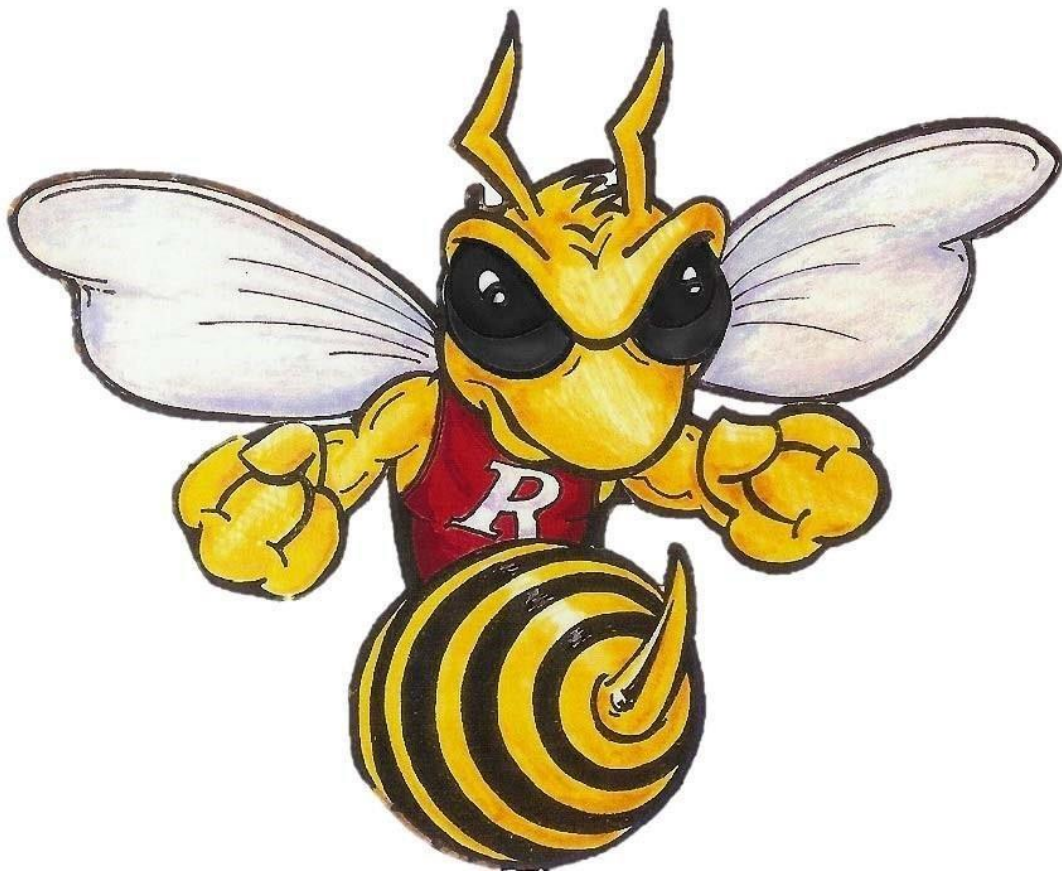


Rossville
Middle/Senior
High School



Parent/Student
Handbook

2018-19

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Rossville Middle/Senior High School (RMHS) 1

Robert Egly Dr.

Rossville, IN 46065

Phone: (765) 379-2551 Fax: (765) 379-2556

http://www.rcsd.k12.in.us/schools/middle_high_school
1

Rossville Consolidated School District (RCSD)

Phone: (765) 379-2990 Fax:

(765) 379-3014

<http://www.rcsd.k12.in.us/home>

Administration and Office Staff

Mr. Michael Gick	Principal
Mr. Ryan Smith	Dean of Students
Mr. Clay Bolser	Athletic Director
Mrs. Megan Woodruff	Director of Student Services
Mrs. Kristin Gaines	School Counselor

RCSD School Board

Dr. James Hanna	Superintendent
Joe Hufford	School Board President
Nathan Root	Vice President
Joe Mink	Secretary
Mike Emens	Member
Nathan McCullough	Member

Rossville Middle/Senior High School Parent/Student Handbook

Welcome to Rossville Middle/Senior High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights and expectations as well as procedures for parents and visitors.

Parents should review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

The Parent-Student Handbook has been written in an effort to ensure an orderly and safe school environment for our students to further enhance student learning. The descriptions of rules, consequences, regulations, policies, and procedures do not represent an exhaustive list. The principal of the school has discretion to interpret and further define/clarify the descriptions of rules, consequences, regulations, policies, and procedures or add additional items on an as need basis.

Adopted by the Board of School Trustees on **June 5th, 2018**

Foreword

This Student Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 2018**. If any of the policies or administrative guidelines referenced herein are revised after said date, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

Equal Opportunity Policy

Board Policy 115

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the District, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:

Dr. Jim Hanna, Superintendent, (765) 379-2990

Section I: General Information

School Crest

The school crest seen here is important for the students to view and comprehend the significance. The crest is used in all official documents for Rossville students and on their diplomas. The crest was designed by the student council in 1978.



Legend

1. Wheat ShockAgriculture
2. 1967-TornadoSchool construction date due to 1965 tornado
3. Treble Clef and MaskMusic and Drama
4. Open Book and TorchLiterary Achievement and Knowledge
5. Letter "R"Rossville High School
6. Winged FootAll Athletes
7. 1896Founding Date
8. Linked RingsUnity between student & classes, school & community
9. Vertical DividerHighway 39

- 10. Horizontal DividerHighway 26
- 11. Intersection and StarLocation of Rossville Middle/Senior High School

School Vision Statement:

Rossville Consolidated School District is a preeminent school corporation with high achievement expectations through a student-centered, educator-driven approach involving parents, community, and alumni.

School Mission Statement

Rossville Schools ensure students acquire knowledge and skills, build self-reliance, exhibit positive attitudes, and value life-long learning and achievement.

School Song

Fight team for R.H.S.
 Fight Rossville High.
 Battles are fought and won by thinking it can be done.
 So if we will do our best, we'll never fail.
 Courage will stand the test, so fight for Rossville, win for Rossville High!
 (School song is sung to the tune "Anchors Aweigh.")

School Colors

The school colors are red and white.

School Mascot

The school mascot is the Hornet.

Regular Bell Schedule			2 Hour Delay Bell Schedule		
Period	Start	End	Period	Start	End
Entry	7:55	8:05	Entry	9:55	10:05
1st	8:10	8:55	1st	10:10	10:40
2nd	9:00	9:45	2nd	10:45	11:10
3rd	9:50	10:35	3rd	11:15	11:45
4th	10:40	11:25	4th	11:50	12:15
5th	11:30	12:15	MS Lunch	12:15	12:45
MS Lunch	12:15	12:45	HS Homeroom	12:20	12:55
HS Homeroom	12:20	12:55	MS Homeroom	12:50	1:25

MS Homeroom	12:50 - 1:25	HS Lunch	12:55 - 1:25
HS Lunch	12:55 - 1:25	5th	1:30 - 2:00
6th	1:30 - 2:15	6th	2:05 - 2:30
7th	2:20 - 3:10	7th	2:35 - 3:10

Student Rights and Responsibilities

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail, electronic mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her guidance counselor. Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational program.

Student Well-Being

Student safety is a responsibility of all students and staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a manmade emergency situation, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The office will determine whether or not the student should remain in

school or go home. No student will be released from school without proper parental permission. Each student is to have an EMERGENCY MEDICAL FORM ON FILE IN THE OFFICE.

Wellness Policy

Board Policy 541

The goal of the Rossville Consolidated School District (RCSD) Wellness Policy is to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. The RCSD Wellness Committee meets annually and consists of teachers, administrators, parents and students. The complete Wellness Policy can be found on the district website.

Safety and Security

Board Policy 620

Visitors and Guests

Only current RMHS students and employees have free access to the building. Visitors are generally not allowed in the building. This is an effort to ensure student safety and eliminate distractions to the educational process. All visitors must enter the building at the main entrance, door E7, and proceed immediately to the main office. Visitors will be asked to provide a driver's license or state issued ID. If the visitor will be proceeding past the main office, he/she will be issued a visitor's badge to be displayed while in the building. Before exiting the building, visitors must pass through the main office to return their badge to the secretary.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors are locked during the school day and should not be propped open using any type of material.

Students are not to open exterior doors for others and are expected to immediately report any individuals trying to gain entry by any means other than through the Main Entrance.

Portions of the building that will not be needed after the regular school days are closed off.

If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.

Students may not bring visitors to school without prior approval from the administration.

Video Surveillance

Board Policy 632

The District may utilize video surveillance and electronic monitoring in order to protect District property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Since this video is considered part of a student's record, they can be viewed only in accordance with Federal law.

Emergency and Safety Drills

Fire, tornado, earthquake and other safety drills will be conducted throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event that an actual emergency should exist.

Fire drills are noted by a continuous ringing of the bell system. Tornado alerts are conducted upon the intermittent sounding of the same bell system or verbal directive over the public address system. Safety drills are announced as verbal directive.

- Lockout – Secure the perimeter: Lockout is called when there is a threat or hazard outside of the school building.
- Lockdown – Locks, lights, out of sight: Lockdown is called when there is a threat or hazard inside of the school building.
- Evacuate – To the announced area: Evacuate is called to move students and staff from one location to another.
- Shelter – Using the announced type and method: Shelter is called when the need for personal protection is necessary.

Emergency Closings and Delays

From time to time it becomes necessary to close or delay school due to inclement weather or unforeseen circumstances. The decision to close or delay school will almost always be made by 6:00 AM on the day school is to be closed and if possible, the evening before. RCSD has School Messenger, which will inform parents of closings, delays, and early dismissal information.

E Learning Days

All students are expected to participate in E Learning days used for lost instructional days due to inclement weather.

Students must show proof of participation on E Learning days by satisfactorily completing E Learning day assignments within two (2) school days (48 hours) following the E Learning day.

If work is not turned in at the end of the second day, the student will receive an unexcused absence for the class periods the work is missing. Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes.

Cafeteria/Lunch Information

This system operates on a pre-deposit basis; Students may bring cash or check and deposit into their lunch account. Charges are not allowed. Any lunch account balance at the end of the school year will be carried over to the next school year. Negative balances must be paid before you can get your diploma. Students transferring out of Rossville must rectify negative balances. If you have any questions please feel free to call the cafeteria office at 379-3113.

Lost and Found

The lost and found area is in front of the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

Student Valuables

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for the safe-keeping, loss, or damage to personal valuables.

Nicotine/Tobacco Free Campus

Board Policy 615

RCSD is a Tobacco-Free Campus. DEFINITION - For the purpose of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other tobacco product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. This definition also includes any nicotine-delivery system such as e-cigarette products.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the state/district/school
- On school grounds, athletic grounds, or parking lots; ● At any school-sponsored event off campus.

No Student is permitted to possess a tobacco/nicotine product.

Health Services

Medical Insurance

It is the responsibility of the parent/guardian to provide medical insurance coverage.

Lice

Any student whom has head lice will be sent home to be treated with special shampoo or rinse. Other instruction will be provided regarding at-home care. All students must be checked by the school nurse before returning to his/her classroom and must be free of live bugs and/or all nits. If head lice are found at home, please inform the school nurse so that the rest of your child’s class can be checked to determine possible sources. This policy is adopted per recommendation of Dr. Stephen Tharp, Clinton County Health Officer.

Medication Policy

No medication shall be administered to a student without the written and dated consent of the student’s parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription

medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file. No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student only with the written permission of the students' parents.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medication shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

In order to care for you diabetic child, the school nurse requests that each student has available his/her own testing material, juice, snacks, sugar tabs, and a glucagon emergency kit for diabetic insulin reaction. Each student's supplies will be marked and kept for his/her own use.

At the beginning of the last week of school, parents will be reminded that all medication will need to be picked up by the end of school, or the medication will be destroyed.

Hearing Screenings

Routine hearing screening for grades K, 1, 4, 7, and 10, for all new students, all speech/language students, and those suspected of having hearing difficulties, will be conducted at Rossville Elementary School beginning after the school year begins and continuing until completion.

