

# Rossville Middle/Senior High School



Parent/Student  
Handbook  
2025-2026

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**Rossville Middle/Senior High School (RMHS)**

1 Robert Egly Dr.  
Rossville, IN 46065  
Phone: (765) 379-2551  
Fax: (765) 379-2556

<https://rmhs.rcsd.k12.in.us>

**Rossville Consolidated School District (RCSD)**

1 Robert Egly Dr.  
Rossville, IN 46065  
Phone: (765) 379-2990  
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<https://rcsd.k12.in.us>

**Rossville Consolidated School District Board of Education**

Mr. Joe Hufford	President
Mr. Nathan Root	Vice President
Mr. Nathan McCullough	Secretary
Mr. Brent Michael	Member
Mrs. Jentry Pendleton	Member

**Superintendent and Central Office Staff**

Dr. James Hanna	Superintendent
Mandi Pennington	Treasurer
Cara Cornell	Deputy Treasurer

**Rossville Middle/Senior High School Administrative Staff**

Mr. Mike Hammons	Principal
Mrs. Sierra Hall	Assistant Principal
Mr. Nathan Burkle	Athletic Director
Mrs. Shann Dunn	Director of Student Services
Mrs. Erin Dillingham	Student Support Specialists

## Forward

Welcome to Rossville Middle/Senior High School! We're thrilled to have you here and are dedicated to ensuring your success. Our Student/Parent Handbook is updated annually by the Board of School Trustees to maintain a safe and productive learning environment. It covers students' rights, expectations, and procedures for parents and visitors. Parents need to review and discuss its contents with their children, and teachers will also review it with students at the start of the school year.

This handbook enhances student learning by providing clear guidelines for a safe and orderly environment. While it outlines rules, consequences, regulations, policies, and procedures, it's not exhaustive. The principal can interpret, clarify, or add items as needed. Its foundation includes Indiana Laws, case law, and policies from the Rossville Consolidated School District Board of Education Policy Manual. Ultimately, it serves as a guide to promote learning opportunities for all students.

Please take time to familiarize yourself with the important information in this Handbook and keep it available for frequent reference. Feel free to talk to the Principal if you have questions not addressed here. This handbook reflects the current status of the Board's policies and the School's rules. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies are available from the building principal and on the Corporation's website.

## Equal Opportunity Policy

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

Dr. Jim Hanna, Superintendent, (765) 379-2990, ext. 711  
P.O. Box 11  
1 Robert Egly Dr.  
Rossville, IN 46065

## Indoor Air Quality Coordinator

Mr. Chris Gorbett  
1 Robert Egly Dr.  
Rossville, IN 46065  
(765) 379-2990 ext. 350

## *Section I: General Information*

### School Crest

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



### **Legend**

1. Wheat Shock .....Agriculture
2. 1967-Tornado .....School construction date due to 1965 tornado
3. Treble Clef and Mask .....Music and Drama
4. Open Book and Torch .....Literary Achievement and Knowledge
5. Letter "R" .....Rossville High School
6. Winged Foot .....All Athletes
7. 1896 .....Founding Date
8. Linked Rings .....Unity between students & classes, school & community
9. Vertical Divider .....Highway 39
10. Horizontal Divider .....Highway 26
11. Intersection and Star .....Location of Rossville Middle/Senior High School

### 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:

1. Academic Excellence – We value rigorous educational experiences.
2. Community – We value differences among our students and staff.
3. Environment – We value a safe, secure and trusting environment.

### School Song

Fight team for R.H.S.

Fight Rossville High.

Battles are fought and won by thinking it can be done.

So if we will do our best, we'll never fail.

Courage will stand the test, so fight for Rossville, win for Rossville High!

(School song is sung to the tune "Anchors Aweigh.")

School Colors

The school colors are red and white.

School Mascot

The school mascot is the Hornet.

Regular Bell Schedule			2 Hour Delay Bell Schedule		
Period	Start	End	Period	Start	End
Entry	7:55	8:10	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	2:35
7th	2:20	3:10	7 <sup>th</sup>	2:40	3:10

## Student Rights and Responsibilities

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

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

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

## Student Well-Being

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

## Injury and Illness

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

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Each student must have an EMERGENCY MEDICAL FORM ON FILE IN THE OFFICE.

## Wellness Policy (Section 4200)

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

## Safety and Security

### Visitors and Guests

To ensure student safety and eliminate distractions to the educational process, only current RMHS students and employees have free access to the building. Visitors are generally not allowed in the building. All visitors must enter the building at the main entrance, door E5, and proceed immediately to the kiosk. Visitors will scan their driver's license or state-issued ID and then, if allowed, be granted access to the main office. If the visitor proceeds 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 are expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are "hanging around" the building after hours.

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

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

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

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

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

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

### RCSD Police Department

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

### Video Surveillance

The District utilizes 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.

## Emergency and Safety Drills

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

Fire drills are noted by a continuous-sounding alarm and a white strobe light on the annunciator. Threatening weather alerts, such as tornados, are announced through verbal directives over the public address system. Safety drills are also announced as verbal directives.

- **Hold** - Hold is the protocol used when hallways need to be kept clear of occupants.
- **Secure** – Secure is the protocol to safeguard people within the building.
- **Lockdown** - Lockdown is the protocol used to secure individual rooms and keep occupants quiet and in place.
- **Evacuate** -Evacuate is used to move people from one location to a different location in or out of the building.
- **Shelter** –Shelter is called when the need for personal protection is necessary.

## Emergency Closings and Delays (Section 2700)

Occasionally, it may become necessary to close or delay school due to inclement weather or unforeseen circumstances. The decision to close or delay school will almost always be made by 6:00 AM on the day school is to be closed and, if possible, the evening before. RCSD has a parent-school messaging system that informs parents of closings, delays, and early dismissal information.

## eLearning Days

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

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 by 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 on page 14.

## Cafeteria/Lunch Information

This system operates on a pre-deposit basis; Students may bring cash or check and deposit into their lunch account. Charges are not allowed. Any lunch account balance at the end of the school year will be carried over to the next school year. Negative balances must be paid before you can get your diploma. Students transferring out of Rossville must rectify negative balances. If you have any questions, please feel free to call the cafeteria office at 379-2990 extension 319.

## Lost and Found

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

## Student Valuables

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

## Nicotine/Tobacco Free Campus

RCSD is a Tobacco-Free Campus. DEFINITION—For the purpose of this policy, “tobacco” includes any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other tobacco product, as well as 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.

## Health Services

### **Medical Insurance**

The parent/guardian is responsible for providing medical insurance coverage.

### **Lice**

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

## Administration of Medication (Section 4210)

No medication shall be administered to a student without the written and dated consent of the student's parent. The parent's consent 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 medication, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with the student's parent or guardian's written permission. A student may possess and use the above-described sunscreen product at school and school events.

All prescription medicine, including injectable medication and blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original medicine, or the pharmacy label. If the medication is to be terminated before the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The parent's written consent and the physician's written order shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office, where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal.

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

A student may have on their person self-carry prescription medication such as an EpiPen or inhaler provided they have on file a written physician's statement, a note from the parent indicating acknowledgment of the self-carry medication, and a written statement from the school nurse that they are knowledgeable of the self-carry medication. Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

## Low THC Hemp Extract

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from Cannabis sativa L., which meets the definition of industrial hemp;
2. that contains not more than a three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to their child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. The product is in the original packaging and is UNOPENED;
3. The student's health care provider has provided the school with a prescription to administer the substance, which includes the dose, route, and time of administration; and
4. The product has been approved by (1) the Federal Food and Drug Administration or the Federal Drug Enforcement Agency as a prescription or over-the-counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to administering the low THC hemp extract.

### Hearing Screenings

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

### Vaccinations And Immunizations School Enrollment (Section 4030)

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 (For 2015-2016 for Kindergarten and 1st Grade)
- Meningitis and Tdap (For 2015-2016 for 6th Grade)
- Meningitis #2 (For 2015-2016 for Seniors)

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 when the child enrolls in Rossville Consolidated School District.

A religious 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 the 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 their enrollment without furnishing documentation of the immunization/test or a valid written objection to the immunization requirement.

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

### **Student Services**

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

### **Student Stress Policy**

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

### **PowerSchool and Canvas Access**

PowerSchool is our student management system, and Canvas is our learning management system. PowerSchool is used for attendance, contact information, and historical grades. Canvas is used by our teachers to convey digital content, curriculum, communication, and current grades to our students. Questions concerning these two systems or getting parent access should be directed to the Director of Technology.

### **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.

## 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 8:20-10:00 and 2:50-3:10

Period	Begin	End
1	10:10	10:40
2	10:45	11:15
3	11:20	11:50
	11:55	12:25 Lunch
4	12:30	1:00
5	1:05	1:35
6	1:40	2:10
7	2:15	2:45

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 the 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.

### **Definition of Virtual per Indiana State Reporting guidelines:**

**“Virtual: This code should be used when a student is considered “in attendance” at the virtual program or virtual school, pursuant to the local attendance policy. This code should be used for “traditional” virtual students. This code should be used when students are engaged in their instruction for an all-school planned eLearning day or any eLearning day in lieu of a cancellation.”**

## *Section II: Academics*

### Enrolling in School

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

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

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

Students enrolling from another accredited school must have an official transcript from the sending school to receive credit from that school. If the transcript is not presented at the time of enrollment, the Student Services department will assist in obtaining it.

