

PARENT—STUDENT HANDBOOK  
2017-2018 SCHOOL YEAR  
ADOPTED BY SCHOOL BOARD ON May 2, 2017

**School Crest** The school crest which appears on the cover of this handbook 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 student and classes as well as school and community
9. Vertical Divider ..... Highway 39
10. Horizontal Divider..... Highway 26
11. Intersection and Star ..... Location of Rossville High School

**School Vision Statement:**

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

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

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

School Colors The school colors are red and white.

School Mascot The school mascot is the Hornet.

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(765) 379-2556 Fax  
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Rossville Middle/Senior High School Administration

**Board of Education**

Joe Hufford  
Joe Mink  
Nathan Root  
Nathan McCullough  
Mike Emens

**Superintendent**

Dr. James Hanna

**Principal**

Michael Gick

**Dean of Students - Middle School**

Ryan Smith

**Dean of Students - Athletic Director**

Geoff Salmon

**Director of Guidance**

Megan Woodruff

**Food Service**

Carla Elliott

**IMPORTANT NOTICE:**

The Parent-Student Handbook 2017-2018 School Year has been written in an effort to ensure an orderly and safe school environment for our students to further enhance student learning. The descriptions of rules, consequences, regulations, policies, and procedures do not represent an exhaustive list.

The principal of the school has discretion to interpret and further define/clarify the descriptions of rules, consequences, regulations, policies, and procedures or add additional items on an as need basis.

**SECTION 530 - ATTENDANCE POLICY**

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

Students should not attend school when they are ill. Students should follow proper procedures when returning from an absence.

1. **Compulsory Attendance:** All students who are enrolled at Rossville Elementary and Rossville Middle/High School are to be in their assigned classes at the required times.

2. **Attendance Exception:** Indiana law outlines a limited number of reasons a student may be absent from school in which the absence is not recorded on the student's records. A student participating in these events is counted as present at school provided the appropriate documentation is received from the proper official.

**These absences include:**

- 2.1. Service as a Page to the Indiana general assembly
- 2.2. Service on a precinct election board
- 2.3. Service as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election
- 2.4. Subpoena to appear in court as a witness
- 2.5. Active duty in the Indiana National Guard
- 2.6. To participate or exhibit at the Indiana State Fair for educational purposes as defined by Indiana Law
- 2.7. Situations as determined by the principal or designee

3. **Documented Absences:** A parent must supply the school notification of the student's absence. A student may make up missed work for credit. A student is limited to ten (10) days of absences per school year with the exception of the following documented reasons:

- 3.1. Medical and Dental Appointments
- 3.2. Death and Funeral of Family Member(s)
- 3.3. Court appearances or appointments
- 3.4. Military Examination

3.5. College orientation or visitation (Seniors may have up to two (2) days per school year of prearranged visits). Additional visitations must be approved by the administrator) - proper documentation is required from hosting post-secondary school

3.6. Religious observances

3.7. Situations as determined by the principal or designee

Any student exceeding the ten (10) days, will be subject to Administrative intervention. Any student missing fifteen (15) days, may have his/her schedule altered in order to meet academic requirements.

**4. Undocumented Absences (Truancy):** A student who is absent from school and is not excused by the administration or does not present proper parent notification of the absence to the school is considered truant and will not receive credit for missed class work. Administrative intervention shall be initiated when a student is deemed a chronic absentee.

**5. Chronic Absenteeism:** Chronic absenteeism is defined as a student who has been absent for ten percent (10%) or more of a school year for any reason. Administrative intervention, up to, and including a schedule change for classes, shall be initiated when a student is deemed a chronic absentee.

**6. Notification of Student's Absence:**

Rossville Elementary School: The student must submit a note the day following the absence(s) to his/her elementary teacher from his/her 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 will result in the student being counted as truant. This practice is required in all situations including prior discussions with school officials.

**Rossville Middle/High Schools: The student must submit a note the day following the absence(s) to attendance office from his/her parent(s) or guardian(s) stating the reason for the absence. No note will result in the student being counted as truant. This practice is required in all situations including prior discussions with school officials.**

**7. Tardies:**

Rossville Elementary School: A tardy to school by definition at Rossville Elementary School is assigned to a student who is not in his/her 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.

**Rossville Middle/High Schools: A tardy to class will be handled through the Middle/High School office. By definition, a tardy to class at Rossville Middle/High School is assigned to a student who is late to his/her classroom. The term "late to class" will be defined as a student not being in the classroom prior to the bell. 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.**

**8. Attendance Check In/check out Procedures:**

Rossville Elementary School: The student must submit a note the day following the absence(s) to his/her elementary teacher from his/her 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.

**Rossville Middle/High Schools: When a student returns from an absence, he/she must check in the office as soon as he/she arrives at school. The student will sign in and receive either a green or red card that will be given to the classroom teacher. The green card signifies that the student signed in at the office and that the absence is verified. The red card signifies that the student signed in at the office and the absence is truant. Any student who does not sign in as soon as he/she returns from his/her absence and goes to his/her first period class may be counted tardy because he/she will not have the appropriate colored card.**

**9. Student Responsibilities:**

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

9.2. Requests to be absent from school shall be made in writing prior to the absence and shall be signed by a parent or legal guardian.

9.3 Students shall not leave the building during the day without obtaining permission from the principal or his/her designee. A student must obtain a permission slip allowing the student the right to leave the school building and sign out in the office. In the event that a student is in school in the morning but is not present in the afternoon, he/she 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 permission is required for the dismissal.

9.4 The responsibility for a student being present at school and in class rests upon the student and his/her 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.

9.5 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.

