

**Rossville
Elementary
School**

“Where Kids Come First”

STUDENT/PARENT HANDBOOK 2023-2024

ROSSVILLE ELEMENTARY SCHOOL

1 Robert Egly Drive

Box 530

Rossville, IN 46065

(765) 379-2119

(765) 379-9236 (Fax)

www.rcsd.k12.in.us

School Colors: Red and White

Welcome to Rossville Elementary School. The information presented in this handbook has been carefully prepared to assist you in becoming informed about your school’s policies and procedures. We hope this will be of great value in helping you to become acclimated to Rossville Elementary School and become an integral part of it.

Vision Statement

- Rossville Schools: Achieve, Learn, Lead, and Inspire

Mission Statement

- Students at Rossville Schools experience rich academic opportunities in a trusting community environment and develop a positive, self-reliant mindset.

Core Values

- Rossville Schools will not waiver in our commitment to:
- Academic Excellence - We value rigorous educational experiences.
- Community - We value differences among our students and staff.
- Environment - We value a safe, secure and trusting environment.

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FIRST NINE WEEKS

RESTROOM	NURSE	PHONE	HOMEROOM	OTHER
DATE: TIME:	DATE: TIME:	DATE: TIME:	DATE: TIME:	DATE: TIME:
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SECOND NINE WEEKS

RESTROOM	NURSE	PHONE	HOMEROOM	OTHER
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THIRD NINE WEEKS

RESTROOM	NURSE	PHONE	HOMEROOM	OTHER
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FOURTH NINE WEEKS

RESTROOM	NURSE	PHONE	HOMEROOM	OTHER
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MORNING ROUTINE

The doors will open at 7:45 AM each day. Students who enter school before the first bell are to report to the Multi-Purpose Room. The first bell sounds at 7:55. At that time students can report to classes. Classes will begin at **8:05 AM**. Two crossing guards will be available to ensure the safety of children. Please pull-up to the curb beyond the designated crosswalk area.

DISMISSAL

Parents must come to door E1 for grades 1-2 and E2 for grades PK-K and 3 to retrieve their children at 2:55. We ask that parents present the child's ID to the staff at each door to ensure the safety of our students. Students in grades 4-5 will exit door E3 and proceed to the crosswalk rather than being escorted by caregivers.

Bus and walking students will be dismissed at 3:05.

Asbestos

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Rossville Consolidated School District is available for review and copying by students, staff and guardians during normal business hours. Rossville Consolidated School District's IAQ Coordinator: Chris Gorbett can be reached at 765-379-2990 ext. 350 or by mailing:

RCSD

Attn: Chris Gorbett
1 Robert Egly Drive
Rossville, IN 46065

ATHLETIC PARTICIPATION

Participation in athletics at Rossville Elementary School is a privilege. Academic success at Rossville Elementary School is an expectation. Athletic participation is open to all fifth grade students who have a completed medical physical on record with the school and have secured proper insurance/waiver forms. Student physicals are available through the school each year in May. If your child is a fourth grader and would like to participate in athletics in the fifth grade, watch for notification in the spring for this opportunity. Rossville Elementary athletes represent the school at all times and are asked to follow all school and team rules.

Students who wish to participate in extracurricular activities (basketball, wrestling, cheerleading) must maintain a passing grade (C- or above) in all areas at both the four week and nine week grade reports. Participants will not be permitted to attend practices or games until they regain eligibility. Grade checks will occur each Monday for students who are failing. The student may be reinstated to the team after a review of all grades indicates that he/she is passing. Coaches may decide whether suspended students should attend the game and sit with the team in street clothes. (THE THIRD WEEK OF ACADEMIC INELIGIBILITY WILL RESULT IN THE PLAYER BEING DISMISSED FROM THE TEAM). The building principal has final authority in matters of athletic participation.

During the winter months, students may be eligible to participate in cheerleading, basketball, and wrestling. We look to parents to provide guidance in terms of how much time is too much time when it comes to participating in multi-sports during the same season. Student grades remain the essential focus of our mission.

Coaches will set guidelines for practice and participation that are subject to the approval of the building principal. Extra-curricular and/or athletic participation is limited to full-time students. In elementary school, full time means all-day participation in elementary programming.

Sportsmanship and good behavior are expectations for students and adults who are spectators at athletic events at the Rossville Consolidated School District. Students who are attending athletic events as spectators are expected to watch the game and show proper support (no hats in the building, standing for National Anthem, no booing or name calling). Students are asked to remain seated during the athletic

event and refrain from moving about the bleachers, across the gym floor, and from running in hallways. Students are expected to be accompanied by an adult at all athletic events.