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

### Withdrawals

When you know that you will be transferring to another school, report to the main office several days before the actual departure so that your records can be brought up to date. On the day of the actual withdrawal, go to the office and get a “Withdrawal Transfer Form” and a “Grade Report Sheet” which you will take to each of your teachers. The teachers will list the subject and the average grade you are earning, then, at the end of the day, take the “Withdrawal Transfer Form” to the office for the principal’s signature. During the last day, check with the library, return all books, and pay any fines; check with your teachers and return any equipment loaned for your use, such as physical education, home economics, agriculture, or other equipment. Pay all bills which you may owe the school corporation. If you have a class ring, pictures, yearbook, or other articles ordered, check with the teacher involved and arrange to cancel the order or forward the article to your new address. Advise the cafeteria of your withdrawal so that any delinquent balance can be paid or a request for a refund can be submitted. Give the school office your new address and the name and address of the school you will be attending. Notify the bus driver not to stop for you anymore.

## Transfer Students

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

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Rossville Consolidated School District but who wish to enroll their child in the school corporation must contact the building principal to schedule an appointment and complete the transfer paperwork located on the District's website.

## Homeless Students

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

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

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

9-12th Grade: 3.50

## Class Rank Policy

Class rank will be determined after eight full semesters at RHS. Plusses and minuses will be used to determine class rank. The Valedictorian and Salutatorian will be determined by the final class rank based on eight full semesters at RHS. Should a transfer student or home-schooled student, after the last semester of their senior year, have a higher grade point average than our eight-semester RHS Salutatorian, there will be both a Valedictorian and Salutatorian designated for these students. The designation will read Valedictorian: less than eight semesters and Salutatorian: less than eight semesters.

## College Entrance Requirements

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

## Correspondence Credit

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

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

## D/F Lists

Students who receive a D/F for a grading period lose privileges as teacher aides. To become a teacher aide again, the student must be removed from the D/F list.

## Weighted Grades

Any student taking an AP (advanced placement) or Indiana College Core (ICC) Dual Credit class and receiving a C- or higher will have a multiplier of 1.25 for the grade earned.

## Grades

Students and parents are encouraged to access online gradebooks and follow Canvas on a regular basis to monitor homework completion and academic progress. Please contact student services if you need assistance with your PowerSchool login. Physical report cards are not printed, as grades can be accessed anytime. If you do not have access to the internet, please contact the Student Services Department to obtain a printed grade report.

## Grading Procedures and Grade Classification

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

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

## Graduation Policy

In order to graduate from Rossville Senior High School, a student must have completed a minimum of forty (40) credits for a General Diploma or a Core 40 Diploma and forty-seven (47) credits for a Core 40 with Academic Honors or a Core 40 with Technical Honors Diploma. (Two years of a World Language and/or a Career Academic Sequence, six credits in one subject area, are highly recommended for the Core 40 Diploma.) The coursework will cover a variety of subjects as determined by the State of Indiana and the Rossville Consolidated School District Board of Trustees. In order for a student to be eligible for graduation, s/he must have met all of the requirements outlined below by the date of graduation. Students who do not complete all requirements by graduation day will not be allowed to participate in the graduation ceremony.

The Indiana Diploma Requirements for the General Diploma, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors can be found at the Department of Education website.

In addition to meeting the credit requirements, students must also pass the necessary English and Math Graduation Qualifying Exams or meet the necessary waiver requirements. The waiver requirements can be found on the Indiana Department of Education's website.

## Credit Classification for Class Standing

Throughout high school, students will remain classified with their cohort (the group with which they entered the ninth grade). Students who have not met all of his/her graduation requirements by the end of his/her senior year, can return to school as a fifth-year senior the following school year to complete the necessary requirements and credits needed to graduate.

### **Graduation Requirements (Through the class of 2028):**

Beginning with the class of 2023, students should complete a career pathway field of study, as directed by the IDOE. Students will need to complete “3 to Succeed.” They must: 1. Earn credits for their diploma type, 2. Show that they have employability skills (FORM REQUIRED), and 3. Complete at least one option from the list of post-secondary readiness competencies.

### **Indiana General High School Diploma: 40 Total Credits Required**

English/Language Arts: (8 credits)

Mathematics: (4 credits); (2) credits Algebra I and (2) credits any math course

Science: (4 credits): (2) credits Biology I and (2) credits any science course

Social Studies: (4 credits): (2) credits U.S. History, (1) credit U.S. Government and (1) credit any Social Studies course

Physical Education: (2 credits) = 2 semesters of PE

Health & Wellness: (1 credit) \*A combination of three specific FACS courses (see Guidance) satisfies this requirement

Career Academic Sequence: (6 credits)

Prep for College and Careers (1 credit)

Flex Credit: (5 credits) – To earn the 5 Flex Credits a student must complete one of the following:

Additional courses to extend the career academic sequence.

Courses involving workplace learning, which may include the following courses:

Business cooperative experiences

Cooperative family and consumer sciences

Advanced career-technical education, college credit

Electives: (5 Credits)

### **Indiana Core 40 Diploma: 40 Total Credits Required**

English/Language Arts: (8 credits);

Mathematics: (6 credits); (2) credits Algebra I, (2) credits Geometry, (2) credits Algebra II \*Algebra I credits before 9th grade count toward math credits and count toward students' high school GPA and credit count \*\*Quantitative reasoning courses are required both junior and senior years.

Science: (6 credits): (2) credits Biology I and (2) credits Chemistry I or Physics I or Integrated Chemistry/Physics and (2) credits any Core 40 science course

Social Studies: (6 credits): (2) credits U.S. History, (1) credit U.S. Government, (1) credit Economics and (2) credits World History/Civilization or (2) credits Geography/History of the World

Directed Electives: (5 credits) = World Languages, Fine Arts, Career/Technical

Physical Education: (2 credits) = 2 semesters of PE

Prep for College and Careers: (1 credit)

Health & Wellness: (1 credit) \*a combination of three specific FACS courses satisfies this requirement

Electives: (5 credits)

**Indiana Core 40 with Academic Honors:** Minimum of 47 Total Credits Required.

Complete all requirements for Core 40, and  
Earn 2 additional Core 40 math credits, and  
Earn 6-8 Core 40 world language credits, and  
Earn 2 Core 40 fine arts credits, and  
Earn a “C” or above in courses that will count toward the diploma, and  
Have a grade point average of “B” or above, and  
Complete one of the following:  
Two Advanced Placement courses and corresponding AP exams  
Academic, transferable dual high school/college courses resulting in 6 college credits  
One Advanced Placement course and corresponding AP exam and academic transferable  
dual high school/college course(s) resulting in 3 college credits  
Score 1200 or higher combined SAT math and critical reading \*\*\*SAT requirements will  
be modified with the addition of the writing section.  
Score a 26 composite ACT

**Indiana Core 40 with Technical Honors:** Minimum of 47 Total Credits Required

Complete all requirements for Core 40, and  
Earn a “C” or above in courses that will count toward the diploma, and  
Have a grade point average of “B” or above, and  
Complete a technical or career program resulting in 6-10 credits, and  
Earn a state recognized certification and/or a minimum of 6 Transcribed dual credits in  
a technical program

**Graduation Requirements (Graduating class of 2029 and beyond)**

Beginning with the class of 2023, students should complete a career pathway field of study, as directed by the IDOE. Students will need to complete “3 to Succeed.” They must: 1. Earn 42 credits for their diploma type, 2. Show that they have employability skills (FORM REQUIRED), and 3. Complete at least one option from the list of post-secondary readiness competencies.

**Indiana High School Diploma:** 42 Total Credits Required

English/Language Arts: (8 credits), (2) credits must be English 9, (1) must be in a communication course. and (5) additional English credits.  
Mathematics: (7 credits); (2) credits must be Algebra I, (1) must be in Personal Financial Responsibility and (4) additional math credits.  
Science, Technology and Engineering: (7 credits): (2) credits must be Biology I, (1) credit must be Computer Science, (2) additional science credits, and (2) STEM-focused credits.  
Social Studies: (5 credits): (2) credits must be U.S. History, (1) credit must be U.S. Government and (2) credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)  
Physical Education: (1 credits) = 1 semester of PE  
Health & Wellness: (1 credit) = 1 semester of Health & Wellness  
Personalized Electives: (12 credits) Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.  
Prep for College and Careers (1 credit) = 1 semester of PCC.

### Enrollment Honors Seal:

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits, Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study.
- Complete at least 6 Science credits, Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study.
- Earn a C or higher in all courses and earn a cumulative B average.
- Complete one of the following:
  - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams.
  - Earn 6 college credits.
  - Score a 1250 on the SAT or a 26 on the ACT.
    - Earn two of the following:
      - At least 3 college credits
      - 2 credits in AP courses and take corresponding exams.
      - 2 credits in IB courses and take corresponding exams.
      - 2 credits in Cambridge courses and take corresponding exams.

### Enrollment Honors PLUS Seal:

- Earn the Honors Enrollment Seal, plus:
- Earn a credential of value\* that may include, for example:
  - Associate degree.
  - Technical Certificate.
  - Indiana College Core.
  - AP Scholar with Distinction.
  - Cambridge AICE Diploma; or IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic.