### **ELearning Days:**

1. All students are expected to participate in ELearning days used for lost instructional days due to inclement weather.
  - 1.1. Students must show proof of participation on ELearning days by satisfactorily completing ELearning day assignments within two school days (48 hours) following the ELearning day.
    - 1.1.1. If work is not turned in at the end of the second day the student will receive an unexcused absence for the class periods the work is missing. Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes.

Students that do not get assignments completed in time, per policy, will be marked "absent" for the class period in which assignments were not turned in. Please be sure you and your student know and understand the ELearning policy. Thank you.

### **Computer Use Policy:**

[bit.ly/RCSDAUP](http://bit.ly/RCSDAUP) = link to RCSD Acceptable Usage Policy for computers

### **RCSD 1:1 Handbook Policy:**

[RCSD 1:1 Handbook](#)

### **Curriculum**

#### **ACADEMIC AWARDS CUMULATIVE GRADE POINT AVERAGES (9-12)**

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

6-8th Grade: 3.75

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.

### **Cheating:**

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: (a) copying answers to test items, essays, projects, or homework from another student, (b) offering or receiving answers to test items, essays, projects, or homework



completed:

- The student, the student's parent/guardian, and the student's counselor and principal meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.
- The student and the student's parent/guardian will be required to sign an opt-out form acknowledging that the aforementioned was discussed.

**Graduation Eligibility Requirements For Students Not Passing Graduation Examinations:**

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

1. Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination.
2. Completes remediation opportunities provided to the student by the student's school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
4. Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board.
5. Otherwise satisfies all state and local graduation requirements.
6. Either:
  - A. completes:
    - I. the course and credit requirements for a general diploma, including the career academic sequence;
    - II. a workforce readiness assessment; and
    - III. at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school; or
  - B. obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred in by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
    - I. tests other than the graduation examination; or
    - II. classroom work

**Honor Roll:**

"A" Honor Roll- All (A's)

"B" Honor Roll-No Grade Lower Than A (B-)

**Honor Roll Breakfast:**

The Friday following report card distribution the PALS organization will assist with honoring all students on the A/B and A honor roll with an honor roll breakfast from 8:00 a.m. -8:30 a.m. in the MPR.

**Post-Secondary Credit (Policy 525):**

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).

**Plagiarism:**

“Plagiarism is the use of another’s writing without giving proper credit-or perhaps without giving any credit at all to the writer of the original or source material.” The student must be sensitive to the serious nature of the offense, and be aware of the consequences of such usage.

Students guilty of cheating will be subject to the following consequences:

- 1st offense: A failing grade for that assignment and given an after school detention
- 2nd offense: A failing grade for that assignment and 1 day Out-of-School Suspension
- 3rd offense: A failing grade for that assignment, grading period, plus Out of School Suspension

**Semester Grade Point Average Assignment:**

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

**Senior Information:**

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

**Schedule Changes:**

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

**Add/Drop Policy:**

During the first week of classes students may add or drop any course provided there is room in the new course. Students may drop a course during weeks 2-4 but may only add an online course or study hall if there is not already one in the student’s schedule. During weeks 5-8 students may drop a class and add a study hall only the student does not have one. After week number 16, if a student wishes to drop a course, they will receive a Withdrawal/Fail on their transcript.

**Transcripts:**

A permanent record of the courses taken by a student, grades and credits received, and attendance record are kept in the Guidance 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.

**Withdrawals:**

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

address and the name and address of the school you will be attending. Notify the bus driver not to stop for you anymore.

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

### **Discipline:**

Rossville 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.

When a student enters Rossville High School this indicates, in itself, that both the student and his/her parents are willing to comply with all of the rules and regulations of the school. These rules are intended for both the individual and the common good. Rossville High School reserves the right to do what is necessary and proper to impose consequences for student conduct on and off of school grounds. Evidence says that misconduct inside or outside of school has a detrimental impact on other pupils, teachers, staff, school activities or the Rossville community as a whole. If a violation of the State's Criminal Code occurs in or on school property, near a school activity, or away from school and may affect the school's reputation and/or climate, the principal may turn the investigation over to the local police authority.

### **Bullying:**

This rule applies when a student is:

- a. On school grounds, immediately before school, during school hours, immediately after school hours, or 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;
- c. Traveling to or from school or a school activity, function, or event; or d. Using property or equipment provided by the school.

1. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
2. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
3. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

### **Dress Code:**

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

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

If a student is in violation of the dress code we will offer clothing for the student to change into, or we will ask that they call home for a change of clothes. Time spent in the office will be considered unexcused. Final decision



regarding student apparel/appearance will be made at the discretion of the principal or his/her designee.

**Disciplinary Chart:**

Rossville High School implements necessary discipline so that students 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.

The following list of violations and penalties are provided to aid in the communication of our expectations and obligation to the student body to insure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration may be dealt with according to this list. However, the unique circumstances of each individual's case will be considered before a decision regarding punishment is made. This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed. The contents of this chart do not limit the scope or severity of the penalties for violations. Please read the chart detailing the possible discretionary disciplining consequences for violations of rules and guidelines. Students who accumulate multiple disciplinary consequences, may also lose privileges to a work permit. Copies of mailed disciplinary referrals are kept in the student's discipline file.