Health Requirements for School Entrance

A physical examination shall be required for a child's initial enrollment in kindergarten or first grade. Indiana Code 20-8.1-7.9.5 requires that every child residing in this state is to be immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, and mumps. Below are the number of doses and each vaccine required for school entry for this school year:

3-5 years old:

3 Hep B (Hepatitis B), 4 DTaP (Diphtheria, Tetanus, & Pertussis), 3 Polio (Inactivated Polio), 1 MMR (Measles, Mumps & Rubella), 1 Varicella.

Kindergarten:

3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 2 Hep A (Hepatitis A)* Grades 1-5: 3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella Grade 6-10:

3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 1 Tdap (Tetanus & pertussis), 1 MCV4 (Meningococcal) Grades 11 & 12:

3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 1 Tdap (Tetanus & Pertussis), 2 MCV4 (Meningococcal)

Except as otherwise provided, no school child shall be required to undergo any testing, examination, immunization, or treatment required when the parent(s) or guardian(s) have a religious objection. Such objection shall not exempt a child from any medical testing, examination, immunization, or treatment, required unless it is made in writing, signed by the child's parent(s) or guardian(s) and delivered to the child's teacher or to the individual who might order a test, examination, immunization, or treatment in absence of such objection. The written document, signed by the parent(s) or guardian(s), must state that the objection to immunization is based on religious grounds.

In no case shall a child be permitted to attend school more than thirty (30) days beyond the date of his/her enrollment without furnishing documentation of the immunization/test.

Clinton County Board of Health representative (nurses) may, under the direction of the health officer, administer immunizations to indigent children on the school premises when the school nurse is present.

If any physician certifies that a particular required immunization is or may be detrimental to the child's health, the requirement for that particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health.

Student Services

School counselors are available throughout the school day. Students should speak with Mrs. Jacoby to schedule time to see a counselor. Indicate name, grade, and the nature of the discussion if possible. Counselors will then call the students from class as time allows. Urgent problems may create priority on the list. Students should feel free to discuss problems of classes, grades, course selection, vocational or college opportunities, or items relating to personal welfare if desired.

Student Stress Policy

Any student who has either verbally or nonverbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

PowerSchool and Canvas Access

PowerSchool is our student management system and Canvas is our learning management system. PowerSchool is used for attendance, contact information, and historical grades. Canvas is used as a way for our teachers to convey digital content, curriculum, communication and

current grades with our students. Questions concerning these two systems or how to get parent access should be directed to Mr. Underwood in our technology department.

School Communications

All school communications will be given to the guardian/custodial parent unless a written legal request is on file in the principal's office from the non-custodial parent.

Section II: Academics

Enrolling in School

Board Policy 513

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the School are required to enroll with their parent(s) or legal guardian(s). When enrolling, the parent(s) will need to bring:

- A birth certificate or similar document,
- Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- Proof of residency, (no homeless child, who meets the Federal definition of homeless, will be denied enrollment based on a lack of proof of residency)
- IEP/504 documentation ● Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The student services department will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Withdrawals

When you know that you are going to be transferring to another school, report to the main office several days in advance of the actual departure so that your records can be brought up to date. On the day of the actual withdrawal, go to the office and get a "Withdrawal Transfer Form" and a "Grade Report Sheet" which you will take to each of your teachers. The teachers will list the subject and the average grade that you are earning at that point in time; at the end of the day take the "Withdrawal Transfer Form" to the office for the principal's signature. During the last day, check with the library, return all books, and pay any fines; check with your teachers and return any equipment loaned for your use, such as physical education, home economics, agriculture, or other equipment. Pay all bills such as "Book Rental" which you may owe the school corporation. If you have a class ring, pictures, yearbook, or other articles ordered, check

with the teacher involved and make arrangements for cancellation of the order or for the article to be forwarded to your new address. Give the school office your new address and the name and address of the school you will be attending. Notify the bus driver not to stop for you anymore.

Note: Please refer to the section concerning withdrawal of student and the loss of their driver's license under certain conditions.

Transfer Students

Board Policy 516

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the Rossville Consolidated School District in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the Rossville Consolidated School District.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Rossville Consolidated School District but who wish to enroll their child in the school corporation must contact the superintendent's office for the application paperwork.

Homeless Students

Board Policy 536

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

Textbook Fees/Rental

Fees for textbook rental are due by September 1st. If unable to pay by that date, an agreement needs to be on file in the high school office. All fees are due by October 16th. Students are expected to take care of the books which are being rented to them for the assigned time. Students will be expected to pay damage fines, lost book charges, and rebinding charges as identified by the classroom teacher.

Academic Awards Cumulative Grade Point Averages (GPA) Grades 9-12

The cumulative grade point averages listed below are the averages that a student must have in order to qualify for academic awards.

9-12th Grade: 3.50

Class Rank Policy

Class rank will be determined after eight full semesters at RHS. Plusses and minuses will be used to determine class rank. The Valedictorian and Salutatorian will be determined by the final class rank based on eight full semesters at RHS. Should a transfer student or home schooled

student, after the last semester of their senior year have a higher grade point average than our eight semester RHS Salutatorian, there will be both a Valedictorian and Salutatorian designated for these students. The designation will read: Valedictorian: less than eight semesters and Salutatorian: less than eight semesters.

College Entrance Requirements

Requirements for college admission vary widely. In general, minimum requirements are 4 years of English, 3 years of academic math, 2 years of laboratory science, and 2 years of social studies. Two years of the same foreign language are highly recommended. It is wise for parents to help students early in their high school career to make realistic decisions concerning college and to become familiar with admissions and financial aid information concerning the specific colleges of interest. Catalogs may be obtained from student services, the library, or by writing directly to the colleges or universities. Juniors, especially, should be very careful to be aware of all announcements concerning the SAT. Student/athletes should seek information concerning NCAA scholarship requirements from either the Director of Student Services and/or the Athletic Director.

Correspondence Credit

A pupil desiring to complete courses by correspondence or other state approved programs shall first obtain approval from the high school principal. The principal is authorized to accept up to SEVEN (7) credits.

Students requesting acceptance of more than SEVEN (7) credits shall receive authorization from the principal and the Board of Education. The school board may accept up to FOURTEEN (14) credits (equivalent to Rossville credits) for meeting graduation requirements. Correspondence credits are acceptable only when taken from an institution properly accredited by the appropriate regional accrediting association affiliated with and/or approved by the Council on Postsecondary Accreditation (COPA) and/or the Indiana Private School Accrediting Commission.

D/F Lists

Students who receive a D/F for a grading period lose privileges as Teacher Aides. In order to become a Teacher Aide again these student have to be off of the D/F list.

Weighted Grades

Beginning with the class of 2012, any student taking an AP (advanced placement) class and receives a C- or higher, they will have a multiplier of 1.25 for the grade earned.

Grades

Students and parents are encouraged to access online gradebooks and follow Canvas on a regular basis to monitor homework completion and academic progress. Please contact student services if you need assistance with your PowerSchool login. Physical report cards are not

printed, as grades can be accessed at any time. If you do not have access to the internet, please contact student services to obtain a printed grade report.

Grading Procedures and Grade Classification

The grading procedures for Rossville High School shall be as follows:

Grades	Class Description
A – Excellent	Completed 2 semesters – Sophomore
B – Above Average	Completed 4 semesters – Junior
C – Average	Completed 6 semesters – Senior
D – Below Average	Completed 8 semesters – Graduate
F – Failing (no credit)	
I – Incomplete	

Graduation Policy

TYPES OF DIPLOMAS: BEGINNING WITH THE CLASS OF 2011* (FOR STUDENTS WHO ENTERED HIGH SCHOOL IN 2007-2008 AND BEYOND)

*The completion of Core 40 becomes an Indiana graduation requirement beginning with students who enter high school in 2007-2008. To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student’s parent/guardian, and the student’s counselor and principal meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

The student and the student’s parent/guardian will be required to sign an opt-out form acknowledging that the aforementioned was discussed.

Graduation Eligibility Requirements for Students Not Passing Graduation Examinations

A student who does not achieve a passing score on the graduation examination and who does not meet the requirements may be eligible to graduate if the student does a combination of the following:

1. Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination.
2. Completes remediation opportunities provided to the student by the student’s school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student’s attendance.
4. Maintains at least a “C” average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board.
5. Otherwise satisfies all state and local graduation requirements.
6. Either:

A. Completes:

- the course and credit requirements for a general diploma, including the career academic sequence;
- a workforce readiness assessment; and
- at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student’s school; or

B. Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred in by the principal of the student’s school and be supported by documentation that the student has attained the academic standard in the subject area based on:

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

Honor Roll

“A” Honor Roll All (A’s)

“B” Honor Roll No Grade Lower Than A (B-)

Post-Secondary Credit

Board Policy 525

The Board of Education shall have the option of recognizing courses completed in a postsecondary institution in meeting high school graduation requirements provided that:

- A. Prior approval is obtained by the Board of Education, or its designee;
- B. The post-secondary institution shall be accredited by the Council of Postsecondary Proprietary Education;
- C. The maximum number of credits earned shall not exceed FOURTEEN (14). **Semester**

Grade Point Average Assignment

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4	4	3.667	3.337	3	2.667	2.337	2	1.667	1.337	1	.667	0

Senior Information

Seniors are expected to attend school immediately following the senior trip. Parent notes will not be accepted and no partial day absence is acceptable. Only doctor notes will be accepted after the day. Participation in a senior skip day may result in a suspension and may jeopardize the student's participation in the graduation ceremony.

Schedule Changes

Any student wishing to change his/her schedule must first obtain the approval of the school counselor. If approval is granted by the school counselor, students also need to bring a written permission from a parent. Only serious and necessary reasons for schedule changes will be considered.

Teacher Aides

Teachers may allow for a student with an open space in his/her schedule to be a teacher's aide for them. The teacher is responsible for that student's whereabouts during the class period they are an aide. Students in good standing with their academics, behavior and attendance in the most recent semester, may be a teacher's aide for one (1) class period per semester. If during that semester, they fall below the expectations listed below, they risk losing the privilege of being a teacher's aide.

- Semester grade of D or F
- Suspension or excessive discipline referrals
- Unexcused/Unverified absences

The only exception to the one (1) class period per semester limit would be for a senior who has earned all of their necessary credits, or is enrolled to do so during that semester.

Add/Drop Policy

During the first week of classes students may add or drop any course provided there is room in the new course and the student has completed an add/drop form. Students may drop a course during weeks 2-8 but may only add an online course or study hall if there is not already one in the students' schedule. After week number 8, if a student wishes to drop a course, they will receive a Withdrawal/Fail on their transcript.

Transcripts

A permanent record of the courses taken by a student, grades and credits received, and attendance record are kept in the student services office. When a student transfers to another school, applies for admission to college or makes application for employment, the school will, upon request from the student or other school, make an official copy. To be official, a transcript must be sent where requested without passing through the hands of the person whose record is transcribed.

Alternative Grade Assignment

An alternative semester grade assignment may be used by teachers with administrative approval prior to the beginning of the school year. Students should be notified of any alternative plan at the start of the school year.

Homework Policy

Board Policy 528

The Board of Education and staff members of the Rossville Consolidated School District are committed to an educational program of the highest quality and recognize that an essential ingredient in positive student progress is the appropriate use of homework. Homework will be considered as any assignment which contributes to the total educational process. It is not necessarily limited to paper and pencil activities but may be a continuation of an assignment actually started at school. The type, frequency, and quantity of homework should be best determined by the teacher but generally will increase from grade to grade. Homework can be a very important and effective vehicle for communication between school and home, but in order to optimize it, it must be two-way.

Homework should fulfill the following:

2. Enhance and enrich, not merely increase, the time students spend in learning
3. Review, reinforce and extend classroom learning
4. Reflect individual ages, needs and abilities of the students Each student has the

responsibility to:

1. Clarify, with the teacher before leaving class, any questions about the assignment
2. Complete all assignments on time and in the manner requested
3. Make up all work missed due to an excused absence

If a student is absent, it is his/her responsibility to obtain missed assignments/materials from the teachers. Students and parents should check the new online Learning Management System (CANVAS) for classroom assignments. The student will be granted the number of days he/she was absent to complete missing homework, unless student is out of school due to serving an out of school suspension (OSS). In the case of OSS, students will be expected to turn in assignments upon his/her return to school. If student does not have access to internet, our E-learning policy of forty-eight (48) hours to turn in assignments will be in place. This deadline may be extended at teacher discretion.

