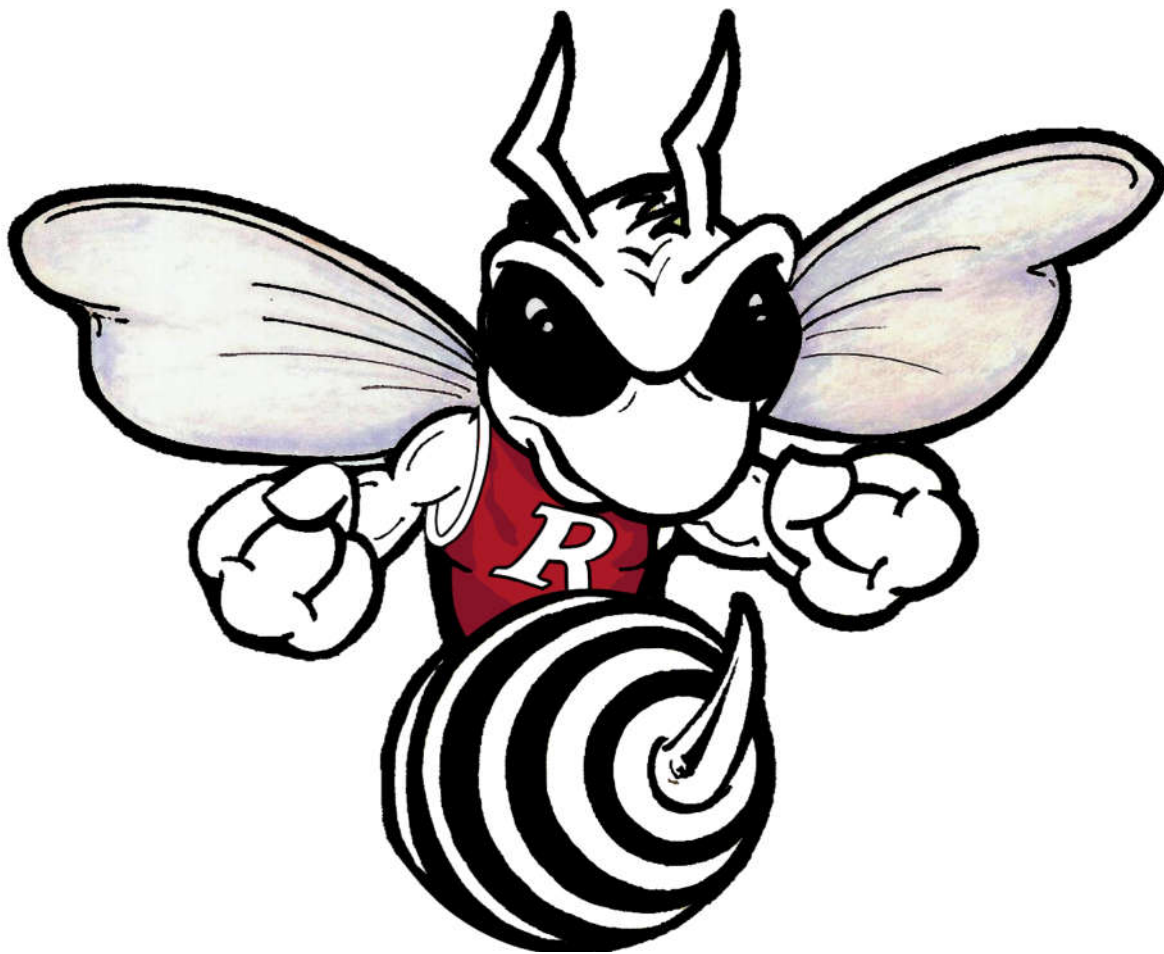


# **Rossville Middle/Senior High School**

1 Robert Egly Drive – Rossville, Indiana 46065  
[www.rcsd.k12.in.us](http://www.rcsd.k12.in.us)

## **Teacher Handbook**



## Table of Contents

<b>Introduction.....</b>	<b>4</b>
Vision Statement.....	4
Mission Statement.....	4
Core Values.....	4
Quadruple “A” School.....	4
<b>About Us.....</b>	<b>5</b>
School Crest.....	5
School Song.....	5
School Colors.....	5
School Mascot.....	5
<b>School Schedules.....</b>	<b>6</b>
Regular Bell Schedule.....	6
2-Hour Delay Bell Schedule.....	6
School Closure, Early Release, or Start Time	
Delays.....	6
eLearning Days.....	6
Virtual Instruction.....	7
<b>School Safety and Security.....</b>	<b>8</b>
Building Safety, Security, Visitors, and Guests.....	8
Key and Fob Responsibilities.....	8
Emergency and Safety Drills.....	8
Accident or Illness.....	9
Defibrillator (AED).....	9
Video Surveillance.....	9
Nicotine/Tobacco-Free Campus.....	10
RCSD Police Department.....	10
<b>Teacher Expectations.....</b>	<b>11</b>
Teacher Hours.....	11
Absences.....	11
Professionalism.....	11
Student Supervision.....	11
Parent/Teacher Conferences.....	11
Child Abuse/Neglect Reporting.....	11
Inventories.....	12
Funds.....	12
Ordering/Purchasing.....	13
Student Teachers.....	13
<b>Teacher Support.....</b>	<b>15</b>
Main Office.....	15
School Communications.....	15
ParentSquare.....	15
Teacher Request.....	15
Technology Troubleshooting.....	15
Multi-purpose Room and Auxiliary Gym.....	15