**Discretionary Disciplinary Consequences:**

Infraction	First Occurrence	Second Occurrence	Third Occurrence
Leaving class without permission, cutting, not reporting to the office	Detention	2 Detentions	2 Day Out of School Suspension
Obscenity/Profanity, inappropriate language	Detention	2 Detentions	2 Day Out of School Suspension
Obscenity/Profanity, inappropriate language directed at a staff member	3-5 Days Out of School Suspension	5-10 Days Out of School Suspension	10 days out-of-school suspension with recommendation for expulsion
Gambling	Detention	1 Day Out of School Suspension	3 Days Out of School Suspension
Insubordination: - Failure to follow teacher request, excessive rudeness, defiant attitude, being disruptive, refusing to do assigned work, leaving class without permission, etc.	2 Detentions	2 Days Out of School Suspension	5 Days Out of School Suspension
Classroom rules violation	Detention	2 Detentions	Any of the following: Detentions or Out-of - School Suspension

Harassment, intimidation, or threat	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter
Inappropriate display of affection	Conference and warning	One detention	2 Detentions
Fighting or behaving in a manner that may result in a physical injury	Up to 3 Days Out of School Suspension	Up to 5 Days Out of School Suspension	Up to 10 days Out of School Suspension Recommendation for expulsion
Student attack on a staff member	Up to 10 days Out of School Suspension and/or recommendation for expulsion & law enforcement notified	Up to 10 days Out of School Suspension and/or recommendation for expulsion & law enforcement notified	
Cheating, plagiarism	Zero on test/quiz/assignment, etc. & Detention	Zero on test/quiz/assignment, etc. 1 Day Out-of-School Suspension	Zero on test/quiz/assignment, etc. 3 Days Out-of-School Suspension
Forged hall pass, progress report, falsifying Forged hall pass, progress report, falsifying school documents, and/or phone calls for absences or early dismissals	Detention	2 Detentions	1-3 Days Out of School Suspension
Bus Behavior Violation	Conference - warning, possible suspension	Suspension of bus privileges - One (1) Day or Detention	Suspension of bus privileges - One to Five(1-5) Days, and parental conference
Driving/parking lot violation; including no "sticker" or no school driving form filled out	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension	Loss of driving privileges and/or suspension
Skipping school/leaving school without permission	Detention	2 Detentions	Administrative Intervention

Unauthorized use of cell phone or other electronic devices in classroom	Warning	Confiscation for the day. Detention	Administrative Intervention
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Missed Detention	2 Detentions	3 Detentions	1-3 Days Out of School Suspension
Use or possession of tobacco/tobacco products	Law enforcement will be notified; 2 Days Out of School Suspension	Law enforcement will be notified; 5 Days Out of school Suspension	Law enforcement will be notified; 10 Days Out of School Suspension and a recommendation for expulsion
Use or possession of alcohol or being under the influence of alcohol	Law enforcement notified; 5 Days Out of School Suspension	Law enforcement notified; 10 Days Out of School Suspension and a recommendation for expulsion	
Possessing, using, distributing, or being under the influence of marijuana or any other kind of illegal substance or intoxicant of any kind, including look alike items and vapes	Law enforcement notified 10 days out of school suspension and a recommendation for expulsion		
Possessing, using, or being under the influence of a controlled substance or possession of paraphernalia and look alike items	Law enforcement notified; 10 Days Out of School Suspension and a recommendation for expulsion		
Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.	Law enforcement notified; Up to 10 Days Out of School Suspension and/or Expulsion		

Selling, distributing and/or possessing controlled substance and/or look-a-like	Law enforcement notified; 10 Day Out of School Suspension and a recommendation for expulsion		
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Inappropriate use/abuse of prescription or over the counter medication	Law enforcement notified ;10 Day Out of School Suspension and a recommendation for expulsion		
Dress Code Violation	Conference and warning	Conference; 1 Lunch Detention;	Conference; Detention
Possession of a weapon (Knives with a 4" or longer blade), or the threatened use of an object deemed a weapon	Law enforcement notified ;10 Day Out of School Suspension and expulsion		
Vandalism	2 Days Out of School Suspension and restitution required	5 Days Out of School Suspension and restitution required	10 Days Out of School Suspension and restitution required
Theft	2 Days Out of School Suspension and restitution required	5 Days Out of School Suspension and restitution required	10 Days Out of School Suspension and restitution required
Missing Lunch Detention	Detention	2 Detentions	1 Day of Out-of-School Suspension
Habitual Offender	Notified of being an habitual offender; the individual will have 2 out of school suspension in a semester	3-5 Days Out of School Suspension	10 Day Out of School Suspension and recommended expulsion
Firecracker and other fireworks	5 Days Out of School Suspension up to a recommendation for expulsion	Recommendation for expulsion	

Sex offense	5 Days Out of School Suspension up to a recommendation for expulsion	10 Days Out of School Suspension up to a recommendation for expulsion	10 Days Out of School Suspension up to a recommendation for expulsion
Pulling Fire Alarm	10 days out of school suspension and a recommendation for expulsion		

Computer Violation	Loss of privileges up to a school suspension	Loss of privileges up to a school suspension	Loss of privileges up to a school suspension
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\*Penalties can carry over to the next school year.

**Modifications Affecting The Discipline of Special Education Students:**

Students who participate in special education programs are required to maintain all rules and regulations within the student handbook. In some instances, State and Federal laws modify this procedure. Those modifications include:

- A Manifestation Determination must be held when a student is recommended for a long term out-of-school suspension (more than a total of ten days of out-of-school suspension in any academic year) or an expulsion
- If a special education student is recommended for expulsion, the student shall remain in the current educational placement until a case conference is held.
- If the special education student presents a danger to others or himself/herself, or a substantial disruption to the educational process, alternatives may be implemented. (Refer to Article 7, Section 511 1 AC7-15-2).
- Students in special education who have individual educational plans that address specific behavioral components have built in modifications different from those contained in the discipline/attendance section of the handbook.

**Disciplinary Consequences:**

Some of the consequences, administered by the Rossville High School to curb misconduct and help students become self-disciplined, are listed below. Whenever a teacher refers a student to the office for misconduct the office should be provided with a filled out Disciplinary Form. Disciplinary forms are available in the office.