Tutors

Struggling students may request resources from the student services office to help them find a tutor.

Privacy of Student Educational Records

Board Policy 517

IC 20-30-5-17b

The District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may review Policy 8330 - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Student's records will generally be kept in the cumulative record folders either in the school corporation administrative office or in the school in which the student is currently enrolled. With the consent of the Superintendent of Schools or his designee, a portion of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in vocational or special education centers.

Student's records shall be under the control of a certificated person appointed by the Superintendent to administer this policy.

Each individual student cumulative folder and each student record maintained separately from the folder, shall contain a written form upon which any person examining such records shall indicate the following:

1. The identity of the examiner
2. The specific record examined

3. Purpose of the examination
4. The date on which, or in case the examiner is a school employee whose functions require repeated examinations, the period of time over which such examinations were made

The administration may disclose personally identifiable information from education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made. The parent may access the following: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue,
SW Washington, D.C. 20202-4605 www.ed.gov/offices/OM/fpco

National Honor Society

In accordance with the bylaws of the national organization and for the information of the public, the following criteria and procedures will be used for selection into the National Honor Society:

1. The school counselor will complete a list of all students with at least 3 semesters of high school course work, which have resided in the corporation for at least one semester, and have a minimum grade point average of **3.75** on a scale of 4.00.
2. These students will be notified by a letter from the NHS advisor that they have met the scholastic requirement for NHS. They will then be asked to fill out an activity form if they are interested in membership in NHS. The activity form will need to be returned to the NHS advisor on or before the deadline stated in the notification letter. Absence of an activity form will be seen as a request to be removed from the list of candidates for selection.
3. The faculty of Rossville High School will be asked to rate the list of candidates for selection based on the remaining criteria of Leadership, Character, and Service. If a teacher for some reason does not feel qualified to comment on a particular student, there will be a no comment category.
4. An average score in each category will be computed by the NHS advisor based on the number of teachers that rated the student. Also, a tally of teacher responses will be compiled.
5. The average score, the response tally, and the activity sheet will then be made available to a five member faculty council selected by the High School Principal.

The NHS advisor is an ex officio non-voting member of the faculty council. The council will vote on each candidate in regards to the criteria for membership and selection into NHS. Once selected into the chapter, the members are required to maintain the standards of NHS. They must maintain the minimum **3.75** grade point average. They must participate in at least one service project each year. **They must accumulate 20 volunteer hours each year.** They must maintain leadership and character that would benefit the school and the community.

If a student's grade point average falls below the minimum, the student will be notified in writing that he/she is on a semester grade probation. If at the end of the semester the grades are still below the minimum the student will be dropped from the NHS Chapter.

If the grades are above the minimum, then they will be considered a member in good standing. Failure to meet the Leadership, Character, and Service requirement will follow a similar procedure.

A flagrant violation of school or civil rules is cause for consideration of dismissal from NHS. A meeting of the faculty council will be called by the advisor to discuss disciplinary measures. If dismissal is recommended, the student will be notified in writing of the action. Within 30 days, if the student wishes to address the faculty council to discuss the measure, a meeting between

the council and the student will be arranged. At the end of 30 days, if dismissal is still recommended, the student is dropped from the chapter.

Special Education

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or ● Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Free and Appropriate Public Education

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant.

Joint Services for Boone/Clinton/Northwest Hendricks Counties

Joint Services is a cooperative that serves all schools in Clinton, Boone, and parts of Hendricks counties for students who qualify for special education services under Article 7. See the principal for assistance.

Section III: Attendance

Attendance Policy

Board Policy 530

The responsibility for a student being present at school rests upon the student and his/her parent(s) or guardian(s). All students are expected to attend school and to be on time. The Board at Rossville Schools believes that students miss important experiences when they are not in school. While it is true that the students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained by being in attendance. The Board also recognizes that legitimate reasons for absences do occur.

Compulsory Attendance

I.C. 20-33-2

Indiana Code mandates that the responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

Classifications

A full day absence is when a student misses four (4) or more periods in the same day. A class absence is when a student misses twenty (20) minutes or more of a class period. Absences will be classified in one of four categories: Exempt, Excused, Unexcused or Tardy.

- X = Exempt – Parent/guardian communicates to administration prior to absence using Pre-Arranged Absence form located in the Main Office, and is verified with official documentation.

The following notes will be listed in the Comments section:

- SP = Service as a page or honoree of the general assembly;
- SE = Service on a precinct election board or helper to a political candidate on the date of an election;
- SC = Subpoena to appear in court as a witness in a judicial proceeding; ○ ML = Service in active duty with the National Guard for not more than ten (10) days;
- IA = Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days;
- SF = Exhibiting or participating in the Indiana State Fair for educational purposes;
- NC = Situations as approved in advance by the principal/designee as nonclassroom activity
- IS/SS = In-School and Out of School suspensions ○ FN = Family funeral
- Medical/Dental Note (Excessive medical notes may require a Certificate of Illness)

- E = Excused – Parent/guardian communicates to the administration in person, in writing or by phone. Counts towards total of ten (10) days.
 - IL/IN = Student illness/injury
 - PA = Pre - arranged
 - CA = Court appearance
 - AP = Professional appointment
 - CV = College/Technical school visit
- U = Unexcused – Truant – NO PARENT/GUARDIAN COMMUNICATION TO ADMINISTRATION WITHIN TWO DAYS OF ABSENCE. Counts towards total of ten (10) days and consequences will be assigned to the student.
- T = Tardy – Arriving to class within twenty (20) minutes from the start of class.

All students who are enrolled at Rossville Middle/High School are to be in their assigned classes at the required times. Extended absences from class that are unnecessary will result in administrative intervention.

Tardy

It is the responsibility of the student and the parent/guardian to ensure that the student arrives to school on time each day. RCSD provides transportation to all students, in good standing, that reside within its District boundaries. If a bus is late, the students' attendance is not affected. If the student's arrival time is within thirty (30) minutes of the start of class, the student will be counted tardy. If the student arrives after thirty (30) minutes of the class, he/she will be counted absent. A tardy to school requires students to report to the Main Office for a pass. Tardies to class will be addressed by the classroom teacher. A student is subject to disciplinary consequences when he/she accrues three (3) or more tardies to any class.

Notification of Absence

Parents/legal guardians are responsible for notifying the School of their child's absence by calling (765) 379-2551 ext. 313 before 9:00 am on the day of the absence. This call serves as notification of the student's absence as well as why he/she is not attending school. If the Administration has not received notification of an absence by this time, verifications will be made using the contact information listed on our student management system, PowerSchool. If no verification of the absence is made within two (2) school days of the absence, it will be classified as Truant.

Attendance Check In/Out Procedures

When a student returns from an absence, he/she must check in the office as soon as he/she arrives at school. The student will sign in and receive either a green or red card that will be given to the classroom teacher. The green card signifies that the student signed in at the office and that the absence is verified. The red card signifies that the student signed in at the office and the absence is truant. Any student who does not sign in as soon as he/she returns from his/her absence and goes to his/her first period class should be sent to the office.

Students having excuses to leave the building during the school day must report to the office and sign out before leaving and sign in upon their return to school. Requests to leave school must be accompanied by a note from home with a reason for the absence. Students may NOT leave school for lunch.

Students shall not leave the building during the day without obtaining permission from the principal or his/her designee. A student must obtain a permission slip allowing the student the right to leave the school building and sign out in the office. Any leaving the building without this permission will be counted as truant regardless of the reason. Signed parental permission is required for the dismissal.

Sent Home By Nurse

Students that are sent home by the Nurse will be marked as Excused with a doctor's note for that day. If they are required to stay home for more than that day, parents/guardians are still required to notify the school of the students' absence each day.

Make Up Work

Students absent from school will be allowed to make up any work missed unless the absence was due to truancy or they have surpassed their absence limit of ten (10) school days. It is the student's responsibility to request assignments from teachers and will be allowed one (1) day per day absent to make up the assignments. Students neglecting to follow this procedure will receive zero's (0) for missed work. Student services are available only for extended illness of a week or more.

Absences due to suspension are exempted from the ten (10) day limit, but it is the student's responsibility to stay current on their coursework while they are suspended.

Pre-Arranged Absences

Whenever a student is going to be absent from school for a foreseeable reason, such as vacation, he/she must have a parent/guardian fill out a pre-arranged absence form, located in the Main Office, in advance. Pre-arranged absences may not be granted when a student has accumulated ten (10) days of absences or when the requested days would exceed that number. Students are required to submit the pre-arranged absence form at least a week in advance and should inform their teachers to receive their assignments for the absence period. Students may use one prearranged absence to obtain their driver's license. Pre-arranged absences do count toward the attendance policy. It is the student's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.

Habitual Absence

I.C. 20-33-2-25

RMHS is required to report a child who is habitually absent from school to:

- An Intake Officer of the Juvenile Court or;
- The Department of Child Services

Habitual Truancy – A student truant from school, ten (10) days or more, within a school year.

Chronic Absenteeism – A student absent from school for ten percent (10%) or more of a school year for any reason. Our school year is one hundred – eighty (180) instructional days which equates to eighteen (18) school days.

Consequences of habitual absence shall include but are not limited to:

- Suspension of driving permit/license privilege through the Bureau of Motor Vehicles
- Suspension/loss of work permit through the Department of Labor
- Referral to the Indiana Department of Child Services concerning lack of parental responsibility in providing proper care and supervision of a child
- Referral to the Clinton County Juvenile Department of the Prosecutor's Office
- Loss of course credit
- Assignment to alternative placement with loss of participation in School activities and events

Field Trips

Field trips are to be scheduled by teachers to broaden the experiences of the classroom activities. Students will be excused to go on field trips with verified written parental permission. This form must be turned into the teacher before the trip is taken. Students are responsible for all work missed while on the field trip. A student may be excluded from a field trip if problems have occurred on previous trips, the student has had significant behavioral issues during the current school year or is on an attendance contract and the field trip would cause him/her to miss other classes. Any financial commitment lost due to the student behavior/attendance is nonrefundable.

Extra/Co - Curricular Participation

The social development, extra/co - curricular activities of students are a vital part of the total educational program at Rossville Middle/High School. Students who become involved in extra/co - curricular activities generally find school more interesting, challenging and personally more fulfilling. Activities such as, athletics, musicals, band, choir, and academic contests, are intended to develop interest, talents, leadership and organizational abilities. Students who participate in these areas are, by default, representing Rossville Consolidated School District in the community. It is an expectation that academic responsibilities are the highest priority on a student's list of participation. Students must be in attendance at least four (4) periods of the day to participate in an extra/co - curricular event/contest, unless prior approval by the Administration. This includes participating in social functions such as dances.

Section IV: Student Activities

After School Activities

Students are expected to leave the school grounds at 3:15 p.m. unless involved in a special activity. Any student remaining on school property at 3:15 must be under supervision of a staff member.

Eligibility

A student must be passing in five solid subjects to be eligible to participate in any club or extracurricular activity. Eligibility is figured from report card date to report card date. Students must be enrolled as full-time students to participate in sports and/or extra-curricular activities.

Extra/Co – Curricular Programs

The extra-curricular program offered at Rossville High School (consisting of clubs and cocurricular activities: band, choir, drama, student council & student council sponsored events, etc.) is an integral part of student formation. As such, student participants are subject to eligibility rules similar to those listed in the Athletic Handbook. Club moderators/coaches are appointed by principal and subject to superintendent and School Board approval.