A student who is unable to attend at least ½ day of school because of illness will also be unable to attend social functions, participate in, or attend any athletic events later that same day. A sign-in and sign-out sheet will be in the office for those students who must leave the building during the day. Arrival after 8:30 a.m. or departure before 1:30 PM. will count as one-half (1/2) day absence. Students who are dismissed from school for illness are not eligible for after-school functions.

ALL ELEMENTARY ATHLETIC EVENTS WILL BE CANCELLED IF SCHOOL IS CANCELLED FOR THE DAY BECAUSE OF WEATHER OR OTHER CIRCUMSTANCES.

SECTION 4320 - ATTENDANCE POLICY

The responsibility for a student being present at school rests upon the student and their 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 can 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. Students should not attend school when they are ill. Students should follow proper procedures when returning from an absence.

1. Compulsory Attendance: All students enrolled at Rossville Elementary, and Rossville Middle/Senior High School are to be in their assigned classes at the required times.
2. Attendance/Instructional Time:
 1. In-Person Instruction:
 1. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.
 2. Virtual Instruction:
 1. Attendance shall mean student engagement in the virtual classroom. Engagement in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the virtual instruction teacher. Students attending virtual instruction are subject to the same instructional time requirements as attending in-person, which is 5 hours for students in grades 1 through 6 and 6 hours for grades 7 through 12 per day.
 3. Remote Instruction:
 1. Student attendance for remote learning shall mean evidence of participation in the activities designed by the teacher for remote learning lessons. Documentation of weekly or daily pick-up and return of the assignments will be used as evidence of participation. All students are expected to attend school, whether in-person, virtual, blended, or remote instruction. All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.
3. Attendance Exception: Indiana law outlines a limited number of reasons a student may be absent from school in which the absence is not recorded on the student's records. A student participating in these events is counted as present at school, provided the appropriate documentation is received from the proper official. These absences include:
 1. Service as a Page to the Indiana general assembly
 2. Service on a precinct election board

3. Service as a helper to a political candidate or a political party on the date of each general, city or town, special, and primary election
4. A subpoena to appear in court as a witness
5. Active duty in the Indiana National Guard
6. To participate or exhibit at the Indiana State Fair for educational purposes defined by Indiana Law
7. Situations as determined by the principal or designee
4. Documented Absences: A parent must supply the school notification of the student's absence. A student may make up missed work for credit. A student is limited to ten (10) days of absences per school year except for the following documented reasons:
 1. Medical and Dental Appointments
 2. Death and Funeral of Family Member(s)
 3. Court appearances or appointments
 4. Military Examination
 5. College orientation or visitation (Seniors may have up to two (2) days per school year of prearranged visits): The administrator must approve additional visitations) and proper documentation is required from hosting post-secondary school.
 6. Religious observances
 7. Situations as determined by the principal or designee
5. Undocumented Absences (Truancy): A student who is absent from school and is not excused by the administration or does not present proper parent notification of the absence to the school is considered truant and will not receive credit for missed classwork. Administrative intervention shall be initiated when a student is deemed to be truant.
6. Chronic Absenteeism: Chronic absenteeism is defined as a student who has been absent for ten percent (10%) or more of a school year for any reason. Administrative intervention shall be initiated when a student is deemed a chronic absentee.
7. Notification of Student's Absence:
 1. Rossville Elementary School: The student must submit a note the day following the absence(s) to their elementary teacher from their parent(s) or guardian(s) stating the reason for the absence, or the parent must notify the elementary office the day of the absence with a telephone call. No note or call will result in the student being counted as truant. This practice is required in all situations, including prior discussions with school officials.
 2. Rossville Middle/Senior High Schools: The student must submit a note the day following the absence(s) to the attendance office from their parent(s) or guardian(s) stating the reason for the absence. No note or call will result in the student being counted as truant. This practice is required in all situations, including prior discussions with school officials.
8. Tardies:
 1. Rossville Elementary School: A tardy to school by definition at Rossville Elementary School is assigned to a student who is not in their classroom at the sound of the tone at 8:05 a.m. A student arriving thirty (30) minutes after the start of the school day will be counted as absent for the morning. Any student exceeding ten (10) tardies per school year will require administrative interventions.
 2. Rossville Middle/Senior High Schools: A tardy to class will be handled through the Middle/Senior High School office. By definition, a tardy to class at Rossville Middle/Senior High School is assigned to a student late to their classroom. Therefore, a student arriving thirty (30) minutes after the start of the school day will be counted as absent for the morning. Any student exceeding ten (10) tardies per school year will require administrative interventions.
9. Attendance Check-In/Check-Out Procedures:
 1. Rossville Elementary School: The student must submit a note the day following the absence(s) to their elementary teacher from their parent(s) or guardian(s) stating the reason for the absence, or the parent must notify the elementary office the day of the absence with a telephone call. No note or call will result in the day being counted as

truant. This practice is required in all situations, including prior discussions with school officials.