1. School Detention: School Detention may be assigned for attendance and other disciplinary reasons. School detention will be served Monday through Thursday from 3:15- 5:00 PM. Failure to serve a School Detention will result in further disciplinary action.
2. Lunch Detention – Lunch detention may be assigned for attendance and/or disciplinary reasons. Lunch Detention will be served in the designated area during the student’s lunch period. Failure to serve a lunch detention may result in further disciplinary action.
3. Behavioral Contract (BC) – In a proactive approach to help a student become responsible for his or her misconduct, a BC may be written. This contract usually lists misconduct that the student will refrain from, in contract form, and it should contain signatures from the student, parent/guardian and administrator/designee. The main purpose for a BC is so the student, parent(s)/guardian(s), and administrator(s) can join in partnership to help the student establish good conduct. Behavioral Contracts usually contain pending consequences should a student choose to break the contract.

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

**Notes:**

1. See Grounds for Suspension or Expulsion listed below for an explanation of misconduct that can result in suspension or expulsion.
2. See Procedures for Suspension listed below for a detailed explanation those procedures and student/parent rights.
4. Out of School Suspension (OSS) – Out of school suspension from school attendance is considered a serious matter, and the school needs the assistance of parent(s) or guardian(s) to make sure that the misconduct does not occur again. For this reason, OSS often results in a mandatory student-parent-administrator conference.

**Notes:**

1. See Grounds for Suspension or Expulsion listed below for an explanation of misconduct that can result in suspension or expulsion.
2. See Procedures for Suspension listed below for a detailed explanation those procedures and student/parent rights.

3. Students serving OSS will be allowed to turn in assignments covered during the OSS period upon his/her return to school. For students with no internet, our Elearning policy will be followed: forty-eight (48) hours to turn in missed assignments.

4. Expulsion – When serious misconduct occurs the principal may complete a “Written Charge and Request for Expulsion Appointment of Expulsion Examiner” form that will be forwarded to the superintendent or designee for consideration. The superintendent or designee will determine whether to appoint an expulsion examiner or deny the request. See Procedures for Expulsion listed later on in the Discipline section of the Parent-Student Handbook for a more detailed explanation of expulsion procedures and an explanation of the student’s and parent’s due process rights. Under Indiana law, a principal may require any student who is 16 years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, an alternative educational program, or evening school.

**Notes:**

- A. See Grounds for Suspension or Expulsion listed below for an explanation of misconduct that can result in suspension or expulsion.
- B. The administration reserves the right to determine consequences other than those listed above.

**Discipline Interventions (Policy 505):**

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

- A. counseling with a student or group of students;
- B. conferences with a parent(s) or guardian(s) or group of parents;
- C. assigning students additional work;
- D. loss of special privileges;
- E. rearranging class schedules;
- F. community service;
- G. time-out periods;
- H. Behavior Contract;
- I. requiring a student to remain in school before or after regular school hours to do additional school work or for counseling;
- J. restriction of extracurricular activity;
- K. Saturday School;
- L. in-school suspensions, out-of-school suspensions; or
- M. assignment to an alternative school program; or
- N. expulsion

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

- A. counseling with a student or group of students;
- B. conferences with a parent(s) or guardian(s) or group of parents;
- C. assigning students additional work;
- D. loss of special classroom privileges;
- E. time-out periods; or
- F. Behavioral Contracts.

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

**Discipline Rules/Student (Policy 500):**

**SECTION 500 - STUDENT DISCIPLINE RULES**

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

**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.

**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.

**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.

**Grounds For Suspension or Expulsion:**

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

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violations, the principal of each building level shall develop minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

**A. Student Misconduct and/or Substantial Disobedience**

1. 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:
2. 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.
3. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
4. 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.
5. 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.
6. 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.
  7. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  8. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  9. 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.
  10. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  11. 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.
  12. 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 persons or damage property when the student has information about such actions or plans.
  13. 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.
  14. 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.
    - a. 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:
      - b. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
      - c. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
      - d. The student has been instructed in how to self-administer the prescribed medication.
      - e. The student is authorized to possess and self-administer the prescribed medication.
  15. 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.
  16. 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.
  17. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  18. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  19. 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.
  20. 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.
  21. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  22. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  23. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
  24. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  25. 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.
  26. Possessing sexually-related materials which include images displaying uncovered breast, genitals, or buttocks.



27. 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.
28. Engaging in pranks that could result in harm to another person.
29. Use or possession of gunpowder, ammunition, or an inflammable substance.
30. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation’s acceptable use of technology policy or rules; g. violation of the school corporation’s administration of medication policy or rules; h. possessing or using a laser pointer or similar device or;
31. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
32. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal’s school building.

## **B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or 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;
  - c. Traveling to or from school or a school activity, function, or event; or d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
4. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
7. 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.
8. The penalty for violation of this section prohibiting bullying: up to 10 days of suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

## **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 which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm; or
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
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 period. 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 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 in I.C. 35- 41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. Unlawful Activity**

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

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school 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 his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Complete school work missed due to a suspension

#### **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 to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

#### **Right To Appeal:**

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will proprite.

#### **Joint Services For Boone/Clinton/Northwest Hendricks Counties:**

Joint services are a cooperative that serves all schools in Clinton, Boone, and parts of Hendricks counties for students who qualify for services under Article 7. See the high school principal or Director of Guidance for assistance.

#### **Language:**

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

#### **Procedures For Discipline of Students With Disabilities:**

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

**Procedures For Suspension:**

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

Prior to being suspended from school attendance, or as soon as reasonably possible after the suspension, the school administration will meet with the student to discuss the alleged misconduct, which will include:

1. A written or oral statement of the charge(s) against the student, to which the student will have the opportunity to admit or deny.
2. A summary of the evidence against the student (necessary only if the student denied the charges).
3. An opportunity for the student to explain his or her conduct. At this meeting, the administration will determine if the student:
  1. Behaved in the following manner and
  2. Violated the following established, written student discipline rule(s):

**Student Passes:**

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

**Tobacco:**

The student use or possession of tobacco or look alike substances in any form on school grounds either during the school day or at extra-curricular or co-curricular activities sponsored by the school is strictly prohibited. Students are not to carry tobacco, e-cigarettes, vaping devices, or look alike substances on their person. The first incident will result in one (1) day OSS and (2) Saturday Schools; the second incident will result in a three (3) days OSS, and the third incident could result in expulsion.