Paraprofessionals.....	15
Teacher Aides.....	16
Professional Development.....	16
Before/After Care.....	16
Lost and Found.....	16
<b>Instructional Information.....</b>	<b>17</b>
Teacher Lesson Plans.....	17
Time-on-Task.....	17
Homework Policy.....	17
Make-Up Work.....	18
PowerSchool and Canvas Access.....	18
Grading Policy.....	18
Grading Scale.....	19
Finals.....	19
Report Cards.....	19
Students Receiving “F’s”.....	19
Scholastic Eligibility.....	20
School Field Trips.....	20
Field Trip Expectations.....	20
Field Trip Emergency Procedures.....	21
<b>Non-Instructional Information.....</b>	<b>22</b>
Telephone.....	22
Teacher Lounges.....	22
Copy Machines.....	22
Cafeteria/Lunch Information.....	22
<b>Student Conduct.....</b>	<b>23</b>
General Conduct.....	23
Disciplinary Referrals.....	23
Pre-Arranged Absences.....	23
Student Handbook.....	23
Violations.....	24
Procedure for Administration of Penalties.....	24
<b>Student Support.....</b>	<b>25</b>
Multi-Tiered System of Support (MTSS).....	25
HIVE Award.....	26
Tutors.....	26
Special Education Referrals.....	26
<b>School Board Policies.....</b>	<b>27</b>
Privacy of Student Educational Records.....	27
Additional School Board Policies.....	28
Preventing Youth Suicide Flowchart.....	29
<b>Index.....</b>	<b>30</b>

## **Introduction**

### **Vision Statement**

Rossville Schools: Achieve, Learn, Lead, and Inspire. *ALL IN!*

### **Mission Statement**

Students at Rossville Schools experience a trusting environment offering rich academic opportunities to develop self-reliance and a positive 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.

### **Quadruple “A” School**

- Academics
  - Athletics
  - Arts
  - Agriculture
-



## About Us

### School Crest

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



### Legend

Wheat Shock	Agriculture
1967 Tornado	School Construction Date due to 1967
Treble Clef and Mask	Music and Drama
Open Book and Torch	Literary Achievement and Knowledge
Letter "R"	Rossville High School
Winged Foot	All Athletes
1896	Founding Date
Linked Rings	Unity between Students and Classes, School and Community
Vertical Divider	Highway 39
Horizontal Divider	Highway 26
Intersection and Star	Location of Rossville Middle/Senior High School

### 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.

## School Schedules

Regular Bell Schedule				2 Hour Delay Bell Schedule			
Period	Start		End	Period	Start		End
Entry	7:55	-	8:10	Entry	9:55	-	10:10
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	6-8 Lunch	12:20	-	12:50
6-8 Lunch	12:20	-	12:50	6-8 HR	12:55	-	1:25
6-8 HR	12:55	-	1:25	9-12 HR	12:20	-	12:50
9-12 HR	12:20-		12:50	9-12 Lunch	12:55	-	1:25
9-12 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

### **School Closure, Early Release, or Start Time Delays**

From time to time, it may be necessary to close, have an early release, or delay school due to inclement weather or unforeseen circumstances. The closing of school, having an early release, or delaying the start of school will be made as timely as possible. The Superintendent utilizes a variety of resources to make the best decision possible. Calls to cancel or delay the start of school may come as early as the day before, after 5:00 a.m. the morning of, or as late as 6:00 a.m. the day of the delay/cancellation. There may be times when the district has a delayed start, which turns into a cancellation. RCSD's school messaging system will inform staff and students of the delays and early dismissal information. The information is also communicated to numerous television and radio stations in the area and posted on the district's website.

### **eLearning Days**

All students are expected to participate in eLearning/Virtual Instruction days due to inclement weather or other unforeseen circumstances.

Students must show proof of participation on eLearning days by satisfactorily completing eLearning day assignments within two (2) school days (48 hours) following the eLearning 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 in which the work is missing. Teachers are responsible for keeping track of the day each assignment was assigned for record-keeping purposes.

Please refer to Virtual Instruction for clarification between eLearning Days and Virtual Instruction. (See below)

### **Virtual Instruction**

If RMHS is out for any reason other than inclement weather we will provide instruction using the following schedule via different modes of communication such as Canvas Conferencing.

#### **Teacher Office Hours 8:00 – 10:00**

<b>Period</b>	<b>Begin</b>	<b>End</b>
1	10:10	10:35
2	10:40	11:05
3	11:10	11:35
4	11:40	12:05
Lunch/Prep	12:10	1:50
5	1:55	2:15
6	2:20	2:40
7	2:45	3:10

These are a few examples of the difference between eLearning and Virtual Instruction:

<b>Virtual Instruction</b>	<b>eLearning (inclement weather only)</b>
Students are in class and provided instruction virtually on above schedule with their teacher	Students are provided assignments via Canvas. Teachers are available via electronic mail.
Homework is due as instructed and determined by the teacher	Student assignments are due within two (2) school days (48 hours) following the eLearning day
Student attendance is determined by class participation as noted by the teacher.	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.

## **School Safety and Security**

### **Building Safety, Security, Visitors, and Guests**

Only current Rossville Schools' students and employees have 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 E5. They must come through the office and properly check-in through our Safe Visitor Kiosk; however, no individual will be allowed in the building unless they have provided a Federal ID and have been cleared through our Safe Visitor Kiosk.

If the visitor is to proceed past the main office, they 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 is 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 material. Classroom doors are to be locked throughout the day.

