yes No

2. Have you been suspended, either in-school (ISS) or out-of-school (OSS), this school year?
(Circle one) Yes No

3. What is the reason for this field trip? _____

Parent Signature: _____ Date: _____

Phone Number(s) in case of an emergency: _____

Family Physician Name and phone (optional) _____

Special note: If you are requesting an overnight field trip you must complete the reverse side of this form.

Office use only: _____ Approved _____ Denied

Principal's Signature _____ Date: _____

RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

It is a privilege for you to participate in the Corporation-sponsored trip to _____ . Because this trip is part of the Corporation's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the Corporation.

I agree to:

1. refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized;
2. sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
3. keep my assigned chaperone advised of my whereabouts at all times;
4. attend all mandatory activities and meal functions;
5. adhere to all established curfews;
6. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
7. adhere to any established dress code;
8. comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general Corporation policies.

Student Date

Student Date

Rensselaer Central High School

Propriety

According to the Standard College Dictionary, *propriety is the quality or state of being proper.*

With this short introduction, I am asking all faculty and staff members of RCHS and who have children or relatives at RCHS to take extra caution in making sure all students are treated fairly and with equity.

If you have children or relatives attending RCHS then you must accord them the same treatment that you provide all other students. Your children or relatives should NOT have any access to your desks, computers, and class records books, etc. These items either belong to RCSC or you, as professionals, and should be protected.

Your children or relatives should NOT be treated any differently with regards to wearing different clothing or being able to place items in your office. All students are to be treated with equity with regards to the Student Handbook and have been assigned lockers in the school and PE locker rooms if they are an athlete, cheerleader or involved in any approved extra-curricular activity.

Should you have any questions concerning this memo I will be happy to entertain them.

Thank you.

Mr. Zimmer
Principal

Rensselaer Central High School

Fund Raising Guidelines

The Board, Superintendent, and Administration at RCHS are sensitive to the needs of all organized and Board recognized groups that wish to raise funds for various student activities, sports, and events. The RCHS administration thinks that valid goals for fundraising should incorporate the following:

1. to increase the appeal of the variety of student organizations at RCHS, valued as part of the extra-curricular high school experience;
2. to assist the student in meeting the requirements of the organization; and
3. to assist the high school in promoting these organized activities, sports and events as part of the positive high school experience.

Therefore the administration and those in charge of all fundraising programs, safeguarding Board policy, will adhere to the following guidelines.

- A. **APPROVAL**—All fundraising programs at RCHS must be approved by the Principal keeping in mind other fund raising programs and the impact on the local community. One should assume no right to have a fund raising program approved.
- B. **ACCOUNTABILITY**—The person(s) in charge of a particular fund raising program is to provide the principal with a written statement as to the goal(s) of the fundraising program and how much money is expected to be raised. Once funds are secured the person(s) in charge is to be sure that the funds are properly given to the school's treasurer for deposit. If funds when raised with students involved, must be deposited into a school account through the school treasurer. Funds raised to provide for the particular student activity, sport or event must be secured as well from the school treasurer through the proper paperwork as provided by the State Board of Accounts.

Rensselaer Central High School

Fund Raising Guidelines

Name of Fund Raising Program: _____

Person(s) in charge of the fund Raising Program: _____

Goal(s) of Fund Raising Program: _____

Today's Date _____

Start Date for Fund Raising Program: _____

End Date for Fund Raising Program: _____

Anticipated Funds to be Raised: _____

Approved: _____

Date: _____

Not Approved: _____

Reason(s) for Not Being Approved: _____

Signature of Principal: _____

Signature of Superintendent _____

Rensselaer Central High School

Student Fund-raising

5830 - STUDENT FUND-RAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purpose or for an activity connected with the schools.

Fund-raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy **9700**.