### Employment Honors Seal:

- Complete one of the following:
  - A market-driven credential of value\* aligned to a specific occupation.
  - 3 courses in a Career and Technology Education (CTE) pathway.
  - An approved career preparation experience aligned to Indiana's CSA program, or an approved, locally created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic.
- Meeting attendance goal.

### Employment PLUS Honors Seal:

- Earn the Honors Employment Seal, plus:
- Earn a market-driven credential of value\* that may include, for example:
  - Associate degree.

Technical Certificate.  
Indiana College Core; or Advanced industry certificate.  
Complete additional work-based learning (a total of 650 hours in one or more experiences) that may include, for example:  
Pre-Apprenticeship  
Modern Youth Apprenticeship  
Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally.

**Enlistment and Service Honors Seal:**

Complete one of the following:  
Introduction to Public Service course or approved locally created equivalent  
Emphasis on developing an awareness of the physical standards and character required for service  
One year of JROTC in high school  
Achieve a score of 31 on the ASVAB and complete one of the following:  
All three components of the  
Career Exploration Program  
A career exploration tool approved by IDOE  
Meeting attendance goal.  
Demonstrate skill development in Communication, Collaboration, and Work Ethic  
Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals.

**Enlistment and Service PLUS Honors Seal:**

Earn the Honors Enlistment Seal, plus:  
Complete one of the following:  
Achieve a score of 50 or higher on the ASVAB  
Enrollment in ROTC at the collegiate level  
Acceptance to a service academy  
Demonstrate excellence in leadership through one of the following:  
Completion of at least 100 hours of public service.  
Holding a leadership role in a co/extracurricular activity.  
Completion of two seasons of a team-based physical sport or activity

**Honor Roll**

“A” Honor Roll..... All (A’s)  
“B” Honor Roll ..... No Grade Lower Than A (B-)

**Post-Secondary Credit**

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

- A. Prior approval is obtained by the Board of Education or its designee;

- B. The post-secondary institution shall be accredited by the Council of Postsecondary Proprietary Education;
- C. The maximum number of credits earned shall not exceed FOURTEEN (14).

**Semester Grade Point Average Assignment**

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

**Senior Information**

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

**Schedule Change**

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

**Teacher Aides**

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

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

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

**Add/Drop Policy**

Students should take great care in the selection of classes during the spring semester. If a change is needed due to a failing grade, the administration will correct the class. All other situations will be determined by the administration.

**Transcripts**

A permanent record of the courses taken by a student, grades and credits received, and attendance record are kept in the student services office. When a student transfers to another school, applies for admission to college or makes application for employment, the school will,

upon request from the student or other school, make an official copy. To be official, a transcript must be sent where requested without passing through the hands of the person whose record is transcribed.

### Alternative Grade Assignment

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

### Homework Policy

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 the teacher's discretion.

### Tutors

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

## STUDENT DIRECTORY INFORMATION (Section 4101)

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

The Rossville Consolidated School District (District) designates the following items as Directory Information:

1. Name of student
2. Address
3. Telephone number(s)
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Hair and eye color
8. Dates of attendance ("from and to" dates of enrollment)
9. Degrees and awards received
10. Most recent previous school attended
11. Date of birth
12. Photograph
13. Videotape not used in disciplinary matters
14. Student work without a grade and name of student
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a password, PIN, or similar code.
16. Electronic Mail Address (the school-provided e-mail address will be provided if available) The District may disclose any of these items without prior written consent unless notified in writing to the contrary by September 1.

### Release of Student Directory Information to Military Representatives

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by federal law. For purposes of these laws, directory information is defined as the name of the student, address, published telephone number, electronic mail address, and the school-provided address, if available. A parent or a student over the age of 18 has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release.

### Educational Records Definitions

1. Education Records. Education records are those records, files, and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized

education programs. Education records are the property of the school corporation. Therefore, access to and correction of education records is governed by this policy.

- 1.1. Exclusions. Education records do not include the following
  - 1.1.1. Data relates to a student or groups of students but by which the student(s) cannot be identified.
  - 1.1.2. Records are kept in the maker's sole possession and are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.
  - 1.1.3. Privileged communications made under IC 20-28-10-17 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 31-6-11.
  - 1.1.4. Grades on peer-graded papers before they are collected and recorded by the teacher.
- 1.2. Parent. A parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term consists of the custodial and noncustodial parent of a student.
- 1.3. Student. A student is any individual who is or has been attending the school corporation.
- 1.4. Eligible Student. An eligible student is a student who has reached eighteen (18) years of age or is attending a postsecondary education institution.
- 1.5. Disclosure. Disclosure permits access to, the release of, transfer of, or communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means to any party except the party identified as the party that provided or created the record.
- 1.6. Personally Identifiable Information. Personally, identifiable information is information by which it is possible to identify a student with reasonable certainty, including, but not limited to, the following:
  - 1.6.1. The name of a student, a student's parent, or any other family member.
  - 1.6.2. The address of a student or student's family.
  - 1.6.3. A personal identifier such as a student's social security number, student's number, or biometric record.
  - 1.6.4. A list of personal characteristics, including disability designation.
  - 1.6.5. Other indirect identifiers such as the student's date of birth, place of birth, and mother's maiden name.
  - 1.6.6. Other information alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty.
  - 1.6.7. Information is requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

## 2. Rights of A Parent and An Eligible Student

- 2.1. Rights of a parent. The rights afforded to a parent under this policy shall be given to either parent, including a custodial and noncustodial parent, unless the school corporation has been provided with evidence of a court order or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
- 2.2. Rights of an eligible student. The rights afforded to a parent under this policy shall transfer to a student when the student becomes an eligible student, as defined in this policy unless the student has been adjudicated incompetent by a court or the type and severity of the student's disabling condition would make a transfer inappropriate.

## 3. Custody and Protection of Education Records

- 3.1. Place records are kept. Education records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation, in the special services office, or in the school in which the student is currently enrolled. With the superintendent's consent or the superintendent's designee, a portion of education records may be kept in other places for effective school administration. Upon request, a list of the types and locations of education records will be provided to a parent or eligible student.
- 3.2. Control of the records. Education records shall be under the person's immediate control in charge of the building where the education records are maintained. This person shall be responsible for carrying out this policy.
- 3.3. Record of access to education records. Each individual student cumulative folder and each student record maintained separately from the folder shall contain as a part thereof written form upon which any person examining such records shall indicate the following:
  - 3.3.1. The identity of such a person.
  - 3.3.2. The specific record was examined.
  - 3.3.3. Purpose of the examination.
  - 3.3.4. The date on which, or in the case of a person whose job within the school corporation system requires repeated examination, the period of time over which such examinations were made.

No such record needs to be kept when the disclosure was to a parent or eligible student, school staff members with legitimate educational interests, a party with written consent from the parent or eligible student, or a party seeking directory information.

## 4. Access to Education Records

- 4.1. Right of access. A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof. In addition, a representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.

- 4.2. Manner of exercising such rights. Such right shall be exercised by presenting a written request to the superintendent's office or the superintendent's designee. The request shall specify the specific education records that the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent, student, or eligible student by letter or otherwise to determine the desired scope of education records to be inspected.

Compliance with all requests to access education records must occur without unnecessary delay and in no case more than forty-five (45) days after a request has been made. In addition, if requested, a parent or eligible student must be given access to the student's education records before any meeting regarding an individualized education program or pending due process hearing.

All inspections of education records shall be made during regular business hours. A school official shall be present during any such inspection to assist in the interpretation of the records.

- 4.3. Records involving more than one student. Where the records requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student of the parent or the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student of the parent or the student making the request.
5. Disclosure of Education Records to Third Parties
    - A. Disclosure without the consent of the parent or eligible student. The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student:
      1. School officials within the school corporation who have legitimate educational interests. Officials with legitimate educational interests are individuals who are directly involved in the development and/or delivery of educational services to the student at the time of access.
      2. Officials of another school, school corporation, or postsecondary education institution where the student seeks or intends to enroll. Upon request, the parent or eligible student may receive a copy of the record that was disclosed.
      3. Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services so long as the disclosure is for purposes related to the student's enrollment or transfer. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. However, the parent or eligible student may receive a copy of the record that was disclosed upon request.

4. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
  5. Organizations conducting studies for or on behalf of the school corporation to develop, validate, or administer predictive tests and improve instruction.
  6. Accrediting organizations in order to carry out their accrediting functions.
  7. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
  8. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
  9. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition, however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event no less than 24 hours before disclosure.
  10. Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
- B. Disclosure with consent. Education records may be furnished to any other person only with the parent's written consent or eligible student. Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school corporation shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.

#### 6. Correction of Education Records

A parent or eligible student shall have an opportunity for a hearing to challenge the content of the student's education records to ensure that they are not inaccurate or misleading, or otherwise in violation of privacy rights or the student's constitutional rights. If the parent or eligible student believes that such records should be corrected or deleted, the parent or eligible student shall advise the superintendent or the superintendent's designee, who shall provide the parent or eligible student an informal conference. If the school corporation agrees to amend the

contents of the records, the change shall occur within ten (10) business days of the date the request is received. The school corporation shall notify the parent or eligible student of the change and a copy of the amended contents if the parent or eligible student requests.