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 staff member, they should call for an appointment before coming to the school to prevent any inconvenience. Students may not bring visitors to school without prior approval from the administration.

### **Key and Fob Responsibilities**

At no time are teacher keys or fobs to be given to students.

### **Emergency and Safety Drills**

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

Fire drills are noted by an alarm emitted from the fire alarm system and white strobe lights on the fire notification device. Tornado alerts are conducted upon the verbal directive over the public address system.

Safety drills are announced as verbal directives. Make yourself aware of all of the drills that we practice for the safety and security of all of our stakeholders.

- Lockout – Secure the perimeter: Lockout is called when there is a threat or hazard outside the school building.

- Lockdown – Locks, lights, out of sight: Lockdown is called when there is a threat or hazard inside 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 personal protection is necessary.
- Hold - This is the protocol used when hallways need to keep clear of occupants.

### **Accident or Illness**

1. An adult should stay at the scene and give help until a responsible authority arrives to handle the emergency.
2. Clear the classroom or accident area of other students. Send a responsible student for designated authority. This person will then take charge of the emergency and render further first aid needed.
3. Do not move a severely injured or ill person unless absolutely necessary for his/her immediate safety. If necessary to move an injured person, carry the individual on a stretcher with back and neck supported in a straight position, not doubled over forward or bent to the side. If pulling is necessary, pull by legs or arms over the head in the direction of the long axis of the body, not sideways.
4. If the injury is minor, send for responsible authority that will assist the student to the nurse's station.
5. Responsible authority or designated employee notifies the parent of the emergency and agrees on a course of action with the parent.
6. If the parent cannot be reached, the responsible authority will notify the parent substitute and call the physician designated on the Emergency Information Card. If hospital care is indicated, transportation of the injured person will be arranged by ambulance, as designated on Emergency Information Card. Do not give aspirin or other medication.
7. The responsible authority should stay with the student until the parents take charge.
8. The adult in charge fills out a report for all accidents requiring the above procedures, head injuries, etc. The report will be given to the school nurse for comments, then forwarded to the building principal. Completed reports will be filed in the nurse's office.

### **Defibrillator (AED)**

A defibrillator is located on the wall outside the maintenance office near the Multi-Purpose, outside RES office, outside 208, commons areas (auxiliary gym), outside 245, beside the band room, concession stand, AG building, and Superintendent's office.

Dial 400 in case of emergency for immediate assistance. Stay on the line to provide details to the operator.

### **Video Surveillance**

The District may utilize video surveillance and electronic monitoring 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, it can be viewed only in accordance with Federal law.

**Nicotine/Tobacco-Free Campus**

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 such as Juul.

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.

**RCSD Police Department**

All law enforcement referrals will be done through the officers of the RCSD Police Department when possible.

## **Teacher Expectations**

### **Teacher Hours**

- Teachers are expected to report for duty at 7:35-3:15 each day.
- The doors will open at 7:50 each day for students being brought by their parents.
- Do not accept students into the classroom until 7:55.

### **Absences**

Staff members are asked to use Frontline when reporting any absence. In case of an emergency, please contact the building principal or secretary.

### **Professionalism**

We are professional people. It is only in keeping with the ethics and confidence of our profession to discuss students and school problems only with people within our school who are bound by the same ethics and are concerned with mutual problems. All school personnel are expected to maintain a high degree of professionalism and confidentiality regarding student achievement and/or behavior. When student achievement and/or behavior falls below an acceptable level, staff members should communicate concerns with only those persons who can help resolve the problem. Every staff member has a duty and an obligation to protect the rights and privacy of others.

### **Student Supervision**

- Teachers are expected to be with students at all times unless an emergency arises. This precludes the charges of negligence. Such a procedure will prevent running in the hallways, students fighting with another, etc
- Teachers are asked to greet students in the hallways as students pass between classes.
- Teachers are also expected to assist with discipline in halls, restrooms, and assemblies.
- If a teacher must leave the classroom for an emergency, it is expected that a neighboring teacher is aware of the brief absence and is supervising between classrooms.

### **Parent/Teacher Conferences**

Non-custodial parents have a right to find out how their student is doing in school throughout the year. We must cooperate and conference with them when requested.

Over our allocated two-week period of time in September, teachers will document 7 hours of scheduled time to meet with parents.

Please keep documentation of your efforts for your records. The administration will request your records when necessary.

### **Child Abuse/Neglect Reporting**

**It is important for you to know what obligations the law imposes.** The statute outlining the reporting procedures requires that anyone having reason to believe that a child is a victim of child abuse or neglect must make a report to the Child Protective -Services and/or the appropriate law enforcement agency (IC 31-6-11-3).

By law, that individual (including any staff member of a public or private school) is required to make a report to Child Protective Service **and** to his/her principal or school district designee. Both parties are responsible for seeing that a report is made. The law specifically states that notification of the principal or school district designee does not relieve the first individual of the responsibility of seeing that the matter is reported.

“Reason to Believe” has been defined by statute as evidence that, if presented to individuals of similar backgrounds and training, would cause those individuals to believe that a child was abused or neglected (IC 31-6-11-2.1(4)) (NOTE: This standard should be given a liberal interpretation. When in doubt as to whether you have ‘reason to believe’, make a report.

To make a report call CPS Hotline 1-800-800-5556.