**Policies, Procedures, and General Information:****Acceptable Use Policy:**

In making decisions regarding student access to the Internet, the Rossville Consolidated School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Rossville Consolidated School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Rossville Consolidated School District. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, sexually explicit, or threatening language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission;
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission. And,

7. to access e-mail other than school provided. IE: yahoo mail, google (gmail) mail, hotmail  
Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Rossville Consolidated School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking, chat room sites, and cyberbullying. Therefore, students shall be provided instructions about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. 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 online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

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

Parents of students in the Rossville Consolidated School District shall be provided with the following information:

1. The Rossville Consolidated School District is pleased to offer its students access to the Internet.  
The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
2. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
3. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Rossville Consolidated School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**Accidents:**

Accidents do not happen often in school, but when they do occur, they are to be reported to the school nurse or to the office. If there is any known physical difficulty, the office should be made aware of the situation. Each student is to have an EMERGENCY MEDICAL FORM ON FILE IN THE OFFICE.

**After School Activities:**

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

**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.

**Athletic Physical:**

Area doctors and nurses provide physicals for our athletes and managers each spring at minimal cost. Copies of the physical form may be made for sport camps, cheerleading camps, or any other sports or athletic activities.

**Bus Information:**

Safe transportation to and from school becomes more hazardous and complicated each year. In order to have safe transportation, all students must cooperate. Please read this carefully together. Riding the school bus is a privilege, not a right. All students need to behave as gentlemen and ladies and follow the instructions of the driver, who is in charge, from the time you board the bus until you have left the bus at school or at home. Students are to remain quiet enough not to distract the bus driver, remain in their areas facing the front while the bus is in motion, not extend arms or other parts of the body out through windows or throw objects about in the bus nor out through windows and keep feet out of the aisle. Smoking will not be permitted. No food or beverages are allowed on the bus, and students are asked to keep the area in which they ride clean of paper and trash. Proper care of the bus interior is a responsibility of all who use it. People who cannot behave while riding a school bus will forfeit their privilege to ride. Remember the bus driver is in charge of his/her bus, and if you wish to ride the bus, you will follow his/her instructions. Video cameras have been added for the safety and welfare of your child while riding the bus. Anytime the driver's attention is diverted from the road ahead, the safety of the rider is put in jeopardy. Thus, as you well know, any discipline situation which detracts from the driver's full attention puts all of us at risk. Video equipment may be used on any permanent bus at anytime to monitor student behavior and driver performance. The Superintendent, school administrator, or driver may request videotaping. Tapes will be maintained for viewing until no longer needed for resolution of the incident. They will be erased by administrators when their use is no longer deemed necessary.

**Cafeteria/Lunch Information:**

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

**Computer Games:**

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

**Driving and Parking Rules:**

All students driving to school must display a parking permit. Remember that driving or parking on school property is a privilege. Students who drive to school must make an application through the principal's office. The following regulations will be in effect for all students driving to and from school or school functions.

1. All students who drive must have on file in the office the application to drive.
2. Students driving to school must park in the lower part of the east parking lot. Cars must be kept in rows.
3. No parking is allowed along the curbs.
4. The Speed Limit is 5 MPH.
5. Upon arrival at the school grounds, the car is to be parked in the designated area and the student is to enter the building immediately.
6. When arriving or leaving school grounds, students will use the east exit. School Buses have the right of way at all times.
7. Driving violations on school property, to or from school or educational functions, will be handled as student misconduct.
8. There will be one warning issued and the second incident will result in a loss of driving privileges. All students who drive to school must have a driving permit on file in the office. Parking permits will be distributed from the office and must be displayed on the vehicle. If you drive on school grounds, your vehicle is subject to search by school officials.

**Eligibility:**

A student must be passing in five Solid subjects to be eligible to participate in any club or extracurricular activity.

Eligibility is figured from report card date to report card date. Students must be enrolled as full-time students to participate in sports and/or extra-curricular activities.

#### **Fire and Tornado Drills:**

Fire and Tornado drills are held periodically. In case of a fire the signal to evacuate the building will be a continuous blast of the fire horn. There is an evacuation plan posted in each classroom which shows the route of evacuation for that particular room. In case of severe weather the signal will be given over the P.A. System unless there is no electricity, and then the signal will come from runners.

#### **Health Policies (Lice)**

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

#### **Health Policies (Medication Policy)**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file. No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student only with the written permission of the students' parents.

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

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

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

#### **Health Policies (Hearing Screenings):**

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

#### **Health Requirements For School Entrance:**

1. A physical examination shall be required for a child's initial enrollment in kindergarten or first grade.
2. Indiana Code 20-8.1-7.9.5 requires that every child residing in this state is to be immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, and mumps. Below are the number of doses and each vaccine required for school entry for the 2015-2016 School Year.

#### 3-5 years old:

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

Kindergarten:

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

Grade 6-10:

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

Grades 11 & 12:

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

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

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

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

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

**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.

**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. 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 new online Learning Management System (CANVAS) for classroom assignments. The student will be granted the number of days he/she was absent to complete missing homework, unless student is out of school due to serving an Out of school suspension. In the case of OSS, students will be expected to turn in assignments upon his/her return to school. If student does not have access to internet, our Elearning policy of forty-eight (48) hours to turn in assignments will be in place. This deadline may be extended at teacher discretion.