In the event no agreement is reached, the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing shall be held thereon, and appeals were taken to the school board, in the same manner as under the school student discipline rules or, in the case of a student with disabilities, under 511 IAC 7.

#### 7. Copies of Education Records

Copies of education records may be provided to a parent or eligible student at no charge where such a person is unable to inspect and review the education record personally because of distance or other valid reasons. Fees for the actual costs of the copies shall be assessed by the superintendent or the superintendent's designee. No fees may be assessed for the search or retrieval of education records.

#### 8. Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, telephone listings, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, date of birth, and grade level, without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations, and state or local governmental agencies.

A parent or eligible student who desires to object to the disclosure of any or certain categories of directory information should request a form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent's office. An objecting parent or eligible student may use this form to deny the consent for the release of all directory information, or the parent or eligible student may selectively deny consent by circling those categories of directory information the parent or eligible student does not wish release.

Building principals shall ensure that parents and eligible students are informed of their right to object to the release of directory information and that they have fourteen (14) calendar days from the date of receipt of the Annual Notice to Parents and Students of Their Rights Concerning Education Records in which to file an objection.

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

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

### National Honor Society

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

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

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

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

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

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

#### National Honor Society Induction Appeals Process

The chapter advisers will report the results of the Faculty Council voting to the principal, and within that report the criteria-based reason(s) for non-selection will be included, the basis for non-selection will be available to share upon request. Selection and Non-Selection letters will be issued after the principal's review of the Faculty Council's recommendation.

Non-selection appeals must be received by the high school principal within 7 school days of receiving the non-selection letter. Appeals must include an explanation written by the student setting forth the reasons for the appeal and the reasons why the student should have been selected, optional recommendation letters will be considered and can be impactful.

Outcomes of an appeal can include, but are not limited to:

- Rejection of the appeal, sustaining the original judgment
- Request from the principal for the NHS Faculty Council to reconsider the case
  - Upon this request, the NHS Faculty Council will reconvene to review the case and make a final decision to select or not select

This decision is the final decision and is not subject to further appeals.

All decisions concerning selection, non-selection, or dismissal shall be communicated to the student in a dated written form, including decisions concerning appeals, and may be limited to the decision to select or not select, to dismiss or not dismiss, and/or to deny or grant the appeal, without explanation.

### Americans with Disabilities Act

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

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

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

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

### Free and Appropriate Public Education

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

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

### Clinton County Joint Services

Rossville Consolidated School District, along with Clinton Central and Clinton Prairie, recently formed Clinton County Joint Services. The Joint Services provide specific services to the school corporations for special education students. For parents of a child who has or may have a disability, federal and state laws give them certain rights – called procedural safeguards. Parents who desire a more detailed explanation of these rights should contact the school principal or the Director of Exceptional Needs for Clinton County Joint Services. Parents may also contact the Indiana Department of Education, Office of Special Education, Indiana Government Center North 9th Floor, 100N. Senate Ave., Indianapolis, IN46204; (317) 232-0570 or toll-free at (877) 851-4106.

## *Section III: Attendance*

### Attendance Policy (Section 4320)

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 Limits: If a student accumulates ten unexcused absences from school during a semester, the student and parent will be referred to the appropriate administrator for appropriate action. Absences due to disciplinary suspension will not count toward the ten-day limit.
  1. Absences are classified into two classes: Excused and Unexcused.
3. Attendance/Instructional Time:
  1. In-Person Instruction:
    1. Attendance shall mean being 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 those attending in-person, which is 5 hours per day for students in grades 1 through 6 and 6 hours per day for grades 7 through 12.

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.
4. Excused Absences:
  1. Service as a Page to the Indiana Legislature (students will be considered in attendance at school)
  2. Serving as a poll worker on election day or helper to a political party or candidate (students will be considered in attendance at school)
  3. Active duty in the Indiana National Guard or the United Armed Forces its Reserves (students will be considered in attendance at school)
  4. Civil Air Patrol participant (students will be considered in attendance at school)
  5. Exhibiting at or participating in the Indiana State Fair or member of the student's household {up to five days and if the student is in good academic standing}(students will be considered in attendance at school)
  6. Court appearances with a subpoena (students will be considered in attendance at school)
  7. Personal illness with a note from a doctor
  8. Personal illness with a note from a parent (Limited to five (5) days per semester to be counted as excused absences; the sixth (6th) and thereafter will be counted as an unexcused absence)
  9. Death in the immediate family
  10. Absences due to medical or dental appointments (with doctor's office documentation)
  11. School-sponsored field trips (students will considered in attendance at school)
5. Vacations and other Planned Absences (including College Visits): Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

6. Unexcused Absences: All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.
7. Make-up Work: Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.
8. Excused Absences and Written Verification: Written verification must be presented for all excused absences. The written excuses must be turned into the office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this 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.
9. 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.
10. Chronic Absenteeism: Chronic absenteeism is defined as a student who has been absent for ten percent (10%) or more of a school year. Administrative intervention shall be initiated when a student is deemed a chronic absentee.

11. Intervention Procedure: When a student has accumulated five (5) unexcused absences, the principal or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) unexcused absences, a parent conference will be requested. After a student has reached the ten-day limit per school year of unexcused absences, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the building principal or designee. The building principal or designee may recommend the following:
  1. Assignment of alternative placement with loss of participation in school activities and events.
  2. Written contract as an individual intervention plan.
12. Truancy Prevention Procedures: The following procedures apply to students enrolled in Kindergarten through Sixth Grades who have five (5) unexcused absences in a 10-week period:
  1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
    1. the student is an absent student based upon having five (5) unexcused absences within a ten (10)-week period;
    2. the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
    3. the school will be initiating truancy prevention measures in regards to the absent student;
    4. the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and
    5. the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.
  2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:
    1. Building Principal or designee
    2. A teacher of the student
    3. The parent of the student

4. Parent's Representative if the parents gives 48 hours' notice of the representative attendance and the name of the representative
3. The school shall establish an attendance plan that includes:
  1. Wraparound services to ensure school attendance for the student.
  2. A description of the behavior required and/or prohibited for the student.
  3. The effective time period for the plan, but not to exceed 45 instructional days.
  4. Disciplinary actions the school will take if the student does not comply with the plan.
  5. A referral to counseling, mentoring or other services for the student as appropriate.
  6. Whether the parent is required or expected to attend the services assigned to the student.
  7. The signature of the student and the parent agreeing to the plan.

13. 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.

14. 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.

## 15. 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.

### Notification of Absence

Parents/legal guardians are responsible for notifying the school of their child's absence by calling (765) 379-2551 ext. 300, 313 or 318 before 9:00 am on the day of the absence and after 9:00am dial ext. 300 for attendance and other needs. This call serves as notification of the student's absence as well as why s/he is not attending school. If the Administration has not received notification of an absence by this time, verifications will be made using the contact information listed on our student management system, PowerSchool. If no verification of the absence is made within two (2) school days of the absence, it will be classified as Truant.

### Sent Home By The Nurse

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

## Finals

Finals will only be given in advance with a prearranged absence form and at teacher's discretion. 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.

## Habitual Absence

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

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

Habitual Truancy is a student who truants from school for ten (10) days or more within a school year.

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

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

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

## 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 into 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. (e.g. Senior Trip, Failing Grades)

### Extra/Co-Curricular Participation

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

A student can be removed from an extra/co-curricular activity after picking up their 10th unexcused absence during a semester.

## *Section IV: Student Activities*

### After School Activities

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

### Eligibility

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

### Student Drug Testing Program

Through driving or participation in extra-curricular and co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while they have drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle. The program is non-punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

Participation in extracurricular, co-curricular, and driving activities is a privilege. This policy applies to all students in grades 6-12 who wish to participate in any of these activities and those students who volunteer to be placed in the testing pool, even if they do not participate in extra or co-curricular activities or do not drive to school. The following are details about the process we have in place that will assist our students in their quest to be drug-free. Random screens will be completed for the following substances: Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Cocaine, Nicotine, Opiates/Methadone, Phencyclidine (PCP), Cannabinoids (Marijuana), and Ethanol (Alcohol).

Quarterly draws will be made on varying days throughout the nine-month school year, on any day between Monday and Friday. Twelve students will be drawn from the middle/high school roster. The program will also be available and apply to all RCSD students who have on file with the administration a consent form signed by the student and anyone of the student's parents or guardians. The consent shall provide, at any time requested, a urine sample to be tested as provided under the policy for testing student-athletes. All of these "opt-in students" will be treated as "student-athletes" for all purposes under the policy and related guidelines. Selection of students for testing will be done on a random basis unless reasonable cause exists for an administrator/coach/sponsor to suspect drug use, and then said student will be tested. Each student shall be eligible for random testing. Selections may be made from time to time throughout the year.

On being selected for testing, each student will be required to provide a sample of his or her urine in a verifiable manner. Collection of urine samples will be done in the least offensive way that reasonably ensures the integrity and identity of the sample. A student's failure to provide a useable sample within a designated amount of time will be treated as a refusal, and the student will be subject to consequences as outlined in the policy. Each sample will be tested for all drugs indicated under the laws of the State of Indiana.