2. Rossville Middle/Senior High Schools: When a student returns from an absence, they must check in the office as soon as they arrive at school. The student will sign in and receive either a green or red card given to the classroom teacher. The green card signifies that the student signed in at the office and verified the absence. The red card signifies that the student signed in at the office, and the absence is truant. **Students who do** not sign in as soon as they return from their absence and go to their first-period class may be counted tardy because they will not have the appropriate colored card.
10. Student Responsibilities:
1. Students who have 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. A note must accompany requests to leave school from home with a reason for the absence.
 2. Requests to be absent from school shall be made in writing before the absence and shall be signed by a parent or legal guardian.
 3. Students shall not leave the building during the day without obtaining permission from the principal or their designee. A student must obtain a permission slip allowing the student the right to leave the school building and sign out in the office. If a student is in school in the morning but is not present in the afternoon, they must have secured school permission for the absence before leaving the building, or the student will be counted as truant regardless of the reason. Signed parental consent is required for the dismissal.
 4. The responsibility for a student being present at school and in class rests upon the student and their parent(s) or guardian(s). The school will make a reasonable effort to notify the student and parent(s) or guardian(s) as the student approaches the maximum allowable limit of absences for school or class.
 5. Students are responsible for making up all work missed for absences. Students will receive one day to make up the work for each day absent.

Administrative Procedures:

- 1) Tardy procedures (**Tardy is before 8:30 a.m.**)
 - a. 10 is the limit per Board Policy for the school year.
 - b. Upon 5 tardies a letter will be sent to parents indicating the importance of having their child to school on time all the time with policy listed.
 - c. Upon 7 tardies a phone conference will be made by Administration with parents of child. Administration will explain the Board Policy.
 - d. Upon 11 tardies:
 - i. Written contract will be established and will remain in effect the rest of the school year.
 - ii. Afterschool detention until 4:00 p.m. (Day to be determined by Administration will be served) ***Any subsequent tardy will result in another afterschool detention. Day to be determined by administration***
 - iii. If child reaches 13 tardies, Administration will file with Child Protective Services.
- 2) Absent procedures
 - a. 10 documented/verified absences is the limit per Board Policy for the school year.
 - b. Upon 5 documented/verified absences a letter will be sent to parents indicating the importance of having their child attend school on a regular basis with policy listed.
 - c. Upon 8 documented/verified absences a letter will be sent to parents indicating the importance of having their child attend school on a regular basis with policy listed.
 - d. Upon 10 documented/verified absences a letter indicating the child has reached the Board Policy limit for the school year. All future absences require a doctor's excuse, nurse excuse **or** principal's excuse to be an excused absence.
 - e. Upon 5 Undocumented/unverified absences the following will occur:

- i. Parent meeting with Administration
 - ii. Written contract will be established and will remain in effect the rest of the school year.
 - iii. If contract is broken (10 undocumented/unverified absences), Administration will file Truancy with Child Protective Services and/or the county prosecutor.
- f. Administration reserves the right to request a letter of incapacity from the child's physician.

Joint Services and Special Education

BOONE/CLINTON/NORTH WEST HENDRICKS JOINT SERVICES

Boone/Clinton/North West Hendricks Joint Services is a cooperative that serves all schools in Clinton, Boone, and parts of Hendricks Counties for students who qualify for services under Article 7. The elementary principal can assist you with questions concerning services through this cooperative.

THE BUZZ

The elementary will be publishing a newsletter, *The Buzz* each month. The newsletter will be placed on the Rossville Elementary School website and a hard copy sent home with each child. Our purpose is to keep parents informed of activities and happenings at Rossville Elementary School. *The Buzz* is also published on our website at www.resd.k12.in.us.

COLD WEATHER AND RECESSES

Inevitably, when cold weather arrives, we receive many notes requesting that students be allowed to remain inside at recess time. We will honor these notes with respect to the following guidelines:

1. A student must have a note for each day a request is made- we will not accept a note for more than one day.
2. A note from a doctor will be required for any student who needs to remain in the building at recess for a period of longer than two (2) consecutive days.

Be assured that students will not be going outside in extremely cold or damp weather. Generally, if the temperatures or wind chill factor is below fifteen (15) degrees, the students will remain in the building. You, as parents, can help by making sure your children leave home dressed appropriately for the day's weather conditions. Keep in mind that a heavy coat or jacket may be taken off if the child becomes too warm; however, if no coat is available, the child has no means of keeping warm.