Extracurricular activities/clubs that are under the umbrella of the I.H.S.A.A and/or Division of Student Activities are subject to all the practices, rules, regulations, and policies of that organization in addition to those required by Rossville High School. Rossville High School believes strongly in the benefits and educational values of extracurricular activities/clubs when properly administered. What a student participant benefits from depends on what they are willing to put into the extra-curricular activity/club. Dedication and due diligence should result in improved social abilities, special skills associated with the extra-curricular activity/club, and better health. The student participant should have various opportunities to display good sportsmanship and to make the Rossville community proud of their participation in the extracurricular activity/club. Student participants should realize that extracurricular activities/clubs are a privilege that carries with it definite responsibilities. Extra-curricular activities/clubs provide an unequalled opportunity to widen one's circle of friends by acquaintance with the members of opposing teams/clubs, and to visit and play in their communities. As student participants they have a chance to enjoy one of the greatest heritages of youth the privilege to participate in an extracurricular activity/club. Student participants can be taught that a violation of rules of the club/activity brings penalty, and that this same sequence follows in the game of life. The community, of course, must also gain from the extra-curricular activities/clubs, but it must realize that there are at least two parties that should be satisfied before its interests can be given any consideration. These are the student participants and the student body. Under no circumstances should community interests be considered if they do not coincide with the well-being of the student participants and the student body. Let us always remember that extra-curricular activities/clubs are organized for transforming boys and girls into mentally alert, morally clean, and socially sound citizens.

Scholastic Eligibility

1. To be eligible for extracurricular activities/clubs, a student participant must have received passing grades at the end of the student's last grading period or semester in school in at least five (5) full credit subjects or the equivalent.
2. A student participant may practice during or following the student's ineligibility but this will be left to the discretion of the head moderator/coach.
3. Eligibility is determined on the day when grade cards are issued.

4. This includes but is not limited to plays, musicals, band and choir performances, singing the National Anthem before basketball games, etc.

Conduct

Students participating on school clubs/teams are required to live according to the rules listed below, all of which are in effect during the entire year.

1. Every student participant shall not possess, distribute, use or be under the influence of tobacco, or “look alike substances”, marijuana, a stimulant, an intoxicant (or huffing a chemical thereof), a narcotic, depressant or a hallucinogen whether prescription or nonprescription. Student participants are not to visit a place of common nuisance.
2. Student participants shall not violate a law other than a traffic violation.
3. Every student participant shall manifest good citizenship in and out of school.
4. Every student participant shall attend the practices and contests of his/her squad unless excused by the moderator/coach.
5. Each student participant is expected to follow the rules set forth by his/her particular moderator/coach during the sport season.
6. Every student participant is expected to adhere to school policy.
7. Any student participant absent from school for four periods or more during the day due to illness will not be allowed to practice or participate that day.
8. In case of injury or illness requiring a doctor’s care, a student participant must have a written release from the doctor to resume practice or participate if the club/team requires physical activity.

Note: “Common nuisance” is defined as a building, structure, vehicle, or other place that is used by any person to unlawfully use a controlled substance.

Violations

It is the responsibility of each individual moderator/coach to administer rules and guidelines that are reasonable and feasible in promoting a wholesome and functional program. It is understood that a student participant must abide by the rules and guidelines set forth by Rossville Middle/High School.

Moderators/coaches, teachers and administrators have an obligation to report an observed violation to the principal of RMHS. Testimony from a patron who is willing to provide evidence as to a student participant being in violation of the RMHS Extra-curricular Discipline Code will be considered.

Violations will be considered on a July 1st to June 30th basis or if the student participant has no extra-curricular season left during that year, any penalty will be administered during the next extracurricular season he/she participates in. The violations accumulate for the student’s entire middle school or high school career, not on a yearly basis only.

Procedure for Administration of Penalties (involving possible suspension and expulsion.)

The moderator/coach will meet with the student participant, high school principal and the administrative assistant to discuss and explain the violation.

The moderator/coach will prepare a written statement giving all the details of the violation and the penalty and give it to the high school principal. The high school principal will complete a formal statement with one copy of this report to be sent to the parents and another copy will be retained on file in the high school principal's office.

For any further disciplinary hearings the high school principal will follow the rules and regulations listed within the Parent/Student Handbook making sure proper suspension/expulsion procedures are followed.

For any further disciplinary/appeal hearings a due process committee will exist as follows:

1. A hearing officer assigned by the superintendent.
2. School Board Member (Assigned at the beginning of each school year.)
3. Two moderator/head coaches who teach at R.H.S. (Least directly involved with the student or student-athlete)
4. One at large teacher at R.H.S.
5. An attorney may not represent the student or parent at an appeal hearing.
6. For athletic appeals, this is the final step in the process.

Penalties

Violation of the conduct rules will result in the following disciplinary action:

- Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:
 - a. 1st offense: 20% of season suspension from extracurricular activity/club if the student participant self-reports the violation or 50% of season suspension if the moderator/coach/administration has to investigate the violation. The student participant must complete the extra-curricular season in which he/she is serving the suspension, or the full suspension will be applied to the next extracurricular season.
 - b. 2nd offense: Expulsion from high school or middle school extra-curricular activities/clubs for one year with probation lasting for the remainder of high school or middle school career.
 - c. 3rd offense: Expulsion from high school or middle school extra-curricular activities/clubs shall last for the remainder of high school or middle school career.
- Individual moderator's/coach's rules and practice attendance: penalty is left to the discretion of the moderator/coach.

- Unexcused absence, school suspensions, absence from school for more than four periods due to illness: Ineligible to participate in contest or practice. If a suspension continues from Friday through Monday, then the athlete is ineligible for any Saturday contest also.
- Violation of school policy: The principal, administrative assistant, along with the moderator/coach, will administer any punishment brought about by a violation of school policy.
- For just cause, the principal and administrative assistant, with the moderator's/coach's knowledge, may temporarily suspend a student.
- Ejection from an extracurricular contest: The student will be placed on probation for the remainder of the school year following a review by the principal and administrative assistant.

Dances (High School)

Dances will be provided throughout the school year with the following rules in force at all dances. Students must be in attendance at least four (4) periods of the day to participate in an extra/co – curricular event/contest, unless prior approval by the Administration. This includes participating in social functions such as dances.

1. Rossville students must present student identification card to be admitted to dances.
2. All students who plan to attend the dance must be admitted within one-half (1/2) hour after the beginning of the dance.
3. Students are to dress appropriate to the dance theme and in accordance with school guidelines.
4. Once a person has left the dance they must leave the school grounds and will not be readmitted to the dance. Students are not allowed to remain on school property once they have left the building.
5. Only Rossville students and their date will be admitted to the dance. Guests must be signed up in the office two days prior to the dance.
6. The use and/or possession of alcohol, tobacco products, or any illegal substance are prohibited.
7. High school students cannot attend middle school dances and middle school students cannot attend high school dances.
8. All dances will end by 11:00 and all students must be out of the building and off school grounds in fifteen minutes.
9. All guests must be high school students or graduates and under the age of 21.

Dances (Middle School)

Student Council and NJHS host dances for the middle school throughout the school year. Most dances begin at 3:15 and last until 5:00 with the exception of the RMS Student Council theme dance in the Spring Semester. (*For this dance only, a middle school guest may come to the dance provided prior approval through the middle school office has been obtained). Only Rossville Middle School students are allowed at middle school dances. Also middle school

students are not allowed at high school dances. Students who have had a serious administrative action will not be allowed to go to dances.

Students must be in attendance at least four (4) periods of the day to participate in an extra/co-curricular event/contest, unless prior approval by the Administration. This includes participating in social functions such as dances.

Section V: Transportation

District Provided Bus Transportation

Board Policy 701

For safety reasons, school bus drivers are to have control of all students being transported between the students' homes and school. The driver shall keep order, maintain discipline, and be sure that all regulations are observed by the students. The driver shall treat the students in a fair and courteous manner.

Please read this carefully together. Riding the school bus is a privilege, not a right. The students will be expected to follow all rules and be courteous to his/her fellow students and to the driver who is in charge, from the time you board the bus until you have left the bus at school or at home. People who cannot behave while riding a school bus will forfeit their privilege to ride. Anytime the driver's attention is diverted from the road ahead, the safety of the rider is put in jeopardy. Thus any disruption which detracts from the driver's full attention, puts all of the riders at risk. Video cameras have been added for the safety and welfare of our students while riding the bus. Video equipment may be used on any permanent bus at any time to monitor student behavior and driver performance. The superintendent, school administrator, or driver may request videotaping. Tapes will be maintained for viewing until no longer needed for resolution of the incident. They will be erased by administrators when their use is no longer deemed necessary.

Student Expectations

The instructions given by the bus driver must be followed. He/she has been trained to get students to and from school safely. Disruptive or destructive behavior will not be tolerated. Students are expected to:

- Arrive at the bus stop 5 minutes before the bus arrives, but no earlier;
- Wait in a safe place, clear of traffic and away from where the bus stops;
- Cross the road or street in front of the bus only after the bus has come to a complete stop and receives a signal from the driver;
- Go directly to an available or assigned seat when entering the bus;
- Remain seated and keep aisles and exits clear and will not move from seat to seat.
- Face forward at all times and remain seated until bus comes to a complete stop;
- Refrain from throwing or passing objects on, from, or into buses;
- Carry only objects that can be held on his/her lap. Large instruments/ objects must be on floor between student's knees;
- Refrain from the use of cursing, vulgar language, indecent behavior, tobacco, alcohol, drugs, or any other controlled substance on the bus.
- Refrain from bringing any sharp objects (knives, open paper clips etc.) on bus;
- Refrain from having out on the bus, personal hygiene items, lipstick, and body spray;

- Refrain from teasing, scuffling, tripping, pushing, holding, hitting, or using their hands or feet in any other objectionable manner, or bodily fluid and must respect the rights and safety of others;
- Refrain from leaving or boarding the bus at locations other than assigned stops at home or school without written authorization being presented to the bus driver;
- Refrain from extending head, arms or objects out of the bus window;
- Open windows only with permission from driver;
- Observe classroom conduct expectations and obey the driver promptly and respectfully.

Insubordination, arguing and disrespect are grounds for disciplinary action, including the loss of bus privileges. Bus drivers have the authority to have a student removed from the bus for one day if they are in violation of any of the bus rules. Students with repeated offenses will be sent to school authorities and may be denied the privilege of riding on the bus.

Violation Procedures

- Minor Violations – Examples of minor violations could include, but not be limited to, getting out of seat, yelling, teasing, not following instructions, etc.
 1. 1st Violation - The driver will have a conference with the student.
 2. 2nd Violation - The driver will contact the parent and notify the appropriate building administrator to discuss the student's conduct
 3. 3rd Violation - The driver may recommend suspension of a student from the school bus for one day. The parent will be notified prior to the suspension. The driver will complete the disciplinary report and file a copy with the appropriate building administrator.
 4. 4th Violation - The student will be referred to the appropriate building level administrator for discipline.
- Major Violations – Examples of major violations could include, but not be limited to, fighting, property damage, threats, injuries to others, etc.
 - Any Major Violation - The student will be referred to the appropriate building level administrator for discipline.

Student Parking

Board Policy 522

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the district. Rossville Consolidated School District is not responsible for any vehicle or its contents. Those students who utilize this privilege must have their vehicle registered through the main office. Driving to school is a privilege which can be revoked. Registration is free however, it requires a copy of a valid driver's license and vehicle registration. Parking spaces will be assigned and permits will be issued from the main office. The following regulations are in place for all students driving to and from school or school functions to insure the safety of all individuals utilizing the parking lot:

1. Parking tags should be displayed properly at all times;
2. Student parking is strictly limited to the lower east parking lot, adhering to the lines; 3. Parking is not allowed on the curbs;
4. Student drivers will use extreme caution while driving on school property especially around buses. Pedestrians and school buses always have the right of way;
5. Parking lot speed limit is 5 MPH;
6. Vehicle mechanical problems are not an excuse for tardiness or absence from school;
7. Upon arrival at the school, the car is to be parked in the designated areas and the student is to enter the building immediately;
8. Student drivers will use the east entrance to State Road 39 when entering and exiting student parking;
9. Drivers failing to meet expectations will receive 1 warning and a 2nd incident will result in the loss of parking privileges.