**Visitors:**



All visitors to the building must report directly to the high school office where they will sign in and receive a visitor's badge. Student visitors are not allowed to be in the building unless an administrator or their designee has approved this visit in advance.

**Lockers:**

The top part is for books and the bottom is for clothes. Keep the lockers clean. If you have something of value, it may be checked in the office until needed. Your locker should remain locked at all times.

**Locker and Desk Inspection Policy and Rules:**

All lockers and desks made available for student use on the school premises, including but not limited to lockers and desks, if any, located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. 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 which cause, or can reasonably be foreseen to cause, an 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 insure 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 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(The word "locker" will be used to indicate student lockers, desks or any other school owned equipment used to store school supplies and personal items necessary for school use.):

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 an 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, 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 in a clean and orderly manner.
2. Authority to Inspect - The school corporation retains the right to inspect lockers to insure 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
  - a. 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 which may tend to prove violation of school rules or the law.
  - b. 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 conduction of 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
  - a. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. These circumstances include, but are not limited to:
    1. When the school corporation receives a bomb threat;
    2. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
    3. At end of grading periods, and before or during school holidays to check for

missing library books, or lab chemicals or school equipment; or

4. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

b. 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 Officials

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

1. To identify substances which may be found in the lockers; or

2. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that could be located in the lockers.

a. 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.

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

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 may be in violation 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, or at the end of the semester or 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.

**Medical Insurance:**

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

**Medication Policy (EFFECTIVE AUGUST, 2003)**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of non prescription 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. 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.

Date Adopted: June 5, 2001

Date Revised: March 14, 2002

May 13, 2003

**Public Display of Affection (PDA):**

Public Display of Affection has no place in school. Hand holding is permissible.

**Pupil Personnel Directory Information:**

The Rossville Consolidated School District designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by August 1 of each school year.

**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.

**Search and Seizure Policy:**

The Rossville Consolidated School District recognizes that students maintain their rights of privacy 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 in light of their experience. These facts may include, but shall not be limited to, tips from sources deemed reliable, suspicious behavior or smells or observations which indicate that evidence tending to prove that the student is violating the rules of the school or the law, is present in the area to be searched. No search shall go beyond the extent necessary to accomplish the search's objective. Non-certified school personnel may assist in any search, but the search itself must be authorized and supervised by certified school personnel, except in the case of emergencies described in the first sentence of this paragraph.
2. Search of 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 rules of the school or the law. Generally, searches of a student's person shall be limited to
  - (1) searching the student's pockets;
  - (2) searching any object in the student's possession such as a purse, briefcase, backpack or jacket;
  - (3) a "pat down" of the student's clothing in non-sensitive areas; or
  - (4) the removal of shoes and socks.

Searches of a student beyond these four types of searches shall not be done unless school personnel have reasonable grounds to believe that the student possesses items that

- (1) cause an immediate danger of physical harm to that student or other persons or
  - (2) consist of illegal drugs or alcohol. Except in cases of emergencies involving an immediate danger to students or others, these more intrusive searches may take place only upon specific authorization by the principal or his/her designee, must be conducted in private by a person of the same sex as the student being searched, and must be witnessed by one school employee of the same sex.
3. Search of Motor Vehicles - Students are permitted to park on school premises as a matter of privilege, not a right. Motor vehicles may be searched if there is reasonable suspicion to believe that

illegal, unauthorized or contraband items are contained inside and consent to such search is implied by the motor vehicle being present at school.

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, or at the end of the semester 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.

#### **Sexual Harassment Policy:**

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

#### **Student Records Policy:**

It is the intent of The Rossville Consolidated School District, in keeping with requirements of the Family Educational Rights and Privacy section of Public Law 93-380, to make student records available for review in all instances as provided by the law. Whenever a student has attained the age of eighteen (18) or is attending an institution of postsecondary education the permission or consent required of and the rights accorded to the parent(s) or guardian(s) shall thereafter only be required of and accorded to the student.

1. The parent or guardian has a right to examine any student record until the student is 18 years of age; thereafter, only the student himself has such a right.
2. The parent or guardian or the student has a right to have a record corrected if it is inaccurate, misleading, or is "otherwise in violation of the privacy or other rights of the student".
3. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
4. Certain individuals may examine a student's records without parental consent, these include school officials, including teachers who have "legitimate educational interest;" officials of other school systems where transfer is made; and certain other representatives of the federal government with various limitations.
5. Any person may examine or receive the records if the parent(s) or guardian(s) specify the records to be released, the reason for such release, and to whom they are to be released. A copy must be sent to the parent(s) or guardian(s) if such is requested. The parent(s) or guardian(s) may also request and receive a copy of the record forwarded to another system along with an official transfer.
6. A copy may also be furnished pursuant to a court order or subpoena.

The following guidelines will be followed in keeping with this intent:

A "student's records" consists of all official records, files, and data directly related to a student and maintained by the school, intended for school use or to be available to parties outside of the school. Such records include all the material in the student's cumulative folder and includes, but is not limited to, general identifying data; records of attendance and of academic work completed; records of achievement in these school curriculum and in standardized achievement tests, results of other evaluative tests such as intelligence, aptitude, psychological, and interest inventory tests; health data; teacher and counselor ratings and observations; and verified reports of serious or recurrent behavior. Student's records are the property of the school. Access to, correction, and disposition of them shall be governed by this policy.

"Student's records" shall not include the following:

- a. Data which relates to a student but by which he cannot be identified, as for example, by social security number; name, address, or names of relatives. Such records generally are referred to as unidentifiable student records.
- b. Personal files maintained by persons who are licensed school employees or consultants, engaged directly in educating, testing or counseling any student for use in this connection and not maintained for general school use. Such records include grade books, notes on student work, transcripts of interviews, notes relating to clinical diagnosis, and other memory aids. Records such as these are the property of

the person who made them. The privilege of making and keeping such records shall be conditional upon their not being shown, turned over to, or used by any other person; provided, however, the subject matter of the records may be discussed with other school certificated employees or consultants in connection with the education of any student.

c. Examples of student projects such as art projects, vocational projects, and written work.