DRESS

The appearance of students, relating to dress and grooming, is an important factor in maintaining an effective and desirable atmosphere of learning. Rossville Elementary School students will be expected to wear clothing and to dress in a manner that reflects pride in one's self and one's school. Students are expected to wear clothing and to manage their appearance in a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity and obscenity. Student dress will be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. All students are expected to dress cleanly and neatly at all times. It is the responsibility of the students and parents to maintain a healthy and respectful looking appearance while attending school and school activities.

1. No short-shorts or mini-skirts are allowed. All shorts must be at least fingertip length while standing erect and hands straight down against the student's sides. **IN THE FALL, SHORTS MAY NOT BE WORN AFTER FALL BREAK. IN THE SPRING, MAY NOT WEAR SHORTS UNTIL AFTER SPRING BREAK.**
2. Halter tops, fishnet tops, muscle shirts, torn-off or cut-off clothing, or clothing with bare midriffs are not allowed. Tank tops and jerseys should have a T-shirt under them.
3. T-shirts or other clothing with inappropriate slogans and/or pictures are not allowed, including items that advertise alcohol, tobacco, or drugs.

4. Oversized pants are not allowed. Pants must be worn fitting at the waist.
5. Shoes must be worn at all times when on school property.
6. Hats should not be worn inside the school building, except in the case of a special day when students are requested to do so.
7. Dressing for the predicted weather is extremely important.
8. Students wearing questionable or offensive attire will be asked to secure a change of clothing.
9. The principal has the final discretion in all matters relating to student dress and grooming.

eLearning Policy

The policy will be sent home with each child.

EMERGENCY SCHOOL CLOSING AND DELAYED STARTS

The possibility of an emergency closing or delayed start caused by snow, ice, fog, or other unforeseen circumstances may necessitate the last-minute decision to close or delay school. Please **DO NOT** call the school or any staff member. During this situation you are encouraged to listen to early morning radio or television broadcasts. All announcements will be made as early as possible before school is to begin that day. When weather is bad, but not bad enough to close school, buses will be driving more slowly and may be a little late. However, if the bus is more than 15 minutes late on a bad weather day, patrons should consult their radios and televisions to see if school has been canceled or delayed. **In case of an emergency dismissal, all students will be expected to go home or to their emergency drop-off point.**

Please tune to the following to the following radio and television station for information:

WILO FM 99.7/AM 1570	WASK FM 105.3/AM 1450	WAZY FM 96.5
WGLM FM 106.7	WKHY FM 93.5	WWKI FM 100.5

Television:	WLFI TV Channel 18	WRTV TV Channel 6
	WISH TV Channel 8	WTHR TV Channel 13

If buses are running and conditions are ‘questionable’ at your stop (especially if you live on a highway), you are encouraged to go with your child to board the bus.

GRADING PERIODS

Grading reports will be based on nine week grading periods. Grade cards will be distributed on the Friday following the end of the grading period except for the first and fourth grading periods. These dates are listed in your agenda. Parents may also check their child’s grades daily using the Power School Parent Portal. This can be accessed at www.rcsd.k12.in.us using the parent’s secured username and password generated by the Rossville Schools technology department.

Health Policies

SECTION 4030 – Vaccinations and immunizations for school enrollment

Immunization requirements shall be met by each child who is enrolling in the Rossville Consolidated School District for the first time.

Immunizations are required for the following diseases:

- Diphtheria
- Tetanus
- Pertussis (Whooping Cough)
- Measles
- Rubella
- Poliomyelitis
- Mumps
- Hepatitis B
- Chicken Pox
- Hepatitis A
- Meningitis and Tdap

- Meningitis #2

The doses required for the above-listed diseases are the amount of doses recommended by the American Academy of Pediatrics or by the United States Public Health Service Advisory Committee on Immunization Practices at the time the child enrolls in Rossville Consolidated School District.

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 twenty (20) days beyond the date of his/her enrollment without furnishing documentation of the immunization/test or a valid written objection to the immunization requirement. 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.

24Hour Rule

In addition to the CDC's guidance on keeping students who exhibit flu-like symptoms home at least 24 hours after they no longer have a fever or signs of fever, Rossville Consolidated Schools' 24Hour Rule is in place to ensure the health and safety of all students and states that students who exhibit vomiting, diarrhea, or a fever of 100.0 degrees F or higher must be excluded from school. Re-admittance is allowable as follows:

- Child's temperature less is than 100.0 for at least 24 hours without the use of fever-reducing medications such as acetaminophen or ibuprofen. Common trade names of products containing these medications include, but are not limited to, Tylenol, Motrin, and Advil. All aspirin-containing products should be avoided.
- Food and liquids have been tolerated for at least 24 hours without vomiting and/or diarrhea, and without the use of medication to relieve symptoms.
- Students diagnosed with a contagious illness that is being treated with prescription medication, must complete a minimum of 24 hours of the prescribed dosage prior to returning to school.