A student may report in writing to the administration that the student is self-reporting usage. The administration will review for reduced consequences. The administration may impose other drug test upon the self-reporting individual until a clean screen is attained with determined consequences. In the event of a positive test, the self-reporting student will receive one half of the consequences, which would otherwise apply at that time. Self-reporters will be required to participate and complete the education process set up by RCSD. If any test is determined to be positive, the director of athletics or the designated school administrator will so advise the student and the student's custodial parent(s) or guardian(s) with the type of substance which was found. The student or the student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test has been satisfactorily explained. If the student or the student's custodial parent(s) or guardian(s) desire, they may have any remaining portion of the urine sample analyzed or any new sample taken and analyzed. Any re-test should be done under conditions in which the sample is verified and transmitted to the laboratory by the administrative designee and where the results are returned to the administration. RCSD will not pay for any re-testing, and RCSD will not be required to pay for any counseling or subsequent treatment.

RCSD reserves the right to order a follow-up test for any student who tested positive. If a student tests positive, submits an adulterated sample, or refuses to be tested at any time, the student will not be able to participate in activities or drive to school and the student will be subject to the consequences provided in our guidelines. A negative test would be required prior to any form of reinstatement.

Any student selected for testing under this policy will be subject to the following consequences for each adulterated sample and for each "positive" drug test that is not satisfactorily explained.

First Offense = Suspension of 50% of the co-curricular activities, sports season, and/or suspension from driving for 45 days. The student will have the option to take a four hour class as determined by the school corporation to reduce this to 25%.

Second Offense = Suspension from driving, athletics, or co-curricular activities for one calendar year from the date of the suspension.

Third Offense = Suspension from driving, athletics, or co-curricular activities for high school career.

### Extra/Co-Curricular Programs

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

### Scholastic Eligibility

1. To be eligible for extracurricular activities/clubs, a student participant must have received passing grades at the end of the student's last grading period or semester in school in at least five (5) full-credit subjects or the equivalent.
2. A student participant may practice during or following the student's ineligibility, but this will be left to the discretion of the head moderator/coach.
3. Eligibility is determined on the day when grade cards are issued.
4. This includes but is not limited to plays, musicals, band and choir performances, singing the National Anthem before basketball games, etc.

### Conduct

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

1. Every student participant shall not possess, distribute, use, or be under the influence of tobacco, or "look-alike substances", marijuana, a stimulant, an intoxicant (or huffing a chemical thereof), a narcotic, depressant, or a hallucinogen whether prescription or 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 sports season.
6. Every student participant is expected to adhere to school policy.
7. Any student participant absent from school for four periods or more during the day due to illness will not be allowed to practice or participate that day.
8. In case of injury or illness requiring a doctor's care, a student participant must have a written release from the doctor to resume practice or participate if the club/team requires physical activity.

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

## Violations

It is the responsibility of each individual moderator/coach to administer rules and guidelines that are reasonable and feasible in promoting a wholesome and functional program. It is understood that a student participant must abide by the rules and guidelines set forth by Rossville Middle/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 R.H.S.
5. An attorney may not represent the student or parent at an appeal hearing.
6. For athletic appeals, this is the final step in the process.

## Penalties

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

- Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:
  - a. 1st offense: 20% of season suspension from extracurricular activity/club if the student participant self-reports the violation or 50% of season suspension if the moderator/coach/administration has to investigate the violation. The student participant must complete the extracurricular season in which s/he is serving the suspension, or the full suspension will be applied to the next extracurricular season.
  - b. 2nd offense: Expulsion from high school or middle school extracurricular activities/clubs for one year with probation lasting for the remainder of high school or middle school career.
  - c. 3rd offense: Expulsion from high school or middle school extracurricular activities/clubs shall last for the remainder of high school or middle school career.
- Individual moderator's/coach's rules and practice attendance: penalty is left to the discretion of the moderator/coach.
- Unexcused absence, school suspensions, absence from school for more than four periods due to illness: Ineligible to participate in contest or practice. If a suspension continues from Friday through Monday, then the athlete is ineligible for any Saturday contest also.
- Violation of school policy: The principal, administrative assistant, along with the moderator/coach, will administer any punishment brought about by a violation of school policy.
- For just cause, the principal and administrative assistant, with the moderator's/coach's knowledge, may temporarily suspend a student.
- Ejection from an extracurricular contest: The student will be placed on probation for the remainder of the school year following a review by the principal and administrative assistant.

### Dances (High School)

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

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

### Dances (Middle School)

Student Council and NJHS host dances for the middle school throughout the school year. Most dances begin at 3:15 p.m. and last until 5:00 p.m. with the exception of the RMS Student Council theme dance in the Spring Semester. (\*For this dance only, a middle school guest may come to the dance provided prior approval through the middle school office has been obtained). Only Rossville Middle School students and approved guests are allowed at middle school dances. Middle school students are not allowed at high school dances, and high school students are not allowed to attend middle school dances. Students who have had a serious administrative action will not be allowed to go to dances.

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

## *Section V: Transportation*

### District-Provided Bus Transportation

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

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

### Student Expectations

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

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

- Refrain from leaving or boarding the bus at locations other than assigned stops at home or school;
- Refrain from extending head, arms, or objects out of the bus window;
- Open windows only with permission from the driver;
- Observe classroom conduct expectations and obey the driver promptly and respectfully.

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

### Violation Procedures

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

## Student Parking

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the District. Rossville Consolidated School District is not responsible for any vehicle or its contents. Those students who utilize this privilege must have their vehicle registered through the main office. Driving to school is a privilege that can be revoked. Registration is \$2, and it requires a copy of a valid driver's license, vehicle registration, and a completed drug testing form. Parking permits will be issued from the main office. The following regulations are in place for all students driving to and from school or school functions to ensure the safety of all individuals utilizing the parking lot:

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

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

## *Section VI: Student Expectations*

### Philosophy

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

### Expected Behaviors

Students are expected to:

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

### Classroom Environment

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

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

### Student Discipline Rules (Section 4300)

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:

## Progressive Consequences Procedure Matrix

Level 1: Teacher Managed	Level 2: Teacher Managed and/or Office Managed	Level 3: Office Managed
<p>Problem behaviors <i>not limited to</i> the following examples:</p> <ul style="list-style-type: none"> <li>➤ Distracting or disruptive behaviors</li> <li>➤ Not following directions</li> <li>➤ Unprepared for class</li> <li>➤ Sleeping</li> <li>➤ Inappropriate dress</li> <li>➤ Peer conflict</li> <li>➤ Name calling</li> <li>➤ Running</li> <li>➤ Out of Seat</li> <li>➤ Not taking responsibility for actions</li> <li>➤ Talking</li> <li>➤ Inappropriate bathroom behavior</li> <li>➤ Disobeying cafeteria rules</li> <li>➤ Incomplete assignments</li> </ul>	<p>Problem behaviors <i>not limited to</i> the following examples:</p> <ul style="list-style-type: none"> <li>➤ Inappropriate noises, language, gestures, touch</li> <li>➤ Cheating</li> <li>➤ Minor property damage</li> <li>➤ Internet technology misuse</li> <li>➤ Horseplay</li> <li>➤ Pushing, shoving</li> <li>➤ Leaving an authorized area</li> <li>➤ Throwing objects</li> <li>➤ Unsafe bathroom behavior</li> <li>➤ Verbal aggression</li> <li>➤ Inappropriate displays of affection</li> <li>➤ Spitting</li> <li>➤ Harassment/bullying</li> <li>➤ Argumentative behaviors</li> <li>➤ Disrespect to adults</li> <li>➤ Consistently not following directions</li> <li>➤ Lying</li> <li>➤ Forgery</li> <li>➤ Persistent level one behaviors</li> </ul>	<p>Problem behaviors <i>not limited to</i> the following examples:</p> <ul style="list-style-type: none"> <li>➤ Aggressive behavior</li> <li>➤ Fighting/physical aggression</li> <li>➤ Direct, inappropriate language or gestures towards adults</li> <li>➤ Horseplay resulting in injury</li> <li>➤ Behavior resulting in serious injury to another or endangering another</li> <li>➤ Assaults/threats</li> <li>➤ Bullying</li> <li>➤ Severe internet misuse/Cyberbullying</li> <li>➤ Battery</li> <li>➤ Sexual harassment</li> <li>➤ Property destruction or misuse</li> <li>➤ Damage to property of school personnel</li> <li>➤ Verbally assaulting/harassing or sending written threats of harassment to school personnel while on or off school grounds</li> <li>➤ Behavior that results in psychological or physical harm to another</li> <li>➤ Coercion</li> <li>➤ Theft</li> <li>➤ Illegal substances</li> <li>➤ Weapons</li> <li>➤ Depriving others of access to a school building and its use</li> <li>➤ False reporting</li> <li>➤ Persistent level two behaviors</li> </ul>
<ul style="list-style-type: none"> <li>➤ Redirect behavior</li> <li>➤ Reteach expectations</li> <li>➤ Modified seating</li> <li>➤ Proximity control</li> <li>➤ Nonverbal cue to correct behavior</li> <li>➤ Model the correct behavior</li> <li>➤ Counseling</li> <li>➤ Loss of privilege</li> <li>➤ Parent contact</li> <li>➤ Document PowerSchool</li> <li>➤ Detention (LD, ASD)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reteach expectations</li> <li>➤ Loss of privilege</li> <li>➤ Administration contact</li> <li>➤ Parent contact</li> <li>➤ Document PowerSchool</li> <li>➤ Detention (LD, ASD)</li> <li>➤ Removal from class</li> <li>➤ In school suspension</li> <li>➤ Behavior contract for persistent level two behaviors</li> <li>➤ Check-in/Check-out</li> <li>➤ Point Sheet</li> </ul>	<ul style="list-style-type: none"> <li>➤ Loss of privilege</li> <li>➤ Administration contact</li> <li>➤ Parent contact</li> <li>➤ Parent conference</li> <li>➤ Detention (LD, ASD)</li> <li>➤ Removal from class</li> <li>➤ In school suspension</li> <li>➤ Behavior contract</li> <li>➤ Out of school suspension</li> <li>➤ Expulsion</li> </ul>

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, which 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.
6. 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.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. 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.
9. 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.
10. 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.
11. 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 11: 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.
12. 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.