Failure to report suspected abuse or neglect is a Class B misdemeanor punishable by up to six months imprisonment and \$1000 fine (IC 31-6-11-20; IC 35-50-3-3). Indiana law (IC 31-6-11-3(b)) states that nothing relieves an individual from his/her responsibility to report, unless a report has already been made to the best of the individual’s belief.

School districts and their employees individually also risk a civil action for damages by the victim of abuse or neglect if they fail to report suspected child abuse or neglect.

**It is important for you to know that a person who, in good faith, makes a report of suspected abuse and neglect is immune from any civil or criminal liability. Furthermore, the law presumes that the person who makes the report is acting in good faith. Immunity does not extend to anyone who has acted maliciously or in bad faith (IC 31-6-11-7)**

All reports made to Child Protective Service are confidential and are made available only to authorized personnel (IC-31-6-11-8).

The statute requiring that child abuse be reported supersedes any right of privileged communication. You must report all suspected abuse even if told in confidence (IC 31-6-1-8).

### **Inventories**

The classroom teacher shall maintain and update the text inventory of his/her homeroom.

### **Funds**

During non-school hours, money shall NOT be kept in the building. Staff members shall be responsible for any money collected/kept in the classroom. The school treasurer will deposit any such funds if they are received in the office by 9:00 a.m. If purchasing items for school, the school credit card **MUST** be used or a purchase order. The school treasurer has our school credit card. Please see them for use.



## **Ordering/Purchasing**

### **1. General Procedures**

- Check your budget balance before ordering.
- All orders must be on a requisition or use the corporation credit card.
- The person making the order request must fill out the requisition completely, including the following:
  - Page on which item may be found
  - Number of items
  - Description of items (include ID number)
  - Price of items (use current catalog)
  - Total price of complete order
  - Recommended vendor and complete address.
  - Signature of the person making the request.
  - Signature of building principal
  - The superintendent and principal must approve all purchase orders that are changeable to accounts allocated to each school.
- Anyone who orders materials without following the above procedures could be responsible for paying for those materials.
- Confirmation Orders – A verbal order, subject to subsequent confirmation by a written order, may be issued only in cases where an emergency situation exists, and has been approved by the superintendent's office.
- Whenever possible, a purchase order number shall be given to the supplier, and.
- A 'confirming' purchase order shall be issued immediately thereafter. This order shall be marked CONFIRMATION indicating the purchase order number if one was given.
- Requisition forms can be obtained from the school secretary.
  - Each requisition must have only one vendor.
  - Each requisition must be from only one account.
  - The requisition is then presented to the principal for his approval.
  - The requisition is sent to the Superintendent's office.
  - The central office keeps one copy of the requisition and one copy is sent to the ECA Treasurer and/or the secretary.
- When your order arrives, the ECA Treasurer checks to see if anything is missing or if your order is complete.

## **Student Teachers**

Student teachers add new ideas and energy to classroom situations. As supervising teachers, it is imperative that you ensure that students are receiving the best instruction possible during the time the student teachers are with you. If you have questions or concerns, the university supervisors and the building principal should be notified immediately. Supervising teachers and student teachers may be asked to cover classrooms for case conferences, meetings, and other emergencies. Student teachers will be held to the same expectation level and standards of excellence as all members of the Rossville Middle/High School staff.

Part of the student teaching experience involves the teacher leaving the classroom for extended periods of time during a day to allow the student teacher to take the classroom over. During the

time the student teacher has taken over the classroom, please make frequent informal visits and observations of the classroom to check that the content and classroom management expectations you set are being met.

While the classroom teacher is away from the classroom, it is our expectation that the teacher is focused on students and curriculum, and does not consider this time a break from teaching. Rossville Middle/High School teachers have done an exceptional job in the past of taking this time away from the classroom to work one-on-one with struggling students to offer them individual attention. The other area that can be a focus for supervising teachers is curriculum development. Teachers can build units, collaborate with peers, observe in other classrooms, interpret and develop assessments, and align instructions with standards.

## **Teacher Support**

### **Main Office**

The Middle/Senior High School Office handles all affairs of this school. Events and activities of the middle/senior high school take precedence over all other activities. All items herein are subject to the provisions of the master contract.

### **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.

### **ParentSquare**

ParentSquare will be used by RCSD at all levels to communicate with and collaborate with families to assist in our quest to improve student success.

### **Teacher Request**

To enter a request go to our RCSD website at [www.rcsd.k12.in.us](http://www.rcsd.k12.in.us). Click on the Staff Tab and then click on Submit a Request. Here you will be able to submit any of the following:

- Maintenance Work
- Reserve the Auditorium
- Field Trip Request
- Submit a Work Order
- Submit an Announcement

### **Technology Troubleshooting**

Please consult the Technology Coordinator for technology concerns at 308. Technology Work Orders are available on your desktop.

### **Multi-purpose Room and Auxiliary Gym**

Scheduling the Multi-purpose Room and Auxiliary Gym

1. The administrative assistant/athletic director shall supervise the multi-purpose room scheduling.
2. The administrative assistant shall also assign priorities and shall determine hours of usage.
3. Staff members shall complete scheduling as far in advance as is prudent.
4. Any conflicts or questions shall be directed to the administrative assistant.
5. Revisions shall either reflect situational changes or resolve conflicts and shall be made at the principal's discretion.
6. The elementary principal shall schedule the facility during the school day.

### **Paraprofessionals**

- Educational assistants are to work directly with students.
- Educational assistants are directly responsible to the principal and assigned teacher.