4210 MEDICATION POLICY

No student shall be allowed to keep medicine at school. 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 may be picked up by the parent; however, medicine not picked up by 3:00 p.m. on the last day of school will be destroyed.

No medication shall be administered to a student without the written and dated consent of the student's parent(s) or legal guardian(s). In the event that the student is 18 or emancipated, he/she may give his/her own consent. The consent of the parent(s) or guardian(s) 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, 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(s) or guardian(s) is required. The written consent of the parent(s) or guardian(s) and the written order of the physician shall be kept on file.

Because of the acute problem with breathing that may occur with asthma, the following policy has been adopted:

“Students with asthma who require therapy with inhalers may carry an extra inhaler in their athletic bag or purse to be used only when traveling to and from school or to away school sponsored activities. At all other times, students must use their inhaler which is kept in the nurse's office. All inhalers should be properly labeled and accompanied by parent(s) or guardian(s) permission note and doctor or pharmacy label.”

Medication shall be administered in accordance with the parent/guardian'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 designees (principal or secretary). 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 and such training shall be documented in writing.

LICE

Any student who has head lice will be sent home to be treated with special shampoo or rinse. The absence will be documented as Unexcused. Other instructions 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. If head lice are found at home, please inform school nurse.

HEARING SCREENINGS

Routine hearing screenings 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.

HORNET AWARDS

At Rossville Elementary School, our goal is to focus on positive student achievement. With this in mind, students can earn Hornet Awards for actions and accomplishments that warrant praise. Students who have been caught being good, have done a good deed, or have exhibited one of the Lifelong Guidelines or Life Skills can receive a Hornet Award. These awards are displayed near the office for a semester. Students who receive Hornet Awards receive praise from the principal and a small treat for their accomplishment.

LUNCH PERIOD

The Department of Education School Food and Nutrition Act requires us to serve each child a lunch consisting of 2 oz. of protein, 2 servings of fruit or vegetables of ½ and ¼ C. each, an 8 oz. serving of milk each day, and 8 servings of bread each week. Each day students are offered five components on their trays, and three must be served/taken.

All elementary students will use the coded scan cards for lunch payment. Money can be sent in on Mondays for the week, month, semester, or entire year. Students are expected to take proper care of their cards and will be held accountable for damaged and destroyed cards. Replacement cards are \$5.00.

When students are finished eating, they are to put their utensils and paper products in the proper places of disposal. All food that is served in the cafeteria must be eaten in the cafeteria; no food will be taken to the playground. No child will be allowed to leave the school grounds for lunch unless a permission form is on file in the office.

Parents are welcome to eat lunch at school with their child. We ask that you call ahead if you plan to order a lunch so we can inform the classroom teacher and ensure proper lunch counts.

5380 HOMEWORK POLICY

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. Middle school students in grades 6-8 should not have more than 15 minutes of homework per subject, per evening. 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: 1. Enhance and enrich, not merely increase, the time students spend in learning 2. Review, reinforce and extend classroom learning 3. Reflect individual ages, needs and abilities of the students Each TEACHER has the responsibility to: 1. Establish homework procedures and share them with students at the beginning of the school year or other appropriate time (Semester) 2. Make assignments that reinforce educational goals 3. Make certain all students understand the concept of the homework assignment and what is expected 4. Help students develop effective study skills 5. Evaluate homework and share that evaluation with students 6. Guard against large amounts of homework on an irregular basis; lesser amounts on a regular basis are probably more effective 7. Notify parent(s) or guardian(s) if student consistently fails to complete assignments 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.