13. 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.
14. 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 systems.
15. Offering to sell or agreeing to purchase a controlled substance, alcoholic beverage.
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 and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices 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.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

29. 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.
30. 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.

31. 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:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the 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 designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation 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 alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within the next day after completing the investigation of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
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. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
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:
  - 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:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
    - A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
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 of 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 the 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 school work 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, 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's 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.

## Dress Code

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

- Any clothing, jewelry, or item which alludes to gangs, weapons, drugs, alcohol, tobacco, or profanity
- Any clothing or item that is demeaning to self and/or others, including racial put-downs, sexually demeaning pictures, words, numbers, or sexual innuendo

Inappropriately revealing clothing. No crop tops, tank tops (boys) spaghetti straps (girls) or off the shoulder tops may be worn. Pants may be worn with holes as long as they are not revealing nor disrupt or distract from the learning environment.

- Shorts/skirts may be worn; however, use great discretion when determining the length. Short shorts/skirts are not allowed.
- Chains or any form of spiked accessories
- Hats, caps, hoods or head scarves, unless worn for bona fide religious or medical reasons

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

## Inappropriate Display of Affection

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

## Inappropriate Language

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

## Cheating/Plagiarism

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

Cheating includes, but is not necessarily limited to:

- copying answers to test items, essays, projects, or homework from another student,
- offering or receiving answers to test items, essays, projects, or homework from another student,
- unauthorized removal of test materials, essays, projects, or homework from a teacher’s desk, computer, or classroom, and
- Plagiarism – the use of another’s writing without giving proper credit or without giving any credit at all to the writer of the original or source material.

First offense: Teacher discretion

Second offense: Zero/Detention

Third offense: Zero/ISS

Fourth offense: Failing grade for the 9 weeks

- eLearning or Virtual Days – counted absent but can make it up with paper and pencil

## Failure to Comply

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

## Insubordination

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

## Student Passes

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

## Conflict

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

## Examples of Conflict

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

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

## Conflict/Harassment/Intimidation/Threat/Bullying

<b>Conflict</b>	<b>Harassment</b>	<b>Bullying</b>
<ul style="list-style-type: none"> <li>• Both sides are aggressive</li> <li>• There is a disagreement</li> <li>• No obvious imbalance of power</li> <li>• Neither person enjoys the interaction</li> <li>• Often angry or frustrated at each other</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression is one-sided</li> <li>• No disagreement</li> <li>• Imbalance of power</li> <li>• One side enjoys interaction and the other doesn't</li> <li>• Not angry at the other person</li> </ul>	<ul style="list-style-type: none"> <li>• Same harassing behavior where:</li> <li>• Aggressor has been told multiple times to stop but still continues</li> <li>• Creates an objective hostile school environment for the targeted student</li> </ul>
<b>Examples of Corrective Interventions</b>		
<ol style="list-style-type: none"> <li>1. Meeting w/school counselor &amp; possible referral to administration</li> <li>2. Meeting w/administration</li> <li>3. Same as above, enrollment into a conflict resolution course &amp; possible suspension</li> <li>4. Meeting w/administration &amp; suspension, possibly expulsion</li> </ol>	<ol style="list-style-type: none"> <li>1. Meeting w/school counselor, administration &amp; parent contact</li> <li>2. Same as above, enrollment into a harassment course &amp; 4 After School Detentions</li> <li>3. Meeting as above &amp; 3 day suspension</li> <li>4. Classified as Bullying</li> </ol>	<ol style="list-style-type: none"> <li>1. Meeting w/school counselor, administration &amp; up to 5 day suspension possibly expulsion</li> <li>2. Meeting w/school counselor, administration &amp; suspension with a recommendation for expulsion</li> </ol>

## Student Searches (Section 4101)

The Rossville Consolidated School District recognizes that students maintain their privacy rights while attending school and school-related events and that these rights include the right to be free from unreasonable searches by school personnel. Searches of students and motor vehicles shall be conducted under the following guidelines:

1. General: Certified school personnel (or in the case of an emergency involving an immediate danger to students or others, any school personnel) may search a student's person, locker, or vehicle if there is reasonable suspicion to support that search. As used in this policy, "reasonable suspicion" is based on the school personnel's specific reasonable inferences, which may be drawn from the facts known to the school personnel evaluated based on their experience. These facts may include, but shall not be limited to, tips from reliable sources, suspicious behavior or smells, or observations that indicate that evidence tending to prove that the student is violating the school's rules or the law is present in the area to be searched. No search shall go beyond the extent necessary to accomplish the search's objective. Non-certified school personnel may assist in any search, but the search itself must be authorized and supervised by certified school personnel, except in the case of emergencies described in the first sentence of this paragraph.
2. Student's Person: A search of a student's person may only occur if there is reasonable suspicion to believe that the student is in possession of evidence tending to prove that the student is violating the school's rules or the law. Generally, searches of a student's person shall be limited to (1) searching the student's pockets; (2) searching any object in the student's possession such as a purse, briefcase, backpack, or jacket; (3) a "patdown" of the student's clothing in non-sensitive areas; or (4) the removal of shoes and socks. Searches of a student beyond these four types of searches shall not be done unless school personnel has reasonable grounds to believe that the student possesses items that (1) cause an immediate danger of physical harm to that student or other persons or (2) consist of illegal drugs or alcohol. Except in cases of emergencies involving an immediate danger to students or others, these more intrusive searches may take place only upon specific authorization by the principal or their designee, must be conducted in private by a person of the same sex as the student being searched, and must be witnessed by one school employee of the same sex.
3. Motor Vehicles: Students are permitted to park on school premises as a matter of privilege, not a right. However, motor vehicles may be searched if there is reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the vehicle.

4. Disposal of Items: Items found in the course of a search that tend to prove violations of school rules or the law may be used in disciplinary proceedings against the student or turned over to appropriate authorities for use in criminal or juvenile proceedings. The school may also turn over the item to the student's parent or guardian either at the time of the search, the conclusion of any school disciplinary proceedings, at the end of the semester, or the school year. Items can be destroyed if they have no significant value or if their existence presents an immediate danger of physical harm to any person.

#### **Locker and Desk Inspection Policy and Rules (Section 4400)**

All lockers and desks made available for student use on the school premises, including but not limited to lockers and desks located in the hallways, physical education and athletic dressing rooms, agricultural education classrooms, and the art classrooms are the property of the school corporation, and this policy creates no expectation of privacy by the student in the locker or desk provided by the school. These lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school. The lockers and desks are not to be used to store items that cause, or can reasonably be foreseen to cause interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control of the locker or desk. The school corporation retains the right to inspect the locker or desk and its contents to ensure that the locker or desk is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the locker or desk to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

Locks: The school corporation will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

1. Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband," which are items that cause, or can reasonably be foreseen to cause interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (including prescription and non-prescription medications), drug paraphernalia, a beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewed articles, or any stolen items. Students will be expected to keep their lockers clean and orderly.

2. Authority to Inspect: The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal.
3. Inspection of Individual Student's Lockers:
  1. The inspection of a particular student's locker will not be conducted unless the principal or designee has a reasonable suspicion to believe that the locker to be inspected contains illegal or contraband items, including items that may tend to prove a violation of school rules or the law.
  2. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school property. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or designee shall notify the student of such inspection as soon as practicable thereafter.
4. Inspection of All Lockers:
  1. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. These circumstances include, but are not limited to:
    1. When the school corporation receives a bomb threat;
    2. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
    3. At the end of the grading periods, and before or during school holidays to check for missing library books, lab chemicals, or school equipment; or
    4. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
  2. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

5. Involvement of Law Enforcement:

1. The principal, administrative assistant, or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    1. to identify substances that may be found in the lockers;
    2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that may be located in the lockers.
  2. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
  3. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement officers an opportunity to obtain a search warrant.
6. Locker Maintenance: Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
7. Disposal of Items: Items found in the course of an inspection that tends to prove violations of school rules or the law may be used in disciplinary proceedings against the student or turned over to appropriate authorities for use in criminal or juvenile proceedings. The school may also turn over the item to the student's parent(s) or guardian(s) either at the time of the search, the conclusion of any school disciplinary proceedings, at the end of the semester, or the end of the school year. Items can be destroyed if they have no significant value or if their existence presents an immediate danger of physical harm to any person.
8. Publication of Rules: A copy of these rules shall be provided to each student and the student's parent(s) or guardian(s) upon adoption by the school board and thereafter at the start of each school year or as soon as practicable after the student's enrollment in the school.