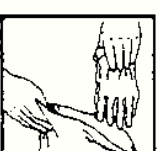
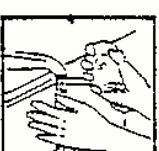
The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- B. ensure proper supervision of students during such activity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

UNIVERSAL PRECAUTIONS

Procedures for Handling Spilled Blood and Body Fluids

- STEP 1  Put on disposable gloves (latex or vinyl).
- STEP 2  Use paper towels to absorb spill.
- STEP 3  Place used towel in leak-proof plastic bag.
(Extensive spills - use bag labeled with biohazard symbol)
- STEP 4  Flood area with bleach solution,*
alcohol or a sanitary absorbent agent.
- STEP 5  Clean area with paper towels, vacuum
(dry agent only), or broom and dustpan.
- STEP 6  Place used towel, vacuum cleaner bag,
or waste in a leak-proof bag.
- STEP 7  Remove gloves - pull inside out.
- STEP 8  Place gloves in bag and tie.
- STEP 9  Wash hands with soap and water for
at least 10 seconds.

(*Bleach solution = 1 part bleach to 10 parts water
Solution effective for 24 hours only)



Indiana AIDS Hotline: 1-800-848-AIDS

Rensselaer Central High School

3362A - REPORTING THREATENING AND/OR INTIMIDATING BEHAVIORS

Threatening or intimidating behavior may take different forms, including but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- B. written communications that include comments toward the staff member or his/her family which are disparaging or imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- D. written or spoken communication that implies or explicitly states that some form of damage may be done to the staff member's property or that of his/her family
- E. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the Corporation such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged threatener is the staff member's principal or a member of the central office staff, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged threatener is not the staff member's principal or a member of the central office staff, the affected staff member should, as soon as possible after the incident, contact his/her principal.
- C. The principal or Superintendent who has received the report of alleged threat or intimidation shall immediately make an oral report to the local law enforcement agency.

The staff member reporting the incident to the principal or the Superintendent should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the principal or Superintendent receiving the report, and the principal shall forward it to the Office of the Superintendent.

Each report received by the principal or the Superintendent, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of threats or intimidation;
- C. protect the reputation of any party wrongfully charged with threatening or intimidating conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken to prevent the continuance of the threat or its recurrence.

The Corporation recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Corporation recognizes that false accusations of a threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the Corporation.

RCHS CLUB SCHEDULE 2011-2012

Rensselaer Central High School

Clubs and Organizations: Sponsorship 2010-2011 (some meeting times may change depending on club needs)

| Club | Sponsor/Sponsors | Room # | Meeting Day |
|--------------------------|-----------------------------------|---------|--|
| Freshman Class: | Heather Lyons | Rm. 201 | TBA/as needed |
| Sophomore Class: | Dan Kellow and Jody Davis | Rm. 115 | TBA/as needed |
| Junior Class: | Rose Schneider and Brandy Cook | Rm. 117 | TBA/ as needed |
| Senior Class: | Jan Benner and Kelly Spurgeon | Rm. 200 | TBA/ as needed |
| Community Service Club: | Dan Hawthorne and Jill Henady | Rm. 101 | 4 th Wed. HR A |
| Sigma di Gamma: | Heather Lyons | Rm. 201 | 3 rd Wed. HR A |
| Sunshine Club: | Rose Schneider and Brandy Cook | Rm. 117 | 1 st Wed. HR A |
| National Honors Society: | Jan Benner and Jill Henady | Rm. 113 | TBA/ as needed |
| Student Council: | Jan Benner and Stephanie Dobson | Rm. 200 | 1 st and 3rd Mon. HR A |
| FCS: | Mike Feagans | Rm. 208 | 2 nd Wed. HR A |
| Pioneerz: | Stephanie Dobson and Matt Stevens | Rm. 206 | 2 nd Mon. HR A |
| Drama: | Bill Oates | Rm. 201 | 2 nd Wed. HR A |
| FFA: | Ron Wamsley | Rm. 312 | 2 nd Wk. ea. Month |
| Science and Academic: | Heather Heinig | Rm. | Tues. HR A and B unless they have another meeting |

Rensselaer Central High School

As required by law, the Board of Education establishes the following wellness policy for the Rensselaer Central Schools Corporation.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the Corporation shall:
 - Include in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- B. With regard to physical activity, the Corporation:
 - 1. Shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
 - 2. Shall develop a sequential, comprehensive physical education curriculum that will provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
 - 3. Believes physical activity should not be employed as a form of discipline or punishment.
 - 4. In addition to planned physical education, the school shall provide age -appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
- C. With regard to other school-based activities the Corporation:
 - 1. Shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 - 2. Shall allow students, parents, and other community member's access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- D. The Superintendent shall develop administrative guidelines necessary to implement this policy.