1900 NON-DISCRIMINATION GRIEVANCE PROCEDURE

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition including limited English proficiency, in its educational programs or employment policies as required by state and federal laws. Any patron, employee, parent/guardian of a student enrolled in the Rossville Consolidated School District, or student eighteen years of age or older may file a grievance if he/she believes there has been a discrimination practice. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought. A form is attached hereto which may be used for that purpose. STEP ONE: The grievance shall be submitted to the Principal of the Rossville Elementary School, One Robert Egly Drive, Rossville, Indiana 46065, (765) 379-2119, who shall investigate the circumstances of the alleged violation. The Elementary Principal shall make a written report of his/her findings of fact and conclusions within ten (10) school days. NOTE: If the grievance involves the Elementary Principal, the grievance may be filed with the high school Principal. STEP TWO: If the grievance has not been resolved to the satisfaction of the grievant, he/she may appeal in writing the report to the Superintendent of Schools of the Rossville Consolidated School District, within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the written appeal, the Superintendent shall affirm, reverse, or modify the report of the Elementary Principal. STEP THREE: If the grievance has not been resolved in STEP TWO to the satisfaction of the grievant, he/she may appeal in writing to the school Board within five (5) school days of receipt of the Superintendent's determination in STEP TWO. The school Board shall conduct an informal hearing to review the alleged violation. The Board shall give each party at least five (5) school days' notice of its meeting. The Board shall affirm, reverse, or modify the determination issued under STEP TWO within fifteen (15) school days of receipt of the written appeal. NOTE: A complaint regarding the identification, evaluation, or educational placement of a disabled student shall be governed by the due process procedures outlined in Title 511 Indiana State Board of Education - Article 7, Special Education Rules.

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) is made up of volunteer parents, one teacher and the principal. The council coordinates such events as Grandparent's Event, Scrips and Movie Nights. The Council also serves as a link between parents, teachers, the principal and the community. The Council supports the many activities for our school both financially and by organizing volunteers. Any interested parent is encouraged to volunteer to serve on the PAC. Meeting dates will be sent to parents.

PHYSICAL EDUCATION EXCUSES

Physical education is a vital ingredient to each child's overall health and fitness. The goal of the Rossville Elementary School physical education program is to provide each individual with an opportunity to grow and to develop through movement experiences and life-long physical activity.

Each student at Rossville Elementary School will be required to participate in the physical education program. Students will be expected to have appropriate attire for physical education class. The student should wear clothes that are comfortable and that allow the student to participate in all types of activities. If a student wears a dress, it is recommended they wear a pair of shorts under the dress. Jeans that are baggy and extra-long are not recommended. Shorts can be worn according to school policy.

All students are asked to have a pair of indoor athletic shoes that are kept in the student's homeroom. The type of shoe recommended is a Cross-Trainer shoe with arch support. The shoes can be used for inside recess as well.

Students who ask not to participate in physical education class must bring a note from their parents or guardians signed with a phone number where they can be reached to verify the note. This will allow them to be excused from class participation for ONE class session only due to illness or injury. Only one parental note may be allowed per six weeks (as per principal discretion). Notes from a physician will be followed according to the doctor's recommendations. Other assignments may be required from the student, per the teacher. If the child is absent from school, they may be required to make-up physical education assignments.

STUDENT DISCIPLINE

The following Discipline Charts will serve students K-2 (primary grades) and 3-5 (intermediate grades) at Rossville Elementary School.

Kindergarten through Second Grade:

Violation:	First Report	Second Report	Third Report
Use/possession of tobacco materials	May result in detention, suspension, or expulsion		
Alcohol-Drug use possession/under influence	May result in detention, suspension, or expulsion		
Possession of weapon knives is not permitted at school	May result in detention, suspension, or expulsion		
Use/threat with weapon	Expulsion		
Firearm possession	Expulsion		
Vandalism	Warning/Restitution	Loss of Privileges/Restitution	Suspension/Restitution

Theft	Warning/Restitution	Loss of Privileges/Restitution	Detention/Restitution
Bullying/Threat/Fighting/Physical Aggression	Loss of Privileges	Lunch Detention(s)	Detention/Suspension
Improper Attire	Warning/Change	Parent contacted/Meeting with Principal	
Classroom Disruption	Loss of Privileges	Lunch Detention(s)	Detention/Suspension
Cheating	Automatic F on assignment or test/Call home		
Inappropriate Language	Loss of Privileges	Lunch Detention(s)	Detention/Suspension
Homework	Call home/Warning	Loss of Privileges	Detention(s)
Inappropriate recess and lunch behaviors	Loss of Privileges	Extended Loss of Privileges	Detention(s)

Third through Fifth Grades:

Violation:	First Report	Second Report	Third Report
Use/possession of tobacco materials	May result in detention, suspension, or expulsion		
Alcohol-Drug use possession/under influence	May result in detention, suspension, or expulsion		
Possession of weapon knives is not permitted at school	May result in detention, suspension, or expulsion		
Use/threat with weapon	Expulsion		
Firearm possession	Expulsion		
Vandalism	Warning/Restitution	Loss of Privileges/Restitution	Suspension/Restitution
Theft	May result in detention, suspension, or expulsion		
Bullying/Threat/Fighting/Physical Aggression	Loss of Privileges	Lunch Detention(s)	Detention/Suspension
Fighting	May result in detention, suspension, or expulsion		
Improper Attire	Warning/Change	Parent contacted/Meeting with Principal	
Classroom Disruption	Loss of Privileges	Lunch Detention(s)	Detention/Suspension
Cheating	Automatic F on assignment or test/Call home/Multiple times could result in automatic F for grading period		
Inappropriate Language	Loss of Privileges, Detentions or Suspensions		
Homework	Refer to Third-Fifth Grade Homework Policy		
Inappropriate recess and lunch behaviors	Loss of Privileges	Lunch Detention(s)	Detention/Suspension

These are the general guidelines and are subject to revision by the principal depending upon the severity of the child's behavior.

Seclusion and Restraint Plan

As part of emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported

to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

Students receiving In-School or Out-of-School Suspensions will be given all assignments and receive full credit if the assignment is turned in upon the due date provided by the classroom teacher.

The following rules are also considered necessary:

1. Running and loud talking in the building will not be permitted.
2. Destruction and defacing of school property will not be permitted.
3. Baseballs, hardballs, skateboards, wooden or metal bats, radios, video games, trading cards, roller skate shoes, CD players, toy guns, laser pens, and other items or toys which may be deemed inappropriate to the educational process may not be brought to school: such items will be confiscated.
4. Student may not bring/carry any pocketknife, guns, matches/lighter, sheath knife, or similar potentially dangerous instrument: such items will be confiscated.
5. Playground equipment must be used as it was intended: sit on swings, teeter-totter, and merry-go-round: no tag on climbing equipment.
6. Throwing snowballs or rocks will not be permitted on school property.
7. Students will be required to remain on the designated playground, out of the trees, and off of the high school's baseball diamond and dugouts.
8. Gum is not permitted at school. (Unless allowed by the classroom teacher)

SCHOOL BUS OPERATIONS STUDENT SAFETY RULES

In order to ensure the safety of students being transported, all must abide by the following rules:

1. Student shall arrive at the bus stop 5 minutes before the bus arrives, but no earlier.
2. Student shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Student shall 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.
4. Student shall go directly to an available or assigned seat when entering the bus.
5. Student shall remain seated and keep aisles and exits clear and will not move from seat to seat. Student will face forward at all times and remain seated until bus comes to a complete stop.
6. Student shall refrain from throwing or passing objects on, from, or into buses.
7. Student is permitted to carry only objects that can be held on his/her lap. Large instruments/objects must be on floor between student's knees.
8. Student shall refrain from the use of cursing, vulgar language, indecent behavior, tobacco, alcohol, drugs, or any other controlled substance on the bus. Students will not bring any sharp objects (knives, open paper clips etc.) on bus.
9. Student shall not have out on the bus, personal hygiene items, lipstick, and body spray.
10. Student shall not tease, scuffle, trip, push, hold, hit, or use their hands or feet in any other objectionable manner, or bodily fluid and must respect the rights and safety of others.
11. Students shall 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.
12. Student shall refrain from extending head, arms or objects out of the bus window.
13. Students may not open windows without permission from driver.
14. Student shall observe classroom conduct and obey the driver promptly and respectfully. Insubordination, arguing and disrespect are grounds for disciplinary action, including the loss of bus privilege. Bus drivers have the authority to have students removed from the bus for one day

if they are in violation of any of the bus rules. Students with repeat offenses will be sent to school authorities and may be denied the privilege of riding on the bus.

15. Students are not allowed to eat food or chew gum on the bus. Water may be allowed, but it is the student's responsibility to check with the bus driver. If bus driver provides a 'treat' then it will be eaten before the bus leaves the school grounds.

The following consequences will be used but final decisions will be determined by Administration:

- | | |
|--|---|
| 1 st Offense | Loss of Privileges |
| 2 nd Offense | Loss of Privileges and/or Removal from the bus for 1-3 days |
| 3 rd Offense | Removal from the bus 1-3 weeks and Loss of Privileges |
| 4 th Offense and Subsequent | Removal from the bus to be determined by Administration |