Parking privileges may be revoked for failing to adhere to student driving expectations or absences/tardies to first period. If a student's permit is suspended, no fees will be refunded. Student vehicles parked on school grounds are subject to search by school officials.

Section VI: Student Expectations

Philosophy

Board Policy 500

A major component of the educational program at Rossville Middle/High School is implementing necessary disciplinary consequences so that students learn to become self-disciplined. The school's disciplinary program is created out of caring and respect for all individuals with a sincere desire to help young men and women succeed. RMHS' discipline philosophy is to maintain order, as it is in any human community, so that specific objectives can be reached. In a school, good discipline creates the favorable conditions necessary for study and orderly life. It also contributes to the development of order within the individual. In this sense discipline is not only a part of learning but is the very basis of it. Parents play an important role at home in helping their sons and/or daughters to become self-disciplined by discussing and supporting school rules and procedures so that specific objectives can be met. When misconduct occurs it may be necessary for all parties to meet to listen to each other's concerns in hopes of helping the student to become self-disciplined.

Expected Behaviors

Students are expected to:

1. Act courteously to adults and fellow students by respecting yourself and others;
2. Be prompt to school and attentive in class;
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. Complete assigned tasks on time and as directed;
5. Help maintain a School environment that is safe, friendly, and productive;
6. Utilize integrity when making decisions.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all students in the class;
2. All students in the class the opportunity to learn.

Disciplinary Consequences

Board Policy 505

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana law, administrators and staff members may take the following actions:

1. Removal From Class/Activity
 - a. A middle school or high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.

- b. If a teacher removes a student from class, the principal may place the student in another appropriate class, another appropriate setting, or in-school suspension.
 - c. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parent to determine an appropriate behavior plan for the student.
 - d. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
- 2. Lunch Detention (LD) – may be assigned for attendance and/or disciplinary reasons. Lunch Detention will be served in the designated area during the student's lunch period. Failure to serve a lunch detention may result in further disciplinary action.
- 3. After School Detention (ASD): may be assigned for attendance and other disciplinary reasons. School detention will be served Monday through Thursday from 3:15- 5:15 PM. Failure to serve will result in further disciplinary action.
- 4. Discipline Contract (DC) – contract usually lists misconduct that the student will refrain from, in contract form, and it should contain signatures from the student, parent/guardian and administrator/designee. The main purpose for a DC is so the student, parent(s)/guardian(s), and administrator(s) can join in partnership to help the student establish good conduct. Discipline Contracts usually contain pending consequences should a student choose to break the contract.
- 5. Attendance Contract (AC) – contract lists total days and periods absent, pending consequences should a student choose to break the contract and it should contain signatures from the student, parent/guardian and administrator/designee. The main purpose is for the student, parent(s)/guardian(s), and administrator(s) to join in partnership to help the student establish good attendance.
- 6. Out of School Suspension (OSS) – A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. Suspension from school attendance is considered a serious matter and the school needs the assistance of parent(s) or guardian(s) to make sure that the misconduct does not occur again. For this reason, OSS often results in a mandatory student-parent/administrator conference.
 - o Students serving OSS will be allowed to turn in assignments covered during the OSS period upon his/her return to school. For students with no internet, our eLearning policy will be followed: forty-eight (48) hours to turn in missed assignments.

- Expulsion – (EXP) When serious misconduct occurs, the principal may complete a “Written Charge and Request for Expulsion Appointment of Expulsion Examiner” form that will be forwarded to the superintendent or designee for consideration. The superintendent or designee will determine whether to appoint an expulsion examiner or deny the request.
- Under Indiana law, a principal may require any student who is 16 years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, an alternative educational program, or evening school.
 - A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester unless the expulsion is for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.

Grounds for Suspension or Expulsion

The Board of School Trustees has adopted the following Student Discipline Rules which will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students. The objectives of the enforcement of these standards and the Code of Conduct are:

- To protect the physical safety of all persons and prevent damage to property;
- To maintain an environment in which the educational objectives of the School can be achieved;
- To enforce and instill the core values of the Monroe-Gregg School District and its School community.

The following factors will be taken into account to determine the extent of any discipline utilized to enforce student behavior standards and Code of Conduct:

- The nature and extent of any potential or actual injury, property damage, or disruption;
- The student's prior disciplinary history and the relative success of any prior corrective efforts;
- The willingness of the student to participate in any corrective action;

Violations of these are be punishable by suspension or expulsion and they are applicable to students:

- On School property at any time;
- During and immediately before and after any School activity at any location;
- Traveling to and from School or to and from a School activity;

Any student who does not meet the student conduct expectations is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule.

These are a few examples of initial interventions intended to curb continued behavior:

Counseling with a student or group of students	Conferences with a parent/guardian/group of parents
Assigning additional work	Loss of specific privileges
Rearranging class schedules	Community service
Restriction of extra-curricular activity	

In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violations, the principal shall develop appropriate consequences. These shall start with the least severe to adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement. However, the unique circumstances of each individual's case will be considered before a decision regarding punishment is made. This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual.

Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed. The contents of this chart do not limit the scope or severity of the penalties for violations. Please read the chart detailing the possible discretionary disciplining consequences for violations of rules and guidelines. Students who accumulate multiple disciplinary consequences, may also lose privileges to a work permit. Copies of disciplinary referrals are kept in the student's discipline file as well as in PowerSchool. This is not an exhaustive list and for a more detailed list, please refer to Rossville Consolidated School District Board Policy #500.

In the event of special circumstances, the administration reserves the right to enforce other disciplinary action when necessary.

The administration reserves the right to establish contracts and determine pending consequences.

Consequence Abbreviations

ASD=After School Detention LD=Lunch Detention LE=Law Enforcement Notification

OSS=Out of School Suspension SRE=Suspended, Recommended Expulsion

VW=Verbal Warning

Minor Infractions	1 st Corrective Action	2 nd Corrective Action	3 rd Corrective Action
Unprepared for Class	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Disruptive Behavior	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Classroom Rules Violation	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Misuse of Personal Electronic Device	Teacher Verbal Warning	LD – ASD	Up to 2 ASD

Tardy to Class	Teacher Verbal Warning	Teacher Verbal Warning	LD
Failure to Comply	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Horseplay	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Cheating/Plagiarizing	Teacher Discretion: 0 credit OR Redo w/Office Referral	0 Credit and up to 2 ASD	0 Credit and 3 ASD
Dress Code	Teacher Verbal Warning	LD – ASD	Up to 2 ASD
Cafeteria Disruption/Littering	Teacher Verbal Warning & Clean Up	LD – ASD & Clean Up	Up to 2 ASD & Clean Up
Inappropriate Display of Affection	Teacher Verbal Warning	LD – ASD	Up to 2 ASD

Major Infraction	1 st Corrective Action	2 nd Corrective Action	3 rd Corrective Action
Truant Class /Day	LD – ASD	Up to 2 ASD	Up to 2 OSS
Staff Disrespect	LD – ASD	Up to 2 ASD	Up to 2 OSS
Insubordination	LD – ASD	Up to 2 ASD	Up to 2 OSS
Failure to Serve Detention	2 of the Detention	Up to 4 ASD	Up to 2 OSS
Misuse of Another Student's Property	LD – ASD Repair/Replace	Up to 2 ASD Repair/Replace	Up to 2 OSS Repair/Replace
Profane/Obscene Gestures/Language	LD – ASD	Up to 2 ASD	Up to 2 OSS
Possession Obscene Material	LD – 2 ASD	Up to 4 ASD	Up to 2 OSS
Dishonesty/Lying/Forgery	LD – ASD	Up to 2 ASD	Up to 2 OSS
Major Disruptive Behavior	ASD – 2 ASD	Up to 4 ASD	Up to 2 OSS
Inappropriate Use of School Technology	LD – ASD	Up to 2 ASD – Loss of Privilege 9 Weeks	Up to 2 OSS – Loss of Privilege for Semester
Malicious Physical Contact	LD – 2 ASD	Up to 4 ASD	Up to 2 OSS
Verbally Abusing Another Student	LD – 2 ASD	Up to 4 ASD	Up to 2 OSS
Violation of Recording Policy	VW – Loss of Privilege	Loss of Privilege Up to Semester	Loss of Privilege Up to Year
Harassment/Intimidation/Threat	ASD – 2 ASD	Up to 4 ASD	Classified as Bullying
Possession of Tobacco/E-Cigarette	4 ASD – Effects of Abuse Assignment	2 OSS LE	5 OSS DC
Possession of Knife/Look-a-like	2 OSS – SRE LE	Up to SRE LE	
Vandalism to School Property	2 OSS – SRE LE	Up to SRE LE	

Possession of Lighter/Matches	ASD – 2 ASD	Up to 5 OSS	SRE
Theft/Possession of Stolen Goods	LD – 2 ASD Repair/Replace	Up to 4 ASD Repair/Replace	Up to 5 OSS Repair/Replace
Habitual Offender	2 OSS	5 OSS	SRE
		1st Corrective Action	2nd Corrective Action
Battery/Fighting		Up to 5 OSS	SRE
Possession/Using/Under the Influence of Alcohol/Drug* or Drug Paraphernalia		Up to 5 OSS LE	SRE
Sexual Battery		Up to SRE LE	SRE
Gross Insubordination		Up to 5 OSS LE	SRE
Lewd/Indecent Acts		Up to 5 OSS LE	SRE
Threatening/Verbally Abusing a Staff Member		Up to SRE LE	SRE
False Safety Alarm/Fire Alarm Pull		Up to SRE LE	SRE
Threat to Use Weapons		Up to SRE LE	SRE
Bullying per I.C. 20-33-8-0.2		Up to SRE LE	SRE
Stealing/Possession of Stolen Test Materials		Up to SRE LE	SRE
Arson I.C. 35-43-1-1		Up to SRE LE	SRE

Expellable Infractions	
Battery/Attempted Battery on a Staff Member	SRE LE
Violation of Behavior Contract	SRE LE
Habitual Truancy/Unexcused Absences	SRE LE
Bomb Threat	SRE LE
Possession of a Firearm/Look-a-Like I.C. 35-47-9-2	SRE LE
Possession/Detonation of an Incendiary/Explosive Material/Destructive Device I.C. 35-47.5-5-2	SRE LE
Possession of a Deadly Weapon/Look-a-Like	SRE LE
Robbery I.C. 35-42-5-1	SRE LE
Distribution/Intent to Distribute Alcohol/Drug*	SRE LE
Distribution/Sharing Material of Sexual Nature in Any Form Including the Contents of an Electronic Device	SRE LE

Procedures for Discipline of Students with Disabilities

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and therefore, may be suspended or expelled for any violation(s) of the rules for which non-disabled students could also be suspended or expelled. For further information, please refer to the principal for information.

Dress Code

Rossville Middle/Senior High School recognizes that a dress code policy helps to promote a safe and appropriate educational setting which is free from unnecessary distractions. Parents and guardians are expected to monitor the clothing choices of their children on a daily basis. Students' dress shall be modest, neat, clean, and in keeping with health, sanitation, and safety practices. To clearly establish this climate, the following are not acceptable at school:

- Any clothing, jewelry, or item which alludes to: gangs, weapons, drugs, alcohol, tobacco, or profanity
- Any clothing or item that is demeaning to self and/or others, including racial put-downs, sexually demeaning pictures, words, numbers, or sexual innuendo
- Inappropriately revealing clothing. NO holes, in pants above the knee.
- Shorts/skirts must be fingertip length when arms are extended
- Chains or any form of spiked accessories
- Hats, caps, hoods or head scarves, unless worn for bona fide religious reasons

If a student is in violation of the dress code we will offer clothing for the student to change into, or we will ask that they call home for a change of clothes. Time spent in the office will be considered unexcused. Final decision regarding student apparel/appearance will be made at the discretion of the principal or his/her designee.

Inappropriate Display of Affection

Public displays of affection more than holding hands is unacceptable at school or school sponsored events.

Inappropriate Language

Inappropriate language has no place in our school. The principal will determine the appropriate punishment.