**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.

**Professional Development**

Staff members interested in professional improvement are encouraged to attend clinics and seminars. Staff members are requested to complete the Conference, Clinic, or Seminar

Complete the Attendance Application Form at least four weeks prior to the date of the Conference, Clinic, or Seminar. The applicant completes the one-page application and emails the form as an attachment to the building principal. The principal approves or denies the request and forwards a copy to the Superintendent if approved. Thereafter, the Superintendent will approve or deny the request and forward it to the Board, if approved. Upon the Board's approval, the request is returned to the teacher and building principal.

**Before/After Care**

Teachers with children will be provided with before/after care by the district. The rooms will be 219 and 221 due to the amount of students.

**Lost and Found**

Please check the office for any items that may be lost or found.

## **Instructional Information**

### **Teacher Lesson Plans**

- The Indiana State Standards should be your guidepost for curriculum development and lesson planning. You are expected to familiarize yourself with these standards and monitor your progress toward student attainment of these standards.
- You are all professionals. The expectation is that you will have lesson plans in place for each day's lessons. These plans should be thorough enough to be read by a substitute teacher if necessary.

Please have detailed lesson plans available in the event that you have a substitute teacher. It is an expectation that a high level of instruction will continue in your class while you are gone. Most substitute teachers are only as good as the plans you have left for them. Each teacher should have a substitute folder, as well as the staff handbook on their desk for the substitute. (See the middle/high school administrative assistant).

### **Time-on-Task**

It is important that you reflect on your school day and work to eliminate wasted time. Students are expected to be engaged when they walk in the door of each class. The end of the day is also an important time to reflect, re-teach, and practice. As you plan assignments, watch movies, and establish your schedule, ask yourself, "Is this the best use of my time with these students?" Time is the only resource in the school day that we cannot replenish. Students are expected to be on task bell to bell.

### **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 fifteen (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 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 online Learning Management System (CANVAS) for classroom assignments. The student will be granted the number of days s/he was absent to complete missing homework unless the 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 the student does not have access to the 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.

### **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 zeros (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.

### **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 the Director of Technology. It is the teacher's responsibility to ensure the daily sync between PowerSchool and Canvas is completed.

### **Grading Policy**

Please have a copy of your current year's grading policy turned in to the principal. Sharing your grading policy with students and parents is highly recommended and will alleviate misunderstandings later in the school year. At no time can one category of assessment surpass 40% of the cumulative grade. Please update your grades in PowerSchool at a minimum of every 10 days. There may be extenuating circumstances such as activities that grades cannot be entered until completion of the project. Grades are due three days after the end of the grading period by 11:59 pm. (exception: end of the first semester – due on 3<sup>rd</sup> day based on return date) Report cards will be sent electronically one week following the posting of grades.

**Grading Scale**

The following grading scale should be used in conjunction with your grading policy. This grading scale coincides with the report card:

100%	A+	MASTERY LEVEL
99% - 94%	A	
93% - 90%	A-	
89% - 88%	B+	APPROACHING MASTERY
87% - 84%	B	
83% - 80%	B-	
79% - 78%	C+	PARTIAL MASTERY
77% - 74%	C	
73% - 70%	C-	
69% - 68%	D+	NON-MASTERY
67% - 64%	D	
63% - 60%	D-	
59% - 0%	F	

**Finals**

No finals will be given in advance. Finals taken after you return from a vacation or holiday may be scheduled by the teacher at their discretion. The test may be given, in a different format, no later than the first day back from any break if the principal has signed off on their pre-arranged absence. No student is exempt from taking a Final. Students with early or late release approved schedules must be in attendance during their scheduled finals.

**Report Cards**

Report Cards will be sent electronically on Friday – one week after the last day of each nine weeks. The administration will determine when grades should be finalized. (Depending on the grading period it is three days following the last day of the grading period. (Exception: Christmas Break) See Grading Policy.

**Students Receiving “F’s”**

If a student fails a class and is going to receive an ‘F’ on his/her report card, please alert the principal(s) before the report cards go home. Of course, the parent should know well in advance that the child is having difficulty. There should be no surprises when parents get report cards because we keep them informed. Even if parents are well-informed, the principal often gets calls about these grades and it is to everyone’s advantage if we know the circumstances in advance.

The administration will mentor students who have earned F's starting after midterms during the first grading period.

### **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.

### **School Field Trips**

School field trips are to be scheduled by teachers to broaden the experiences of the classroom activities. Students will be excused to go on school/field trips with verified written parental permission. This form must be turned in to the teacher before the trip is taken. Students are responsible for all work missed while on the school/field trip. A student may be excluded from a school/field trip if problems have occurred on previous trips, the student has had behavioral issues during the current school year, or is on an attendance contract and the school/field trip would cause him/her to miss other classes. Any financial commitment lost due to the student's behavior/attendance is nonrefundable. (Senior trip) Upon return it is the parents' responsibility to pick up the student after school hours. Following a 15-minute wait please call the administration for assistance.

### **Field Trip Expectations**

The purpose of Field Trips is to enrich the student's experiences and to provide a connection with the curriculum. Always take into consideration time. All trips must return no later than 2:30 p.m.

#### **All trips must meet the following criteria:**

1. Should reflect the Board Goals and the State Standards.
2. The principal shall approve all field trips off school property but within the school district boundaries. Information concerning the trip will be shared with the superintendent.
3. The student's parent must approve all trips.
4. A minimum of one chaperone for each 10 students shall accompany all field trips.
5. All entrance fees shall be provided for bus drivers.
6. Please make sure that you figure in the cost of travel.
7. We have funding available for students who do not have the means to attend due to hardship reasons.
8. Please leave a schedule or itinerary of your trip with the principal or secretary in case we need to contact you for emergency purposes.
9. The building principal approves or denies the request and forwards the information to the AD for transportation and Dr. Hanna for approval if trip is out of state or overnight.