SECTION 4300 - STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or the 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 OR ACTIVITY - TEACHER:
 1. 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.
 2. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
 3. If a teacher removes a student from class under 1) or 2) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. 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. 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. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled 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, Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B 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. 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 of each building level shall develop minimum and maximum consequences for each rule for their building that is to be approved by the board

annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function or any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
7. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage property when the student has information about such actions or plans.
9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon.
10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract, as defined by state law, is excluded from this rule.
 1. Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or

condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be from a physician and must include the following information:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed on how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 12. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 13. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products, or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
 14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment or of violating a school rule and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and obtaining test copies or scores incorrectly.
 22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 23. Possessing sexually-related materials which include images displaying uncovered breast, genitals, or buttocks.
 24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any image suspected to violate criminal laws will be referred to law enforcement authorities.
 25. Engaging in pranks could result in harm to another person.
 26. Use or possession of gunpowder, ammunition, or an inflammable substance.
 27. Violating any rules that are reasonably necessary for carrying out school purposes or an educational function, including, but not limited to:
 1. engaging in sexual behavior on school property;
 2. engaging in sexual harassment of a student or staff member;
 3. disobedience of administrative authority;

4. willful absence or tardiness of students;
 5. engaging in speech or conduct, including clothing, jewelry or hair style that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 6. violation of the school corporation's acceptable use of technology policy or rules;
 7. violation of the school corporation's administration of medication policy or rules; possessing or using a laser pointer or similar device or;
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by the school administration. Such a device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner inconsistent with this rule may have the device confiscated by the school administration. Such device will be returned to the parent.
30. An honest attempt shall be made by the school building principal to disseminate any student conduct rule that has been established or implemented by the school's principal.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by using data or computer software accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device is also prohibited.
2. 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:
 - o places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - o 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
 - o has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the school's services, activities, and privileges.
3. 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.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or their 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 their designee. This report may be made anonymously.

5. The principal or their 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 findings of the investigation and any remedial action taken.
6. The principal or their 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.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. 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.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the perpetrator's behavior. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. 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.
13. The superintendent or designee will be responsible for ensuring administrative procedures have been developed consistent with the Indiana Department of Education guidelines to implement the provisions of this rule.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - o any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
 - o 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.
 - o 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
 - o 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.
4. 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. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined for the purposes of this rule:
 - 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.
3. 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.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. 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.

F. Legal Settlement

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

SUSPENSION PROCEDURE

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 their conduct.

2. The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
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.
4. During the suspension, the student is required to complete all schoolwork assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, the credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

EXPULSION PROCEDURE

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 appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or 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.

STUDENT DISCIPLINE INTERVENTIONS

The superintendent, principal, and administrative personnel shall be authorized to take any action in connection with student behavior that interferes with school purposes. Action taken shall include, but not be limited to, the following:

1. Counseling with a student or group of students;
2. Conferences with a parent(s) or guardian(s) or group of parents;
3. Assigning students additional work;
4. Loss of special privileges;
5. Rearranging class schedules;
6. Community service;
7. Time-out periods;
8. Behavior contracts;
9. Requiring a student to remain in school before or after regular school hours to do additional school work or for counseling;
10. Restriction of extra-curricular activity;
11. Saturday school
12. In-school suspensions, out-of-school suspensions; or
13. Expulsion

The teacher or any other staff member responsible for students shall be authorized to take any action in connection with student behavior that interferes with school purposes. Action taken shall include, but not be limited to, the following:

1. Counseling with a student or group of students;
- 2.. Conferences with a parent(s) or guardian(s) or group of parents;
3. Assigning students additional work;
4. Loss of special classroom privileges;
5. Time-out periods; or
6. Behavioral contracts.

All other interventions taken by the teacher or other staff member responsible for student behavior shall have administrative approval prior to the action begin taken.

STUDENT SUPPLY LISTS

A student supply list will be available to all students. The listed items are considered “necessary” for the successful completion of classroom tasks. We encourage parents to provide these materials and to check on their condition/availability at various times during the year. The student supply list is located on school or on our school’s website at www.rcsd.k12.in.us

Telephone and Cell Phone Usage

Students must have permission from the secretary or principal to use the telephone in the school office.

Students should not use cell phones at all during the school day but may use them after school.

Inappropriate use of cell phones in connection with sexual content may be grounds for suspension and/or expulsion. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

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

- 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 uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

VISITORS

- A. Adult visitors are asked to secure a **Visitor’s Pass** from the school and sign-in outside the elementary office at the kiosk with your government issued ID. Children from other schools may not visit without prior arrangements with the principal.
- B. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit the child’s classes.
- C. Pets may visit school only upon special arrangements with the teacher and the principal.

WEB PAGE AND IMPORTANT SCHOOL INFORMATION

Important school information, teacher pages, school supply lists, parent information, lunch menus, and events can be accessed on our school’s web page. The address is www.rcsd.k12.in.us

Rossville Elementary School	379-2119	379-9236 (fax)
Rossville Middle/High School	379-2551	379-2556 (fax)
Rossville Consolidated School District	379-2990	379-3014 (fax)