Cheating/Plagiarism

Cheating is dishonorable, non-scholarly and will not be tolerated. The only person who comes to "know" anything is the person who does the work. For this reason, cheating will be dealt with as misconduct. If a cell phone or other device is used in the incident, additional consequences will be imposed. Please see Cell Phone and Acceptable Use Policies.

Cheating includes, but is not necessarily limited to:

- copying answers to test items, essays, projects, or homework from another student,
- offering or receiving answers to test items, essays, projects, or homework from another student,
- unauthorized removal of test materials, essays, projects, or homework from a teacher's desk, computer, or classroom, and

- plagiarism – the use of another’s writing without giving proper credit or without giving any credit at all to the writer of the original or source material.

Failure to Comply

Students are expected to participate in classwork when directed. Repeated failures to comply with directions to participate will result in consequences being assigned.

Insubordination

Students must comply with the directions of teachers or other school personnel when directions are given to maintain order or to prevent an interference with any educational function. Failure to follow these directions will result in disciplinary action.

Student Passes

No student shall be in any part of the school building other than his/her regularly scheduled class unless he/she is in possession of a signed pass from a teacher or staff member. Students wishing to leave study hall or any regularly scheduled class or activity must present a signed pass from the teacher whose class or activity they are planning to attend.

Tobacco/Nicotine

The student use/possession of tobacco/nicotine or look alike substances in any form on school grounds either during the school day or at extra-curricular or co-curricular activities sponsored by the school is strictly prohibited. Students are not to carry tobacco, e-cigarettes, vaping devices, or look alike substances on their person. The first incident of a student’s disregard of this expectation will result in 4 after-school detentions with an assignment to research the harmful effects of nicotine/tobacco/vaping; a second offense would result in a two (2) day OSS; a third incident would result in a five (5) day OSS and a fourth incident would lead to a suspension with the recommendation for expulsion.

Possession Defined

Students are “in possession” of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their primary control such as locker or vehicle.

Conflict/Harassment/Intimidation/Threat/Bullying

Conflict	Harassment	Bullying
<ul style="list-style-type: none"> • Both sides are aggressive □ • There is a disagreement • No obvious imbalance of power • Neither person enjoys the interaction • Often angry or frustrated at each other 	<ul style="list-style-type: none"> • Aggression is one sided • No disagreement • Imbalance of power • One side enjoys interaction and the other doesn’t • Not angry at the other person 	<p>Same harassing behavior where:</p> <ul style="list-style-type: none"> • Aggressor has been told multiple times to stop but still continues • Creates an objective hostile school environment for the targeted student

Examples of Corrective Interventions

<ol style="list-style-type: none"> 1. Meeting w/school counselor & possible referral to administration 2. Meeting w/administration 3. Same as above, enrollment into a conflict resolution course & possible suspension 4. Meeting w/administration & suspension, possibly expulsion 	<ol style="list-style-type: none"> 1. Meeting w/school counselor, administration & parent contact 2. Same as above, enrollment into a harassment course & 4 After School Detentions 3. Meeting as above & 3 day suspension 4. Classified as Bullying 	<ol style="list-style-type: none"> 1. Meeting w/school counselor, administration & up to 5 day suspension possibly expulsion 2. Meeting w/school counselor, administration & suspension with a recommendation for expulsion
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Conflict

Conflict is the struggle between two or more people who appear to have different goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment, because people of the same relative amount of power see the same situation from two different points of view.

Examples of Conflict

- Two students are on a committee together and they don't agree on how to decorate for a banquet
- Two students who used to be friends bash each other online daily
- Cheerleaders disagree over what routine they will do for a pep rally
- Students begin spreading bad rumors about each other, because they disagree on which band director is best, last years or this years.

Conflict can cause people to get frustrated and angry with each other. The “back and forth” that occurs is each person trying to make the case for what he/she wants. When one or both people have the skills or help to resolve the dispute so both sets of needs are met, the same conflict with the same groups most likely will not be repeated. Rossville’s Middle/Senior High School’s school counselors will help facilitate this resolution if it begins to disrupt the learning environment.

Harassment/Intimidation/Threat

I.C. 35-45-10-2

Where conflict is a back and forth grievance between two or more individuals, harassment (including intimidation and threatening behavior) is solely one way and includes the same person or group of people repeatedly targeting another individual or group of individuals. Often times the targeted student(s) have told the aggressor to stop or leave them alone, however the harassment continues. Some examples of harassing behavior are:

- Unwelcome conduct such as: verbal abuse, name-calling, slurs
- Graphic/written/electronic statements

- Threats of harm
- Physical assault
- Other conduct that may be physically threatening, harmful, or humiliating

Harassing behavior will be addressed by school counselors and school administrators with escalating interventions meant to teach the harmful effects of the behavior, including but not limited to meetings with the student and parent as well as educational research assignments. Continued harassment after administrative interventions may result in the behavior being classified as bullying accompanied by the appropriate consequences.

Bullying

I.C. 20-33-8-0.2

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objective hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or his/her designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or his/her designee. This report may be made anonymously.
4. The principal or his/her designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigations must include any action or

appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

5. The principal or his/her designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents and students concerning the identification prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible to ensure administrative procedures have been developed consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

Possession/Using/Under the Influence of Alcohol or Drug*

***For use in Rossville Consolidated School District policies, a drug is defined as any substance/look alike that causes impairment such as: controlled substances, prescription medication, over-the-counter, natural intoxicants, or impairing chemicals.**

Rossville Consolidated School District has a duty, per I.C. 20-36-2-5, to govern the medical conditions of students by maintaining a drug free environment. A program of deterrence will be instituted as a proactive approach to a drug and alcohol free school. Students using illegal drugs and alcohol pose a threat to their own health and safety, as well as to that of other students. The

purpose of RCSD's approach is to provide for the health and safety of our students as well as encouraging students who use drugs and alcohol to participate in treatment programs.

Reasonable suspicion may arise from the following:

1. The student's physical appearance and/or odor indicating use;
2. Possession of drug paraphernalia or impairing substance;
3. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using or possessing impairing substance.

RMHS will work with local law enforcement involving incidents of this type. Any contraband discovered that violates the law will be turned over to law enforcement officers. Verified reasonable suspicion of a student under the influence of alcohol or a drug* at school or at a school sponsored event will result in the following:

1st Step – Meeting with school counselor and administration 5
day out of school suspension
Enrollment in approved alcohol and drug course Subject
to random drug testing

2nd Step – Meeting with school counselor and administration Suspension
with a recommendation of expulsion

Selling/Intent to Sell Alcohol or Drug*

If it is determined that a student sold or intended to sell alcohol or drugs* at school or at a school sponsored event, that student will meet with the school counselor and the administration and be suspended with a recommendation of expulsion.

Possessing a Firearm or a Destructive Device

No student shall possess, handle or transmit any firearm or a destructive device on school property.

1. Any weapon or device that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion, is considered to be a firearm under this rule.
2. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device.
 - A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

No student shall possess, handle or transmit any deadly weapon on school property.

1. The following devices are considered to be deadly weapons as defined in I.C. 35- 41-1-8:
 - a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a biological disease, virus, organism that is capable of causing serious bodily injury.
2. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one calendar year.
3. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Unlawful Activity

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

Legal Settlement

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

Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - A. a written or oral statement of the charges;
 - B. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - C. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedures

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

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

Right to Appeal

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Locker/Desk Search Policy and Rules

Board Policy 503

Search of a student's locker and/or desk may be conducted at any time the student is under the jurisdiction of the Rossville Consolidated School District, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities. Please refer to **Board Policy #503** for the complete details of this policy.

Students are provided lockers, desks, and other equipment in which to store school supplies and personal items necessary for use at school. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage areas is located. UNAPPROVED LOCKS SHALL BE REMOVED AND DESTROYED. Students are not to override the locking mechanism in their locker. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. As used in this section, "reasonable suspicion" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or District property.

This "reasonable suspicion" may come in different forms such as informational reports or K9 sniffs. K9 sniffs will be conducted by the Clinton County Sheriff's office randomly throughout the school year. They will take place throughout the building and grounds.

Inspection of All Lockers

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to

personal or school property, or (4) a violation of state law or school rules. These circumstances include, but are not limited to:

1. When the school corporation receives a bomb threat;
2. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
3. At end of grading periods, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; or
4. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

Involvement of Law Enforcement Officials

The principal, administrative assistant or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

1. To identify substances which may be found in the lockers; or
2. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that could be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

Locker Maintenance

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

Publication of Rules

A copy of these rules shall be provided to each student and the student's parent(s) or guardian(s) upon adoption by the school board and thereafter at the start of each school year or as soon as practicable after the student's enrollment in the school.

Student Searches

Board Policy 502

A search of a student's person may only occur if there is reasonable suspicion to believe that the student is in possession of evidence tending to prove that the student is violating the rules of the school or the law. Generally, searches of a student's person shall be limited to (1) searching the student's pockets; (2) searching any object in the student's possession such as a purse, briefcase, backpack or jacket; (3) a "pat down" of the student's clothing in non-sensitive areas; or (4) the removal of shoes and socks. Searches of a student beyond these four types of searches shall not be done unless school personnel have reasonable grounds to believe that the student possesses items that (1) cause an immediate danger of physical harm to that student or other persons or (2) consist of illegal drugs or alcohol. Except in cases of emergencies involving an immediate danger to students or others, these more intrusive searches may take place only upon specific authorization by the principal or his/her designee, must be conducted in private by a person of the same sex as the student being searched, and must be witnessed by one school employee of the same sex.

As used in this policy, "reasonable suspicion" is based on the school personnel's specific reasonable inferences which may be drawn from the facts known to the school personnel evaluated in light of their experience. These facts may include, but shall not be limited to, tips from sources deemed reliable, suspicious behavior or smells or observations which indicate that evidence tending to prove that the student is violating the rules of the school or the law, is present in the area to be searched. No search shall go beyond the extent necessary to accomplish the search's objective. Non-certified school personnel may assist in any search, but the search itself must be authorized and supervised by certified school personnel, except in the case of emergencies described above.

Search of Motor Vehicles

Students are permitted to park on school premises as a matter of privilege, not a right. Motor vehicles may be searched if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside and consent to such search is implied by the motor vehicle being present at school.

Sexual Harassment Policy

Board Policy 602

It is the policy of the Rossville Consolidated School District to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Rossville Consolidated School District to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

Unwelcome Conduct of a Sexual Nature

- Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection, that it is unwelcome. Sexual harassment from an employee toward a student shall always be deemed to be unwelcome.
- A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

Sexual harassment, as set forth in Section 2.A. may include but is not limited to the following:

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary.

Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms (found in Board Policy #602) supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place.

False Reporting of Sexual Harassment

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, embarrass or for any other reason, shall be subject to the same disciplinary action as a person who is guilty of sexual harassment.

Section VII: Acceptable Use Policy

Acceptable Use of Technology

Please refer to the 1 to 1 Digital Learning Device Handbook and RCSD's Acceptable Use and Cyber safety policy, Board Policy 621, for complete details on student expectations for their school issued devices.

Computer Games

Students are not to play games on computers at any time in school without a teacher's permission.

Personal Electronic Devices

Personal electronic devices are defined as laptops, tablets, smart watches and cell phones not provided by RCSD. These devices are permitted at Rossville Middle/Senior High School. Students may responsibly use their devices during non-instructional times (passing periods, lunch), or at other times as allowed by teachers for educational purposes. Cell phones can be used in a classroom at the discretion of the classroom teacher. A red classroom means that no cell phone usage is allowed. A green classroom means that cell phones use for educational purposes is allowed under teacher directions and discretion. Teachers will have the red/green status clearly posted in their rooms. This status is subject to change by period, day, or activity. If a cell phone is used in a red classroom, it will be confiscated for that period and returned. If this becomes habitual, it may lead to administrative intervention.