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

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

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

- a. The identity of the examiner
- b. The specific record examined
- c. Purpose of the examination
- d. The date on which, or in case the examiner is a school employee whose functions require repeated examinations, the period of time over which such examinations were made

7. A parent(s) or guardian(s) of a student who:

- a. Is under the age of eighteen (18)
- b. Is currently enrolled in the school corporation, or the records of who are otherwise maintained by the school corporation has a right to inspect and review such student's records or any part of those records.
- c. In order to inspect a student's records, the inspector shall present a written request to the Office of the Superintendent or his designee. The request shall state the specific records which the parent(s) or guardian(s) wish to inspect. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent(s) or guardian(s) by letter or otherwise, to determine the desired scope of records to be inspected.
- d. When records requested include information concerning more than one student, the parent(s) or guardian(s) shall examine only that part of the record pertaining to their child or, where this cannot reasonably be done, be informed of the contents of that part of the record pertaining to their child.

8. The school records of any student shall be available to the following persons, or in the following situations without the consent of parent(s) or guardian(s).

- a. Local school officials who have a legitimate educational interest in the education of the student. Such persons shall include the Superintendent, Principal, counselor, and other certificated staff as designated by the superintendent. Such examinations may be made for research or studies within the school corporation or other legitimate educational purposes, but in no event shall any data include information which would allow personal identification of any student or his/her parent(s) or guardian(s).
- b. Officials of other school systems in which the student intends to enroll, upon the condition that the student's parent(s) or guardian(s) are notified of the transfer, and, if the student's records are to be transferred, to receive a copy of the records and an opportunity before the transfer for a hearing to correct such record if necessary.
- c. Authorized representatives of the Controller General of the United States or the Secretary of the Department of Health, Education and Welfare, or any other federal agency, and authorized employees of the Department of Education of the State of Indiana; 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 that would permit the personal identification of any students or their parent(s) or guardian(s).
- d. Where such information is furnished in compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that parent(s) or guardian(s) are notified of all such orders as soon as reasonably possible after they are received and in any event no less than twenty-four (24) hours in advance of compliance of the order by the school.
- e. Judicially established guardians.

The contents of a student's record may be furnished to any other person with the written consent of the student's parent(s) or guardian(s) specifying the records to be released, the reason the records are to be released, and to whom, with a copy of the record to be released sent to the student's parent(s) or guardian(s) if they so request. Whenever possible, the school corporation shall release information to

persons as herein described solely on the condition that confidentiality of the information will be maintained and information will not be revealed or disseminated to other persons.

9. Parent(s) or guardian(s) shall have an opportunity for a hearing to challenge the content of their child's records to insure that they are not inaccurate or misleading or in other ways in violation of the rights and privacy or other constitutional rights of the child. In the event the parent(s) or guardian(s) are of the opinion that such records shall be corrected, they shall advise the superintendent or his designated representative, and an attempt to make any necessary changes shall be made by the parent(s) or guardian(s) and the designated representative through an informal conference or comparable means. In the event no agreement is reached, the parent(s) or guardian(s) shall have an opportunity for a hearing by filing a statement of the relief they request, and a hearing shall be held in the same manner as a charge brought under due process except that there shall be no appeal to the board from the hearing examiner's findings, which upon approval by the Superintendent shall be final; provided, however, nothing shall prevent an appeal to a court of law to correct the record.

10. The Superintendent shall, from time to time, designate a committee of certificated employees of the school corporation who shall make recommendations concerning periodic review of student's records for their disposition or destruction.

11. The Superintendent shall cause to be made and shall maintain proper official forms necessary for the administration of this policy.

### **Cellular Phones:**

Cell phones are permitted at Rossville Middle/Senior High School. Students may use their devices during non-instructional times (passing periods, lunch), or at other times as allowed by teachers for educational purposes. Cell phones can be used in a classroom at the discretion of the classroom teacher. A red classroom means that no cell phone usage is allowed. A green classroom means that cell phones use for educational purposes is allowed under teacher directions and discretion. Teachers will have the red/green status clearly posted in their rooms. This status is subject to change by period, day, or activity. If a cell phone is used in a red classroom, it will be confiscated for that period and returned. If this becomes habitual, it may lead to administrative intervention.

If a cell phone or other device is used in a cheating incident, the following steps will be taken.:

1. For a first offense, the device is confiscated for the remainder of the grading period.  
If the student must have the cell phone during the day, it must be brought to the office prior to the start of the school day and may be picked up after school. Please see the section concerning Cheating for other consequences.
2. The second offense will result in the device being restricted from the classroom for the remainder of the semester, as above.
3. Additional infractions will result in additional administrative action.

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

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

#### **Textbook Fees/Rental:**

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

#### **Tutors:**

Struggling students may request assistance from the Guidance Office to help them find a tutor. Often times, at the high school level, tutors request a stipend.

#### **Visitors:**

All visitors to the building must report directly to the high school office where they will sign in and receive a visitor's badge. Visitors from other schools may NOT visit our students during their lunch time.

### **STUDENT ACTIVITIES**

#### **Athletics:**

For conference eligibility, regulations, rules, sports, philosophy, etc. see the Athletic Handbook.

#### **Dances (High School):**

Dances will be provided throughout the school year with the following rules in force at all dances.