### **Field Trip Emergency Procedures**

1. A list of those students who may need special health care such as epilepsy, diabetes, asthma, etc. will be compiled by the nurse and given in confidence to staff members in the fall. Bus drivers will be informed by the nurse of children on their bus with special needs.
2. A first aid and emergency procedure file is in each nurse's station to be used in the event that the nurse is not available.
3. Responsible authority – school nurse, elementary and secondary principals and secretaries.
4. There should be no student activities without direct supervision. In the event of an accident or injury, the adult in charge should notify the parent immediately and with the parent, secure medical attention for the student. The building principal should be notified as soon as possible and an accident report should be completed.
5. Bus Driver Emergency Policy – Any serious injury or illness should be reported by FM radio to the Superintendent's office, who will then contact the ambulance and parent in that order. A card with emergency phone numbers is posted at the front of each bus. In the event that a student or the driver is injured and the FM is inoperable, a student can take this card to the nearest phone and call for help.

## **Non-Instructional Information**

### **Telephone**

Remember the phone in your classroom is a business phone and you should use it for personal calls only when absolutely necessary. Calling to another classroom during either teacher's instructional time, for example, should be done in emergencies only. Please use discretion. A staff member talking on the phone for a long period of time while students are in the room working independently does not project a good professional image.

### **Teacher Lounges**

We have two lounges for our staff to use anytime they are not directly responsible for students. Students are not allowed to use or enter the lounge. One lounge is located on the first floor between rooms 109 and 110 and the 2nd floor lounge is located north of room 249.

Each teacher has a mailbox located in the 2<sup>nd</sup> floor Teacher's Lounge. Mail will be placed in your box throughout the day.

Both lounges have copy machines for your professional use and are for staff use only. At no time do we allow students to use our keys or key fobs nor to be in either lounge.

We also have refrigerators located in each lounge so please be respectful of your colleagues and clean up after yourself on a daily basis. Empty all containers and do not use the refrigerator for food storage.

### **Copy Machines**

Copy machines are located in the middle/high school office and the two teacher lounges and both only offer black and white. Copy costs are figured into our 611 operating budget. Please try to be creative with scrap paper, technology, and dry-erase boards. If you can reuse paper from year to year, that assists with copy numbers and costs.

### **Cafeteria/Lunch Information**

This system operates on a pre-deposit basis. Staff may bring cash, check or online account and deposit into their lunch account. Charges are not allowed. All lunch account balances must be settled by the end of the current school year. If you have any questions, please call the cafeteria office at extension 319.

All staff members will have a 30-minute duty-free lunch each day.

## **Student Conduct**

### **General Conduct**

Students participating in school clubs/teams are required to adhere 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 non-prescription. 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.

### **Disciplinary Referrals**

Teachers are expected to contact parents first in all instances of student misconduct in their classrooms. If the negative behavior continues, teachers should submit a Log Entry for discipline in PowerSchool.

### **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 pre-arranged 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. Student work is due the second day upon return.

### **Student Handbook**

The student handbook is found electronically on each of our student’s Chromebook. Also, see the Google Master Calendar of Events

### **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/Senior 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 Extracurricular 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.

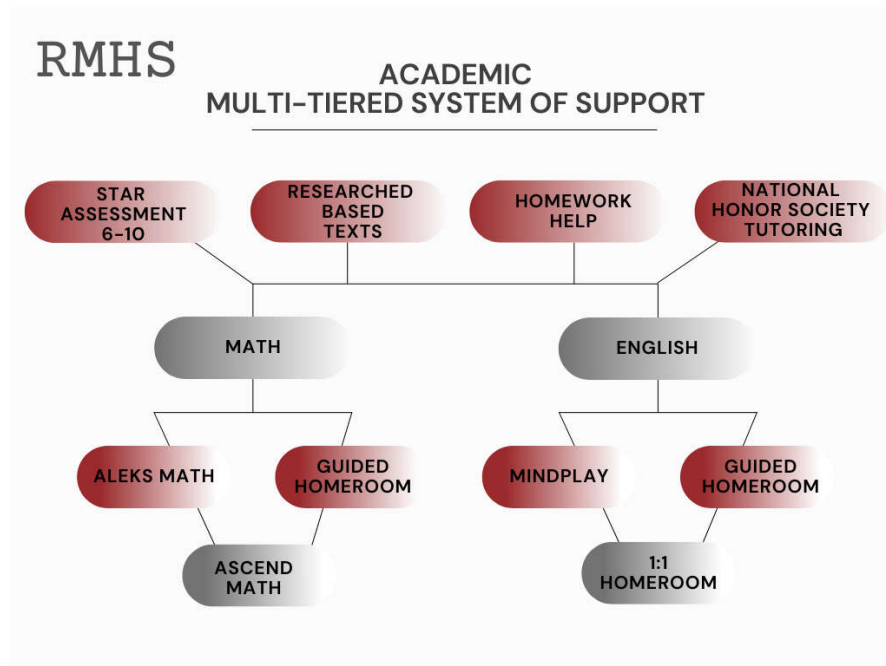
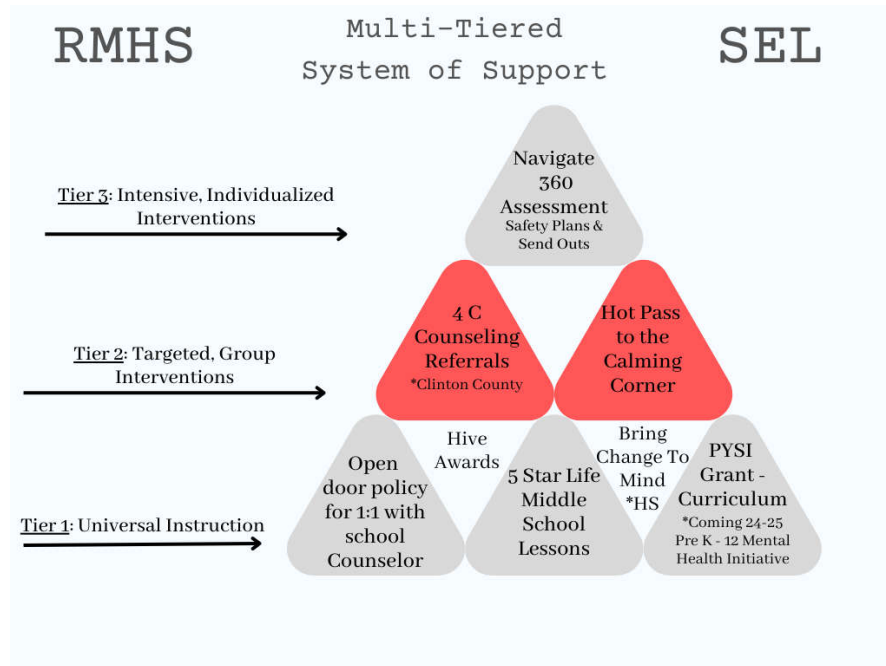
For any further disciplinary/appeal hearings a due process committee will exist as follows:

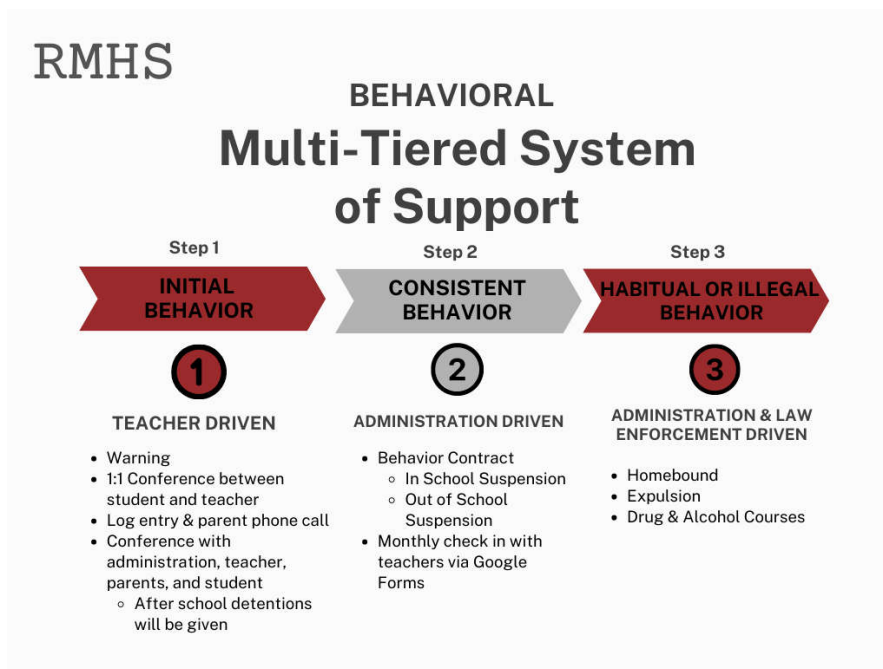
1. A hearing officer assigned by the superintendent.
2. School Board Member (Assigned at the beginning of each school year.)
3. Two moderator/head coaches who teach at RMHS (Least directly involved with the student or student-athlete)
4. One at large teacher at RMHS
5. An attorney may not represent the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

## Student Support

### Multi-Tiered System of Support (MTSS)

Our MTSS program is by definition a systematic, continuous improvement framework in which we use data-based problem-solving methods and decision-making practices across each level of academic and behavioral support to help our students.





### **HIVE Award**

As part of our positive behavior intervention system we issue the Hive Award. This award is given by any staff member to individuals who display one of the following traits on a monthly basis. Submissions are made to the Assistant Principal who honors our students monthly as they meet our expectations. HIVE stands for Honor, Integrity, Values, and Excellence.

### **Tutors**

Struggling students may request resources from Student Services to find and connect with the National Honor Society tutors.

### **Special Education Referrals**

1. Special Education Cooperative
  - The classroom teacher shall consult the General Education Intervention team about any student whose performance might indicate a need for psychological testing.
  - If deemed necessary, the General Education Intervention team shall arrange further investigative procedures or shall initiate the written request for services.
2. Other Agencies
  - Staff members shall cooperate with counseling services and/or testing services provided by university or other non-public school sources provided written parental permission for information release is on file in the elementary office.

Staff members shall maintain the confidentiality of all information regarding these referrals.

## **School Board Policies**

### **Privacy of Student Educational Records**

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 [Board Policy](#).

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 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 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:

- The identity of the examiner
- The specific record examined
- Purpose of the examination
- 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 an education record, or a student 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.