Important Notice to Students and Parents Regarding Electronic Device Content and Display

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

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the un-covered genitals intended to satisfy or arouse the sexual desires of any person, or any

fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

Appendix A

**ROSSVILLE CONSOLIDATED
SCHOOLS
ATHLETIC/EXTRA CURRICULAR
HANDBOOK**



Dr. James Hanna – Superintendent of Schools

Michael Gick - Principal

Ryan Smith – Dean of Students

Clay Bolser - Athletic Director

Judy Homco - Athletic Assistant

Athletic Department – (765)-379-2551

Websites:

www.rcsd.k12.in.us

www.rossvillehornets.weebly.com

Welcome!

Participation on an athletic team can be a rewarding and meaningful educational experience that enhances a student's secondary education. It is important that students realize the time demands, responsibility, dedication and sacrifices required when making this kind of commitment. The following information defines the interscholastic policies and procedures for all students participating in our High School athletic programs. The Athletic Department hopes this document provides parents and students with a better understanding of our philosophy, goals and policies. Please refer to the following information when a question about your child's athletic experience arises.

Mission of Athletics/Extra-Curriculars at Rossville Middle/High School:

Rossville Athletic Department will assist the school in being recognized as a model where academics and athletics drive the success of the school and the local community. We want to develop a culture of excellence at Rossville Consolidated Schools and help build our student-athletes into outstanding members of our community. We want our programs to build pride within their organizations and develop stakeholders who are proud of what they have built for future generations of Hornets.

The athletic department will strive for excellence as it develops the leadership capabilities of our studentathletes. We will expose our student-athletes to opportunities for community service, leadership positions, and becoming stakeholders in their education and athletic experience, building the leaders for the next generation.

Governing Bodies:

Rossville High School is a member of the Indiana High School Athletic Association (IHSAA), whose purpose is to organize, regulate and promote interscholastic athletics for secondary schools in Indiana. As an IHSAA member school, RHS abides by the minimum standards set forth by this organization. Please note that these are minimal standards and member schools may enforce stricter standards, which Rossville High School does in many instances. Locally, Rossville belongs to the Hoosier Heartland Conference, which is comprised of nine area schools. Those schools are Carrol, Clinton Central, Clinton Prairie, Delphi, Eastern, Sheridan, Taylor, and Tri-Central. We also compete against teams from other leagues, and these are referred to as "non-conference" opponents.

Rossville Athletic Team Information

Standards for Participation:

In order to participate in organized athletics, have a current physical on file with the Athletic Department, filled out the Rossville code of conduct agreement, and satisfy all academic requirements for eligibility.

- An up to date physical examination must be on file with the athletic department prior to the start of participation. Physicals must be completed on the IHSAA Physical form. Any physical that has been completed after April 1 may be used for the entire following school year.
- Satisfaction of all academic eligibility requirements of the Indiana High School Athletic Association (IHSAA) and Rossville Consolidated School Corporation.

Program Goals:

Though the unique nature of each sport dictates its specific objectives, all teams will attempt to

- Emphasize the development of basic skills, appropriate attitudes, values and team concepts.
- Field a competitive team at all levels of the high school program if possible. The Athletic Department will work to create a schedule of all levels of participation in development and growth of each program.
- Compete competitively with HHC and non-conference opponents and in the IHSAA State Tournament events.

Participation at the Varsity level is generally limited to the most highly skilled players and those with the ability to interact constructively with other players for team success. The coaching staff will determine the level of play for each student-athlete (Varsity, Junior Varsity and Freshman {C-team}) based on what would be most beneficial to the development and progress of each player and team. It should be understood that playing time could be limited.

Athletic Offerings:

Fall Sports

- Girls/Boys Soccer (Varsity, JV)
- Girls/Boys Cross Country (Varsity, Middle School)
- Girls Golf (Varsity, JV)
- Girls Volleyball (Varsity, JV, 8th, 7th, 6th, 5th)
- Boys Tennis (Varsity, JV)

Winter Sports

- Girls/Boys Basketball (Varsity, JV, C, 8th, 7th, 6th, 5th)
- Wrestling (Varsity, JV, Middle School)

Spring Sports

- Baseball (Varsity, JV)
- Softball (Varsity, JV)
- Girls/Boys Track (Varsity, Middle School)
- Boys Golf (Varsity, JV)
- Girls Tennis (Varsity, JV)

Additional Extra-Curricular Offerings:

- Cheerleading (Varsity, JV, 8th Grade, 7th, 6th, 5th)
- Dance (High School, Middle School)
- Band (High School Performance, Pep, additional may be offered)
- Choir (High School Solo-Ensemble, Middle School)
- FFA
- E-Sports □ Dances

Levels of Play:

FRESHMAN/ C Team:

At the entry level for high school athletics, athletes and their parents should expect the following concepts to be emphasized:

- Developing fundamental skills
- Providing equal practice opportunities for all participants
- Having the coach's evaluation of an athlete's attitude, skills, and team role determine playing time.
- Learning the rules of the game
- Developing an orientation toward and appreciation for team effort in each athlete
- Demonstrating sportsmanship and fair play
- Developing the ambition to achieve at the next level of competition □ Prioritizing skill and character development.

JUNIOR VARSITY:

This is a transitional level for high school athletics, and athletes and parents should expect the following concepts to be emphasized:

- Reinforcing and refining fundamental skills.
- Having the coach's evaluation of an athlete's attitude, skills, and team role determine playing time.
- Demonstrating sportsmanship and fair play
- Developing more sophisticated athletic strategies
- Specifically defining an individual athlete's role within the team concept □ Refining and reinforcing the concepts of commitment and team play.
- Focusing on physical conditioning and development □ Developing the ambition to achieve at the next level of competition □ Prioritizing skill and character development.

VARSITY

At the highest level of athletic competition in high school athletics, athletes and parents should expect the following concepts to be emphasized

- Developing a high level of proficiency in the physical skills of the sport
- Having the coach's evaluation of an athlete's attitude, skills, and team role determine playing time.
- Developing sophisticated strategy, situation analysis, and other mental aspects of the sport
- Specifically defining an individual athlete's role within the team concept
- Fostering maximum commitment to the athletic team
- Understanding and valuing the physical conditioning components of one's sport □ Understanding the importance of individual sacrifice for the good of the team □ Winning within the rules of sportsmanship and fair play.

There are many decisions made on a regular basis by members of our coaching staff that may include which athletes should start a contest, which athlete should play at what position, and the amount of playing time an athlete will be given. Only members of our coaching staff make these very difficult coaching decisions after weighing a considerable number of factors. Generally, the most competitive, skilled team members will play the major portion of contests; however, teams cannot be successful without committed substitutes. These athletes must work as hard as they can to help

make their respective teams as competitive as possible and be ready at all times to step forward to compete. They must also demonstrate the perseverance and commitment to strive to advance to a starting role.

MESSAGE TO STUDENT ATHLETES:

RESPONSIBILITY

- You owe it to yourself to get the most from your high school experiences. The foremost responsibilities are to broaden yourself and develop strength of character. Your studies and your participation in other scholastic activities, as well as in sports, prepare you for your life as an adult.
- You assume a leadership role when you are on an athletic team. The student body, the community and other communities judge our school by your conduct and attitude, when you're participating and when you're not. Because of this leadership role, you can contribute greatly to school spirit and community pride. Younger students in the school watch and copy you. Remember to set good examples.

CONDUCT

The student/athlete is closely observed. It is important that his/her behavior be above reproach in all of the following areas:

In The Classroom: In the academic area, the student/athlete must plan his/her schedule so that he/she gives sufficient time and energy to studies. Respect the other students and faculty.

During the Event: A student/athlete does not use profanity, illegal tactics or act unsportsmanlike. He/She learns losing is part of the contest; he/she should be gracious in defeat and modest in victory. A student/athlete does not display fits of temper, etc. when things fail to go as desired. He/She is expected to have complete control of himself/herself at all times. Officials are present to ensure rules are followed and are to be respected. We expect you to display good sportsmanship at all times.

In the School: The way we act and look in school is of great importance. Student/Athletes should be leaders and worthy of respect from their fellow students.

Miscellaneous:

- A. A student should always consult the coach before missing practice.
- B. Quitting a team is a serious matter. No student should quit any sport without first consulting the coach. Athletes that choose to quit a sport, forfeit their ability to train for another season until the team that he/she quit has concluded their season.
- C. A student/athlete may drop a sport to go to another in-season sport after receiving permission from both coaches and the Athletic Director

PARENT-COACH COMMUNICATION PLAN

A. Communication you should expect from your son/daughter's coach.

1. Philosophy of the coach
2. Expectations the coach has for your child and other players on the squad.
3. Locations and times of all events

4. Team requirements and rules- i.e. fees, equipment, off- season expectations
5. Discipline plan that result in the restrictions or denial of your child's participation

B. Communication coaches expect from parents

1. General concerns expressed directly to coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns regarding a coach's philosophy and/or expectations
4. Notification of health or family concerns that may impact student-athlete

C. Appropriate concerns to discuss with coaches

1. The physical and mental treatment of your child
2. Ways to assist in your child's improvement
3. Concerns about your child's behavior
4. Schedule conflicts, important information, family or home situations that could impact your child.
5. Academic concerns

D. Issues not appropriate to discuss with coaches

1. Playing time
2. Strategy
3. Play calling
4. Other student-athletes

E. What to do if you have a concern

1. Have your Student-Athlete meet with his/her coach to discuss the issue. On most occasions, this coach-to-athlete meeting can resolve issues or questions. As stated earlier, this is part of our young men and women learning to grow as adults.
2. Contact the coach directly to set up a meeting to discuss your concern. Some coaches may mandate that your child attend that meeting.
3. Please DO NOT attempt to talk to a coach before or after a contest or practice. Our coaches are responsible for supervision and safety of their athletes. In addition, these can be emotional times for both the parents and the coach. Meetings of this nature do not promote resolution.

F. If another step beyond this point is necessary.....

What can a parent do if the coach-athlete meeting (Step 1) AND the parent-coach meeting (Step 2) did not provide resolution?

4. Contact the Athletic Director to set up a meeting between yourself, your Student-Athlete, Head Coach and Athletic Director.

What can a parent do if the coach-athlete (Step 1) and the parent-coach (Step 2) and the Athletic Director-Coach-Parent meetings (Step 3) failed to solve the issue?

5. Contact the Principal to set up a meeting between parent, Student-Athlete, Head Coach, Athletic Director and Principal.

What can a parent do if the coach-athlete (Step 1) and the parent-coach (Step 2) and the Principal Athletic Director-Coach-Parent-meetings (Step 3) failed to solve the issue?

6. Contact the Principal to set up a meeting between parent, Student-Athlete, Head Coach, Athletic Director and Principal.

F. When a conference with a coach becomes necessary

1. Call the Athletic Office (765)-379-2551 ext. 303 to set up an appointment with the coach.
2. Please do not confront a coach before or after a practice or contest. These are emotional times for the student-athlete, coach and parent. Meetings of this nature usually do not promote a resolution.
3. If the meeting with the coach does not provide a resolution, call the Athletic Office and set up an appointment with the Athletic Director to discuss the situation.

COMMITMENT

Each member of an athletic team MUST:

- Commit to being present at all team activities, including try-outs, practices, meetings and contest with other schools.
- Dedicate himself/herself to becoming an excellent team member and school citizen.
- Strive to continually improve as an athlete.
- Demonstrate pride in team performance and in himself/herself as members of a team.

ABSENCE POLICY

Unexcused absences from practices may jeopardize retaining a position on the team, an opportunity to earn a varsity letter, and/or playing time at the coaches' discretion.

Excused absences from practices may impact position on the team and playing time, not as a punitive measure, but for the safety of that individual, fairness to the rest of the team, and strategic reasons.

GENERAL INFORMATION FOR STUDENT ATHLETES

ABSENCE FROM SCHOOL: Any athlete must attend the last four full periods of the regular school day to participate in practice, athletic contests, or attend an awards program scheduled for that day. If extenuating school or family circumstance result in a student's failure to be present the required four complete periods, an exception can be made. Reasons that would be considered would include: Rossville MS/HS approved college visitations, RMHS field trips, medical emergencies, and funerals. If an athlete is suspended from school for any reason, he/she is not eligible to participate during that suspension. Additionally, upon return to school, an

athletic suspension will be imposed. Any athlete missing the three days of school due to illness prior to a weekend cannot participate in a contest on that weekend

ACCIDENTS and INJURIES All accidents or injuries incurred in practice or a contest in the

IHSAA sanctioned sports are to be reported to the trainer and/or coach immediately.