**Sexual Harassment Policy (Section 3003)**

I. THE POLICY

- A. It is the policy of the Rossville Consolidated School District to maintain a learning and working environment that is free from sexual harassment.

- B. It shall be a violation of this policy for any employee of the Rossville Consolidated School District to harass another employee or student through conduct or communications of a sexual nature as defined in Section 2. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature, as defined in Section 2. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

## 2. DEFINITIONS OF HARASSMENT

### A. Types of Sexual Harassment

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
  - b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
  - d. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student; or e. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

### B. Unwelcome Conduct of a Sexual Nature

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

### C. Examples of Sexual Harassment

1. Sexual harassment, as set forth in Section 2.A. may include but is not limited to the following:
  - a. Verbal harassment or abuse.
  - b. Repeated remarks to a person with sexual or demeaning implications.
  - c. Unwelcome touching.
  - d. Pressure for sexual activity.
  - e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary.

### D. Specific Prohibitions (examples)

1. Administrators and Supervisors
  - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's acquiescence will result in preferential treatment.
  - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.
2. Non-administrative and Non-supervisory Employees
  - a. It is sexual harassment for a non-administrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

## 3. COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section 3.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments, except as provided in Section 5.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective actions when this conduct has occurred.
- C. Reporting Sexual Harassment

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

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Education of any action the superintendent deems appropriate.
6. The Board of Education may consider the report and the superintendent's recommendation in the executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
7. If the alleged conduct involves employees not under the direct supervision of a principal, then the report shall be made to the superintendent or his/her designee.
8. If the alleged conduct involves a principal, then the report shall be made to the superintendent or his/her designee. If the alleged conduct involves the superintendent, then the report shall be made to the president of the Board of Education.

#### 4. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge of sexual harassment against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge of sexual harassment against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Discipline Policy.

#### 5. FALSE REPORTING

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

#### 6. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Rossville Consolidated School District and be incorporated in each employee and student handbook.

## USE OF GENERATIVE ARTIFICIAL INTELLIGENCE PROGRAMS (Section 5335)

The School Board wishes to promote the continued improvement and responsible use of technology to enhance the educational experience of its staff and students. The Board's primary objectives are to ensure a safe, productive, and enriching experience while maintaining a respectful and responsible atmosphere. In furtherance of these objectives, the Board establishes the following parameters and criteria for the use of Generative Artificial Intelligence (AI) Programs within the educational environment.

The use of AI programs in the day-to-day curriculum and instruction will be left to the discretion of each teacher and/or administrator. If incorporated, AI programs should become a planned part of a teacher's digital learning instruction, including lessons on how AI algorithms are programmed to generate responses and the importance of fact-checking AI responses with reliable resources.

Used properly, AI can be an educational tool used to enhance a student's skill set and experience in gathering data and analyzing information and can provide students with a more critical way of thinking. While AI promotes a collaborative learning experience, each student should still demonstrate an individual understanding of the topic of the AI-generated work.

Staff and students should use AI platforms and programs in a manner consistent with school policies, student rules and responsibilities, and responsible use of technology. Users will be expected to maintain academic integrity and honesty as it pertains to cheating and plagiarism. Violations of such rules and responsibilities by staff and students will be subject to appropriate discipline for such violations.

Teachers and/or administrators will actively monitor AI usage by students to ensure school rules are not being violated and to maintain a safe and productive learning environment. Users should promptly report issues to a teacher or administrator for appropriate guidance.

## 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.

# RMHS MTSS

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### Tier III Intensive Interventions

**ACADEMIC**  
Skill work with Special  
Education Teachers - **BSD**

**Math and English Labs**

**MTEAM**

**SEL**  
**Navigate 360 Assessments**

**Behavior**  
Progressive Consequences  
Matrix Utilized  
**Admin** Managed

- Parent conference
- Detention (LD, ASD)
- Removal from class
- In school suspension
- Behavior contract
- Out of school suspension
- Expulsion

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### Tier II Targeted Interventions

**ACADEMIC**  
Math and English Labs

**Digital Intervention Tools**

**STAT Team**

**SEL**  
**Hot Pass - Calming Corner**

**Behavior**  
Progressive Consequences  
Matrix Utilized  
**Teacher or Admin** Managed

- Detention (LD, ASD)
- Removal from class
- In school suspension
- Behavior contract for persistent level two behaviors
- Check-in/Check-out
- Point Sheet

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### Tier I Universal Interventions

**ACADEMIC**  
Research Based Core  
Instruction

**Differentiated Instruction**  
based on student need

**Data Driven Instruction**  
NWEA, ILEARN Check-Points,  
PSAT, Horizon Education SAT  
Assessments

**Varsity Tutors, Homework Help**

**SEL**  
**Open Door Access to MSW**

**Calming Corner**

**Second Steps Curriculum**

**Behavior**  
Progressive Consequences  
Matrix Utilized  
**Teacher** Managed

- Reteach expectations
- Modeling
- Parent contact
- Detention

## *Section VII: Acceptable Use Policy*

### CYBERSAFETY POLICY (Section 7245)

#### RATIONALE

Rossville Schools have an obligation to maintain a safe physical and emotional environment and a responsibility to consult with the community.

The Rossville School Board prioritizes providing the school with Internet access and Information Communication Technologies (ICT) devices/equipment which will benefit student learning outcomes and the effective operation of the school.

The Rossville School Board recognizes that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students, and other members of the school community) can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximize the benefits of these technologies while at the same time minimizing and managing the risks.

The Rossville School Board thus acknowledges the need to have rigorous and effective school cybersafety practices directed and guided by this cybersafety policy.

#### POLICY

Rossville Schools will develop and maintain rigorous and effective cybersafety practices that maximize the benefits of the Internet and ICT devices/equipment to student learning and the effective operation of the school while minimizing and managing risks.

These cybersafety practices will aim not only to maintain a cyber safe school environment but also to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies. Rossville Schools will provide for the education of minors about appropriate online behavior, including but not limited to; interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

#### POLICY GUIDELINES

Associated issues the school will address include: the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate support, and potential employment issues.

To develop a cybersafe school environment, the board will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programs.

The principal will agree and establish a process for reporting back to the board. The frequency and content of reporting will be included.

#### Guidelines for Rossville Schools Cybersafety Practices

1. The school's cybersafety practices are based on information in the latest version of the approved curriculum.
2. No individual may use the school's Internet facilities and school-owned/leased ICT devices/equipment unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to using privately owned/leased ICT devices/equipment on the school site or at/for any school-related activity, regardless of location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Rossville Schools use agreements will cover all board employees, all students (including adults and community), and any other individuals authorized to make use of the school Internet facilities and ICT devices/equipment, such as staff, teachers, student teachers, internal/external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for staff professional development.
5. Use of the Internet and the ICT devices/equipment by staff, students, and other approved users at Rossville Schools are limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system will be devised to confirm that particular individuals are authorized to use the Internet and ICT devices/equipment.
7. The school has the right to monitor, access, and review all use. This includes personal emails sent and received on the school computer/s and/or network facilities at all times.
8. The school has the right to audit any material on equipment owned or leased by the school at any time. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school-related activity.
9. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The matter shall be reported to the appropriate law enforcement agency if illegal material or activities are suspected.

## STUDENT ACCEPTABLE USE POLICY (Section 4340)

The purpose of the Acceptable Use Policy is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. In addition, your student's image may be used on promotional materials and the school-sponsored website.

### INTRODUCTION:

Rossville Consolidated School District is pleased to offer students access to district computers, communication systems (i.e., student e-mail accounts, websites, blogs, wilds, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for their use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about their responsibilities and to establish expectations when using technology.

### EDUCATING OF MINORS ON INTERNET INTERACTION

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, reporting inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and responding when subjected to cyberbullying.

### USING THE INTERNET AND COMMUNICATION SYSTEMS:

District technology resources are provided to students to conduct research, complete assignments, and communicate with others further in their education. Access is a privilege, not a right; general school behavior rules apply. These services are given to students who agree to act respectfully and responsibly. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up their files whenever a new file is created, or an old file has been edited and changed. Files may be backed up by storing them on the server, in the cloud, on a personal storage device (such as a flash drive), or burning them to a CD.

The educational value of technology integration in the curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. However, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually-oriented, or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials, such as on personal cell phones or devices. Rossville Consolidated School District does not condone or permit the use of this material and uses content filtering software to protect students to the fullest extent possible. If the school filter blocks a website, students should not try or hack to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe, and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources consistent with the rules below and will be held responsible for their intentional misuse.

Any District computer used by students shall have Internet filtering software either on the computer itself or on the server through which the computer accesses the Internet.

District staff shall not allow students to use any computer in the District with Internet capability that does not have Internet filtering software. This includes any computer, laptop, or desktop, in the District's Libraries or media centers, classrooms, laboratories, or offices where students are, for any reason, allowed to use a computer, or any other such device, with Internet access. Staff members violating these rules are subject to disciplinary action up to and including discharge.

Rossville Consolidated School District believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard their children should follow when using technology. For example, if a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult.

#### PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES:

All district technology resources, including but not limited to district computers, communication systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Rossville Consolidated School District.

Activities that are permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education

Activities that are not permitted nor encouraged include:

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark materials as one's work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted)
- Damaging or modifying computers, software, or networks with permanent materials
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters
- Use of USB, boatable COs, or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

Students are expected to report harassment, threats, hate speech, and inappropriate content to teachers or administrators. In addition, if students have questions about whether a specific activity is permitted, they should ask a teacher or administrator.

#### PRIVACY AND SECURITY:

Students must use corporation technologies responsibly and in a secure manner. For example, they must not share their logins, passwords, or access with others.

#### VANDALISM:

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

#### CONSEQUENCES OF MISUSE:

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with the Rossville Consolidated School District Board of Education policies and our school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional,

unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

RELIABILITY AND LIMITATION OF LIABILITY:

Rossville Consolidated School District makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. Rossville Consolidated School District will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Rossville Consolidated School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and their parent/guardian will indemnify and hold Rossville Consolidated School District harmless from any losses sustained due to misuse of the district's technology resources by the student.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

*Appendix A*

**ROSSVILLE CONSOLIDATED  
SCHOOLS  
ATHLETIC/EXTRACURRICULAR  
HANDBOOK**



**Dr. James Hanna – Superintendent of Schools**

**Mr. Mike Hammons - Principal**

**Mrs. Sierra Hall – Assistant Principal**

**Nathan Burkle - Athletic Director**

**Judy Homco - Athletic Assistant**

**Athletic Department – (765)-379-2551**

**Website:**

**<https://rmhs.rcsd.k12.in.us/athletics>**

## **Welcome!**

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

## **Mission of Athletics/Extra-Curricular at Rossville Middle/High School:**

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

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

## **Governing Bodies:**

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

## **Athletic Council:**

The Rossville High School Athletic Council consists of the following individuals: all Varsity head coaches, the Athletic Director, and the building principal or his/her designee.

## Rossville Athletic Team Information

### Standards for Participation:

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

- An up to date physical examination must be on file with the athletic department - including completion by parents of the student-athlete and the student-athlete of the Final Forms registration - prior to the start of participation including, but not limited to, summer and offseason workouts. Physicals must be completed on the IHSAA Physical form. Any physical that has been completed after April 1 may be used for the entire following school year.
- Satisfaction of all academic eligibility requirements of the Indiana High School Athletic Association (IHSAA) and Rossville Consolidated School District.

### Program Goals:

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

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

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

### Athletic Offerings:

#### Fall Sports

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

#### Winter Sports

- Girls/Boys Basketball (Varsity, JV, C, 8<sup>th</sup>, 7<sup>th</sup>, 6<sup>th</sup>, 5<sup>th</sup>)
- Wrestling (Varsity, JV, 8<sup>th</sup>, 7<sup>th</sup>, 6<sup>th</sup>, 5<sup>th</sup>)

#### Spring Sports

- Baseball (Varsity, JV)
- Softball (Varsity, JV)
- Girls/Boys Track (Varsity, 8<sup>th</sup>, 7<sup>th</sup>, 6<sup>th</sup>, 5<sup>th</sup>)
- Boys Golf (Varsity, JV)
- Girls Tennis (Varsity, JV)

## **Additional Extra-Curricular Offerings:**

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

## **Levels of Play:**

### FRESHMAN/ C Team:

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

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

### JUNIOR VARSITY:

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

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

## VARSIITY

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

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

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

## **MESSAGE TO STUDENT ATHLETES:**

### RESPONSIBILITY

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

### CONDUCT

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

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

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

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

Miscellaneous:

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

PARENT-COACH COMMUNICATION PLAN

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

- 1. Philosophy of the coach
- 2. Expectations the coach has for your child and other players on the squad.
- 3. Locations and times of all events
- 4. Team requirements and rules- i.e. fees, equipment, off- season expectations
- 5. Discipline plan that result in the restrictions or denial of your child's participation

**B. Communication coaches expect from parents**

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

**C. Appropriate concerns to discuss with coaches**

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

**D. Issues not appropriate to discuss with coaches**

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

**E. What to do if you have a concern**

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

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

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

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

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

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

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

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

**G. When a conference with a coach becomes necessary**

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

**COMMITMENT**

Each member of an athletic team MUST:

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

## ABSENCE POLICY

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

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

## **GENERAL INFORMATION FOR STUDENT ATHLETES**

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

ACCIDENTS and INJURIES All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports are to be reported to the trainer and/or coach immediately.

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

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

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

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

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

TWO – SPORTS IN ONE SEASON: Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete and agree as to how this will take place. Paperwork is available in the Athletic Office for the student-athlete to fill out with the expectation of receiving the signature of both coaches – prior to the beginning of each sports season – to show verification of an agreement/compromise between the sports prior to competition in those sports. The student athlete will be asked to declare one of the sports as their primary sport for the duration of the season. This declaration will be used to resolve any conflicts that might arise between the two sports.

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

## **AWARDS**

### A. Athletic Awards

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

### B. High School Awards

Each Varsity Letter - Letter certificate

Each athlete **must** successfully complete their season in order to earn their letter.

### C. Individual Sport Requirements (all must complete the season in good standing):

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

### D. Jacket Award

The two (2) Varsity letters rule for athletes in order to receive a letter Jacket (Student-Athlete MUST have earned at least 1 (one) Varsity Letter Certificate during their high school career):

1. Lettering requirements listed above will apply to a student-athlete earning a Varsity Letter Certificate
2. Participating on any freshman or JV team earns 1 athlete point
3. Participating as a manager on a JV and Varsity team earns 1 manager point

4. Participating as a varsity player but not qualifying for a letter earns 1 athlete point
5. Qualifying for a Varsity letter using points: student-athlete must accumulate a combination of the following:
  - a. Two (2) athlete points will equal to 1 (one) Varsity letter
  - b. . 3 (three) manager points will equal to 1 (one) Varsity letter, which will equate to a Varsity Letter Certificate.
6. Decisions about the Jacket Award will be at the discretion of the Athletic Council
  - a. The Jacket award shall be presented to any athlete or manager who has earned 2 (two) Varsity letters, or a combination of points that accumulate to having earned 2 (two) Varsity letters.
  - b. The Jacket will be ordered by parents/guardians as soon as the athletic director receives verification of the 2 Varsity letters and presents the student-athlete with the Block R at a Recognition Night.
  - c. The Jacket should be worn with best regards for proper attitude towards school, sports, team, coach and community remembering that the jacket belongs to the school until the athlete has graduated.

#### E. Special Sport Awards

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

#### F. Tom Knapp Memorial All Sports Award

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

#### G. Alisha Harrison Spirit Award

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

## H. The Jason Miller Wrestling Award

1. The Miller award is to be given to a junior or senior member of the wrestling team.
2. The award is to be based on the following qualities: mental attitude, sportsmanship, citizenship, promotes team unity, value to his team.
3. The Wrestling Coach, A.D., and Principal nominate a member of the wrestling team. The Athletic Council then selects the recipient by majority vote.
4. The recipient then has his name placed on the trophy provided in memory of Jason Miller. He receives a smaller plaque/trophy.

### 1. Middle School Awards

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

## ATHLETIC DISCIPLINE CODE

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

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

### A. Conduct

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

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

8. In case of injury or illness requiring a doctor's care, an athlete must have a written release from the doctor to resume practice or participate.

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

## B. Violations

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

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

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

## D. Penalties

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

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

### Penalties

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

- Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:
    - 1st offense: 20% of season suspension from team if the student-athlete self-reports the violation, or 50% of season suspension if the coach/administration has to investigate the violation. The athlete must complete the sport season in which he/she is serving the suspension, or the full suspension will be applied to the next sports season.
      - Student will have the opportunity to reduce the suspension by completing one of the Indiana approved courses. In the event that the student chooses to take these courses, parents and students must understand that the course will be taken at Family expense and not that of Rossville Consolidated Schools or its Athletic Department.
      - Self-Report reduction: With completion of 4 hour course suspension will be reduced from 20% to 10%.
      - Non Self Report: With completion of 4 hour course suspension will be reduced from 50% to 25%.
    - 2nd offense: Expulsion from high school or middle school athletics for one year with probation remainder of high school or middle school career.
      - Student will have the opportunity to reduce the suspension by completing one of the Indiana approved courses. In the event that the student chooses to take these courses, parents and students must understand that the course will be taken at Family expense and not that of Rossville Consolidated Schools or its Athletic Department.
      - With completion of 8 hour course suspension will be reduced from 365 Days to a 50% of season contests.
    - 3rd offense: Expulsion from high school or middle school athletics for remainder of high school or middle school career.
2. Individual coaches' rules and practice attendance: penalty is left to the discretion of the coach.
  3. Unexcused absence, school suspensions, absence from school for more than four periods due to illness: Ineligible to participate in contest or practice. If a suspension continues from Friday through Monday, then the athlete is ineligible for any Saturday contest also.
  4. Violation of school policy: The principal, athletic director along with the coach will administer any punishment brought about by a violation of school policy.
  5. For just cause, the principal and athletic director with the coach's knowledge may temporarily suspend an athlete.
  6. Ejection from an athletic contest: The athlete will be placed on probation for the remainder of the school year following a review by the Athletic Council.

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