#### **Additional School Board Policies**

All other school board policies are available on our school website at <https://www.rcsd.k12.in.us/about/legal-policies> and a hardcopy in the principal's office.



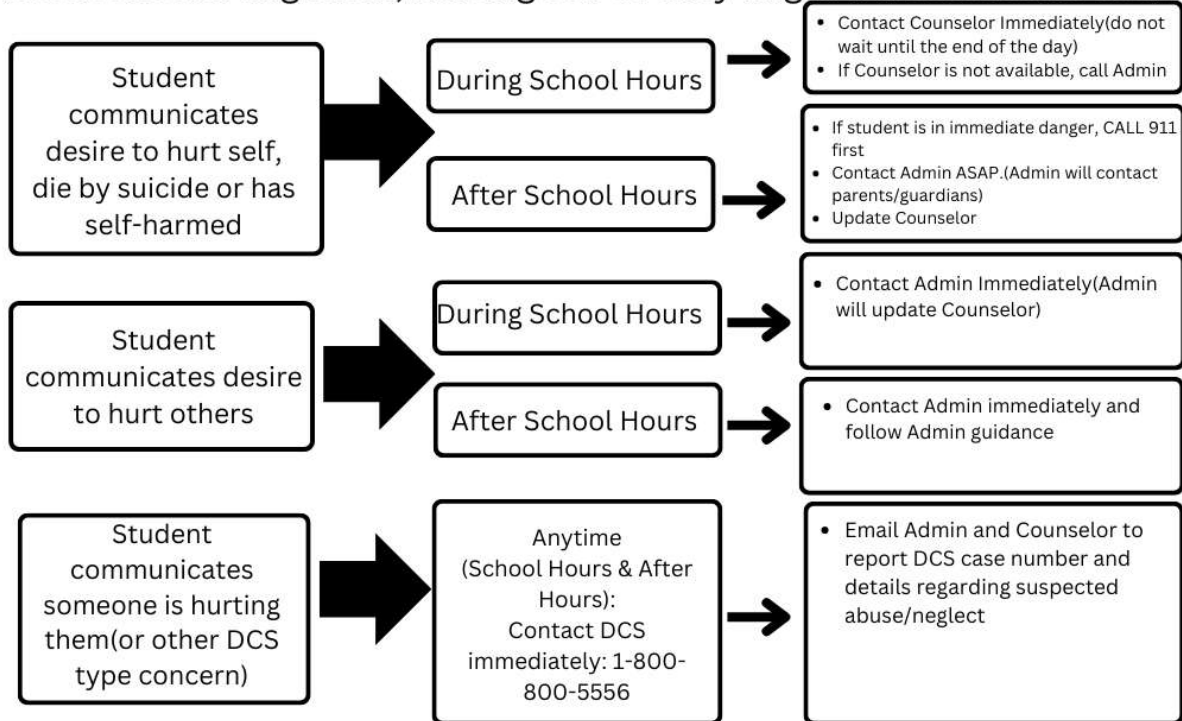


## Rossville Procedures:



### **Your Student Says Something that Alarms You**

(Someone hurting them, hurting self or they might hurt someone else)



2-Hour Delay Bell Schedule.....	6	Pre-Arranged Absences.....	23
Absences.....	11	Preventing Youth Suicide.....	29
Accident or Illness.....	9	Privacy of Student Educational Records.....	27
Before/After care.....	16	Procedure for Administration of Penalties.....	24
Building Safety, Security, Visitors, and Guests.....	8	Professional Development .....	16
Cafeteria/Lunch Information.....	22	Professionalism.....	11
Child Abuse/Neglect Reporting.....	11	Quadruple "A" School.....	4
Copy Machines.....	22	RCSD Police Department.....	10
Core Values.....	4	Regular Bell Schedule.....	6
Defibrillator (AED).....	9	Report Cards.....	19
Disciplinary Referrals.....	23	Scholastic Eligibility.....	20
eLearning Days.....	6	School Board Policy.....	28
Emergency and Safety Drills.....	8	School Closure, Early Release, or Start Time Delays.....	6
Field Trip Emergency Procedures.....	21	School Communications.....	15
Field Trip Expectations.....	20	School Crest.....	5
Finals.....	19	School Mascot.....	5
Funds.....	12	School Song.....	5
General Conduct (Student).....	23	School/Field Trips.....	20
Grading Policy.....	18	School Colors.....	5
Grading Scale.....	19	Special Education Referrals.....	26
HIVE Award.....	26	Student Handbook.....	23
Homework Policy.....	17	Student Supervision.....	11
Inventories.....	12	Student Teachers.....	13
Key and Fob Responsibilities.....	8	Students Receiving "F's" .....	19
Lost and Found.....	16	Teacher Aides.....	16
Main Office.....	15	Teacher Hours.....	11
Make-Up Work.....	18	Teacher Lesson Plans.....	17
Mission Statement.....	4	Teacher Lounges.....	22
Multi-purpose Room and Auxiliary Gym.....	15	Teacher Request.....	15
Multi-Tiered System of Support (MTSS).....	25	Technology Troubleshooting.....	15
Nicotine/Tobacco-Free Campus.....	10	Telephone.....	22
Ordering/Purchasing.....	13	Time-on-Task.....	17
Paraprofessionals.....	15	Tutors.....	26
Parent/Teacher Conferences.....	11	Video Surveillance.....	9
ParentSquare.....	15	Violations.....	24
PowerSchool and Canvas Access.....	18	Virtual Instruction.....	7
		Vision Statement.....	4