This will allow for the appropriate sports medicine support from our preferred sports medicine provider and beginning the first step for a potential insurance claim.

ATTENDANCE AT AWARDS BANQUETS: The award program is an extension of the athletic season and all athletes are expected to attend. The Head Coach is the only person who may excuse an athlete from the program. Failure to attend without an excused absence may result in forfeiture of the athlete's award(s).

CHANGING A SPORT: If a student athlete is cut from a team, they may join another team in that sport season. A student athlete cannot quit one sport to join another until their original sport season has concluded. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the athletic director.

CONFLICTS BETWEEN ACTIVITIES: Student athletes at Rossville Middle/High School are involved in a great number of school-related activities away from sports. Conflicts are going to happen between a student athlete's commitment to their sport and other school-related activities. If the conflict is between an academic class resulting in a credit/grade and an athletic contest or practice, the academic class takes precedent.

Hazing/Initiations: Hazing or an initiation of any team member by other team members is prohibited.

TWO – SPORTS IN ONE SEASON: Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete and agree as to how this will take place. The student athlete will be asked to declare one of the sports as their primary sport for the duration of the season. This declaration will be used to resolve any conflicts that might arise between the two sports.

QUITTING A TEAM: Once an athlete begins practice in a sport and his/her team membership is terminated by either the athlete, or the coach, for a reason other than being "cut" due to lack of ability - he/she is ineligible to practice or participate in another sport during that season. This may be appealed to the Athletic Director. An exception will require mutual consent of both coaches involved and the Athletic Director. Any athlete who quits a team may not try out for a sport of the next season until the team he/she quits finishes their respective season. This restriction includes pre-season conditioning as well.

AWARDS

A. Athletic Awards

Athletic awards are given at Rossville Middle/High School in recognition of participation by the student in the athletic program. The awards should in no sense of the word be considered payment or compensation for athletic participation in a sports program. It is the purpose of these awards to encourage participation in athletics, not only for the honor of the school, but primarily for the benefits to each athlete that participation brings. Until the athlete graduates, all athletic awards are considered to be the property of the school.

B. High School Awards

Each Varsity Letter - Letter certificate

Each athlete must successfully complete their season in order to earn their

letter. C. Individual Sport Requirements:

1. Cross Country – Top 7 team members and member runs in over half the contests and participate in the sectional meet.
2. Volleyball - Play in a minimum of a 1/3 of all contests, make the Sectional Roster and complete the season in good standing
3. Soccer (boys) - Play in a minimum of a 1/3 of all contests, make the Sectional Roster and complete the season in good standing
4. Soccer (girls) - Play in a minimum of a 1/3 of all contests, make the Sectional Roster and complete the season in good standing
5. Basketball (boys) - Play in a minimum of a 1/3 of all contests, make the Sectional Roster and complete the season in good standing
6. Basketball (girls) - Play in a minimum of a 1/3 of all contests, make the Sectional Roster and complete the season in good standing
7. Track (boys) – 1 point for each dual or three-way meet; 2 points for invitational, Relays, County, Conference and Sectional Meets. This would give the athlete 20 of the 30 points needed to letter. The other 10 points must be earned by placing in meets.
8. Track (girls) - 1 point for each dual or three-way meet; 2 points for invitational, Relays, County, Conference and Sectional Meets. This would give the athlete 20 of the 30 points needed to letter. The other 10 points must be earned by placing in meets
9. Baseball - Play in 1/3 of varsity contests, make the Sectional Roster and complete the season in good standing.
10. Golf - Participate in 3/4 of varsity matches
11. Tennis (boys) - Varsity team members and member plays in over half the contests and participate in the sectional matches.
12. Tennis (girls) - Varsity team members and member plays in over half the contests and participate in the sectional matches.
13. Managers - Manage a varsity sport
14. Cheerleaders - Selected as varsity cheerleader and complete a year.
15. Wrestling - Compete in 2/3 of all regular season matches; and/or qualify for regional
16. Softball - Play in 1/3 of varsity contests, make the Sectional Roster and complete the season in good standing.

D. Jacket Award

- a. 2 (two) Varsity letters PLUS 1 point rule for athletes in order to receive a letter Jacket
 1. Participating on any freshman or JV team earns 1 point.

2. Participating on a JV and Varsity team earns 2 points.
 3. Participating as a varsity player but not qualifying for a letter earns 2 points.
 4. Qualifying for a letter on a varsity team earns 3 points
- b. The jacket award shall be presented to any athlete or manager who has earned 2 Varsity letters PLUS 1 point.
 - c. The jacket will be ordered as soon as the athletic director receives verification of the 2 Varsity letters PLUS 1 point.
 - d. The jacket should be worn with best regards for proper attitude towards school, sports, team, coach and community remembering that the jacket belongs to the school until the athlete has graduated.

E. Special Sport Awards

The criteria for awards and the individual sport awards given each year will be determined by the individual coach in each sport with the athletic director's approval.

F. Tom Knapp Memorial All Sports Award

1. The Knapp Award is to be given to a Senior athlete, male and female, each year at Rossville HS.
2. The award is based on the following qualities: mental attitude, sportsmanship, athletic ability and leadership.
3. The head coach of each respective varsity sport at Rossville nominates a Senior athlete. The Athletic Council then selects the male and female winner by a majority vote of the council members.
4. The two athletes' names are to be placed on the large plaque provided in memory of Tom Knapp. Two smaller plaques are given to the athletes.

G. Alisha Harrison Spirit Award

1. This award is given in memory of Alisha Harrison. It is given to a varsity squad junior or senior member who exemplifies school spirit and shows it with enthusiasm, leadership, and dedication. She must also meet all requirements of a Rossville High School Cheerleader as outlined in the handbook.
2. Each year a nomination from the cheerleader sponsor, athletic director and principal will be presented to the Athletic Council for vote. The award may be given to the same person two (2) years in a row and will be announced and presented to the athlete.
3. This award has been funded by memorial contributions from family, school organizations, other schools and individuals from the community.

H. The Jason Miller Wrestling Award

1. The Miller award is to be given to a junior or senior member of the wrestling team.
2. The award is to be based on the following qualities: mental attitude, sportsmanship, citizenship, promotes team unity, value to his team.
3. The Wrestling Coach, A.D., and Principal nominate a member of the wrestling team. The Athletic Council then selects the recipient by majority vote.

4. The recipient then has his name placed on the trophy provided in memory of Jason Miller. He receives a smaller plaque/trophy. I. Middle School Awards

1. When a Middle School athlete completes a sport, he/she will be given a certificate of participation.
2. Certificates will be given for each sport completed.

ATHLETIC DISCIPLINE CODE

The administration and coaching staff of Rossville Middle/High School believe that when a student participates in sports at Rossville, he/she exercises a privilege that carries with it a considerable responsibility. That responsibility is to represent him/her, his/her school, his/her family and his/her community in the finest possible manner.

Our athletes are expected to set positive examples of leadership, attitude, cooperation, sportsmanship, and conduct at school, at school activities, at athletic events, and throughout the community. Our athletes reflect not only a personal image, but an image of our team, our school and community.

A. Conduct

Athletes participating on school teams are required to live according to the rules listed below, all of which are in effect during the entire year.

1. Every athlete shall not possess, distribute, use or be under the influence of tobacco, or “look alike substances” marijuana, a stimulant, an intoxicant, (or huffing any chemical thereof) a narcotic, depressant or a hallucinogen whether prescription or non-prescription.. Student athletes are not to visit a place of common nuisance.*
2. Athletes shall not violate a law other than a traffic violation.
3. Every athlete shall manifest good citizenship in and out of school.
4. Every athlete shall attend the practices and contests of his/her squad unless excused by the coach.
5. Each athlete is expected to follow the rules set forth by his/her particular coach during the sport season.
6. An athlete may not act in a manner that brings embarrassment or shame to themselves and/or their school, or that negatively impacts the reputation of themselves or their school. Examples of such conduct include any illegal activity; any non-legal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.
7. Any athlete absent from school for four periods or more during the day due to illness will not be allowed to practice or participate that day.
8. In case of injury or illness requiring a doctor’s care, an athlete must have a written release from the doctor to resume practice or participate.

* “Common nuisance” is defined as a building, structure, vehicle, or other place that is used by any person to unlawfully use a controlled substance.

B. Violations

It is the responsibility of each individual coach to administer rules and guidelines that are reasonable and feasible in promoting a wholesome and functional program. It is understood that an athlete must abide by the rules and guidelines set forth by the IHSAA and Rossville Middle/High School. Coaches have an obligation to report an observed violation to their colleagues who currently have jurisdiction over the athlete's participation. Also, school administrators and teachers have a responsibility to Rossville HS to report violations. (Testimony from a patron who is willing to provide evidence as to an athlete being in violation of the Rossville Discipline Code will be considered.) Violations will be considered on a July 1st to June 30th basis or if the athlete has no sport season left during that year, any penalty will be administered during the next sport season he/she participates in. The violations accumulate for the athlete's entire middle school or high school career, not on a yearly basis only.

C. Procedure for Administration of Penalties (involving possible suspension and expulsion.)

1. The coach will meet with the athlete and the HS principal and athletic director to discuss and explain the violation.
2. The coach or athletic director will prepare a written statement giving all the details of the violation and the penalty. One copy of this report will be sent to the parents, one copy will be given to the athletic director and the HS principal.
3. The student or parent has the right to appeal the violation penalty. They must submit a written request to the superintendent within ten (10) days of the date of initial notification.
4. For any further disciplinary/appeal hearings a due process committee will exist as follows:
 - a. A hearing officer assigned by the superintendent.
 - b. School Board Member (Assigned at the beginning of each school year.)
 - c. Two head coaches who teach at R.H.S. (Least directly involved with the athlete)
 - d. One at large teacher at R.H.S. (selected at the beginning of the school year along with an alternate by the Athletic Council).
5. An attorney may not represent the student or parent at an appeal hearing.
6. For athletic appeals, this is the final step in the process.

D. Penalties

Violation of the conduct rules will result in the following disciplinary action:

1. Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:

Penalties

Violation of the conduct rules will result in the following disciplinary action:

- Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:

1st offense: 20% of season suspension from team if the student-athlete self-reports the violation, or 50% of season suspension if the coach/administration has to investigate the violation. The athlete must complete the sport season in which he/she is serving the suspension, or the full suspension will be applied to the next sports season.

- Student will have the opportunity to reduce the suspension by completing one of the Indiana approved courses. In the event that the student chooses to take these courses, parents and students must understand that the course will be taken at Family expense and not that of Rossville Consolidated Schools or its Athletic Department.
- Self-Report reduction: With completion of 4 hour course suspension will be reduced from 20% to 10%.
- Non Self Report: With completion of 4 hour course suspension will be reduced from 50% to 25%.

2nd offense: Expulsion from high school or middle school athletics for one year with probation remainder of high school or middle school career.

- Student will have the opportunity to reduce the suspension by completing one of the Indiana approved courses. In the event that the student chooses to take these courses, parents and students must understand that the course will be taken at Family expense and not that of Rossville Consolidated Schools or its Athletic Department.
- With completion of 8 hour course suspension will be reduced from 365 Days to a 50% of season contests.

3rd offense: Expulsion from high school or middle school athletics for remainder of high school or middle school career.

2. Individual coaches' rules and practice attendance: penalty is left to the discretion of the coach.
3. Unexcused absence, school suspensions, absence from school for more than four periods due to illness: Ineligible to participate in contest or practice. If a suspension continues from Friday through Monday, then the athlete is ineligible for any Saturday contest also.
4. Violation of school policy: The principal, athletic director along with the coach will administer any punishment brought about by a violation of school policy.
5. For just cause, the principal and athletic director with the coach's knowledge may temporarily suspend an athlete.
6. Ejection from an athletic contest: The athlete will be placed on probation for the remainder of the school year following a review by the Athletic Council.