Rensselaer Central High School

Wellness Guidelines

8510 - WELLNESS

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy **8500** entitled Food Service:

1. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
2. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
3. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
4. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

B. As set forth in Policy **8531**, entitled Free and Reduced Price Meals:

1. The guidelines for reimbursable school meals meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).
2. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

C. Furthermore, with the objectives of enhancing student health and well-being and reducing childhood obesity, the following guidelines are established:

1. The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.
2. The Superintendent shall report on the Corporation's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.
3. Review of this policy may occur every year, by an Advisory Council appointed by the Board or designee, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

D. Initial Wellness Goals for 2006-2007 School Year

1. Any vending machines available for student use during the hours of 7:30 AM – 3:30 PM must offer only "better choice" selections. This includes locker rooms.
2. ALL concession stands will offer for sell an increased selection of better choice drinks beginning with the 2006-2007 school year. Better choice shall be defined as:

- a. Fruit or vegetable based drinks that:
 - 1) contain at least fifty percent (50%) real fruit or vegetable juices; and
 - 2) do not contain additional caloric sweeteners.
 - b. Water and seltzer water that do not contain additional caloric sweeteners.
 - c. Low fat and fat free milk, including chocolate milk, soymilk, rice milk, and other dairy and nondairy calcium fortified milks.
 - d. Isotonic beverages.
3. Ala Carte Services will start reducing choices to those with items with thirty percent (30%) or less fat content beginning in the 2006-2007 school year.
 4. All Elementary Staff Members will be encouraged to incorporate some type of physical activity into their daily lesson plans and educational units of instruction.

Rensselaer Central High School

RCHS Teacher Assistant (TA) Policies and Procedures

Student

To be a TA with RCSC teachers in grades K-12 the following must be in place:

- must be in the 10th, 11th or 12th grade or have earned a minimum of 14 credits
- must have passed ISTEP/GQE/EC 's
- needs to have "D" grades or better absolutely no "F" grades are permitted at any time during the student's academic career
- attendance---must be in compliance with attendance policies as outlined in the Student Handbook
- tardies---0 tardies to all classes and homeroom during the regular school day
- discipline---must have no major discipline referrals

Teacher

To be eligible to have a TA

- must be a licensed/certified teacher with a minimum of two years of teaching experience with a least one year in the RCSC system
- is willing to supervise TA students during his/her Prep period only
- will be allowed only one TA student per prep period
- TA must be supervised at all times

Absolutely Not Allowed

- T 's are not allowed to be on staff workstations (computers) If they need a computer they should be given a pass to the library.
- T 's are not allowed to grade assignments or record assignments
- When T 's are in the hallway they need a hall pass from their supervising teacher. Ultimately the supervising teacher is responsible for their TA.

Rensselaer Central High School

RCHS Teacher Assistant (TA) Policies and Procedures & Application Form

Student

To be a TA with RCSC teachers in grades K-12 the following must be in place:

- must be in the 10th, 11th or 12th grade or have earned a minimum of 14 credits
- must have passed ISTEP/GQE/EC 's
- needs to have "D" grades or better absolutely no "F" grades are permitted at any time during the student's academic career
- attendance---must be in compliance with attendance policies as outlined in the Student Handbook
- tardies---0 tardies to all classes and homeroom during the regular school day
- discipline---must have no major discipline referrals

Name of Student: _____ Grade: _____
(Last) (First)

School (circle one): RCHS RCMS Van Monnett

Name of Teacher: _____

Period or time: _____

Day(s): _____

Describe in five cohesive and coherent sentences what you will be doing as a TA.

Teacher Signature: _____ Date: _____

Building Principal Signature _____ Date: _____

RCHS Principal Signature: _____ Date: _____ Approve: Yes/No

TO: Guidance Office _____ Sponsoring Teacher _____ Other _____