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

#### **Dances (Middle School):**

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

The extra-curricular 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 moderators/coaches are appointed by principal and subject to 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 are subject to all the practices, rules, regulations, and policies of that organization in addition to those required by Rossville High School. Rossville High School believes strongly in the benefits and educational values of extracurricular activities/clubs when properly administered. What a student participant benefits from depends on what they are willing to put into the extra-curricular activity/club. Dedication and due diligence should

result in improved social abilities, special skills associated with the extra-curricular activity/club, and better health. The student participant should have various opportunities to display good sportsmanship and to make the Rossville community proud of their participation in the extracurricular activity/club. Student participants should realize that extracurricular activities/clubs are a privilege that carries with it definite responsibilities. Extra-curricular activities/clubs provide an unequalled opportunity to widen one's circle of friends by acquaintance with the members of opposing teams/clubs, and to visit and play in their communities. As student participants they have a chance to enjoy one of the greatest heritages of youth--the privilege to participate in an extracurricular activity/club. Student participants can be taught that a violation of rules of the club/activity brings penalty, and that this same sequence follows in the game of life. The community, of course, must also gain from the extra-curricular activities/clubs, but it must realize that there are at least two parties that should be satisfied before its interests can be given any consideration. These are the student participants and the student body. Under no circumstances should community interests be considered if they do not coincide with the well-being of the student participants and the student body. Let us always remember that extra-curricular activities/clubs are organized for transforming boys and girls into mentally alert, morally clean, and socially sound citizens.

#### **A. 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.

#### **B. Conduct**

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

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

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

#### **C. Violations**

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

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

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



#### **D. Procedure For Administration of Penalties (involving possible suspension and expulsion.)**

1. The moderator/coach will meet with the student participant, high school principal and the administrative assistant to discuss and explain the violation.
2. 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.
3. 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.
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 moderator/head coaches who teach at R.H.S. (Least directly involved with the student or student-athlete)
  - d. 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.

#### **E. 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:  
1st offense: 20% of season suspension from extracurricular activity/club if the student participant self-reports the violation or 50% of season suspension if the moderator/coach/administration has to investigate the violation. The student participant must complete the extra-curricular season in which he/she is serving the suspension, or the full suspension will be applied to the next extracurricular season.  
2nd offense: Expulsion from high school or middle school extra-curricular activities/clubs for one year with probation lasting for the remainder of high school or middle school career.  
3rd offense: Expulsion from high school or middle school extra-curricular activities/clubs shall last for the remainder of high school or middle school career.
2. Individual moderator's/coach's rules and practice attendance: penalty is left to the discretion of the moderator/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, administrative assistant, along with the moderator/coach, will administer any punishment brought about by a violation of school policy.
5. For just cause, the principal and administrative assistant, with the moderator's/coach's knowledge, may temporarily suspend a student.
6. 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.

#### **National Honor Society Selection Procedure:**

In accordance with the bylaws of the national organization and for the information of the public this is the criteria and procedure for selection into the National Honor Society.

1. The guidance counselor will complete a list of all students with at least 3 semesters of high school course work, which have resided in the corporation for at least one semester, and have a minimum grade point average of 3.5000 on a scale of 4.000.
2. These students will be notified by a letter from the NHS advisor that they have met the scholastic requirement for NHS. They will then be asked to fill out an activity form if they are interested in membership in NHS. The activity form will need to be returned to the NHS advisor on or before the deadline stated in the notification letter. Absence of an activity form will be seen as a request to be removed from the list of candidates for selection.
3. The faculty of Rossville High School will be asked to rate the list of candidates for selection based on

the remaining criteria of Leadership, Character, and Service. If a teacher for some reason does not feel qualified to comment on a particular student, there will be a no comment category.

4. An average score in each category will be computed by the NHS advisor based on the number of teachers that rated the student. Also, a tally of teacher responses will be compiled.

5. The average score, the response tally, and the activity sheet will then be made available to a five member faculty council selected by the High School Principal.

The NHS advisor is an ex officio non-voting member of the faculty council. The council will vote on each candidate in regards to the criteria for membership and selection into NHS. Once selected into the chapter, the members are required to maintain the standards of NHS. They must maintain the minimum 3.5 grade point average. They must participate in at least one service project each year. They must maintain leadership and character that would benefit the school and the community.

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

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

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

#### **National Junior Honor Society Selections and Dismissal Procedure:**

In accordance with the constitution of the national organization and for the information of the public this is the criteria and procedure for selection into the National Junior Honor Society (NJHS).

1. The guidance counselor will complete a list of all 7th and 8th grade students with at least one semester of work completed at Rossville Middle School and who have a minimum grade point average of 3.750 on a scale of 4.000.

2. These students will be notified by a letter from the NJHS advisor that they have met the scholastic requirement for NJHS. They will then be asked to fill out an activity form if they are interested in membership in NJHS. The activity form will need to be returned to the NJHS advisor on or before the deadline stated in the notification letter. Absence of an activity form will be seen as a request to be removed from the list of candidates for selection.

3. The faculty of Rossville Middle School will be asked to rate the list of candidates for selection based on the criteria of outstanding scholarship, character, leadership, service, and citizenship. If a teacher for some reason does not feel qualified to comment on a particular student, there will be a no comment category.

4. The NJHS advisor based on the number of teachers that rated the student will compute an average score in each category. Also a tally of teacher responses will be compiled.

5. The Principal and/or Middle School Administrator will be consulted about discipline or the students on the list.

6. The activity sheet, the average score, the response tally, and the discipline report will then be made available to the five member faculty council selected according to the by-laws of the Rossville Chapter of the NJHS.

7. The faculty council will vote on each candidate in regards to the criteria for membership in NJHS.

8. Once selected the individuals become members following an induction ceremony.

The members are required to maintain the standards of NJHS that were the basis for their selection. They must maintain the minimum 3.75 grade point average. They must participate in a least one service project each year. They must maintain leadership, character, and citizenship that would benefit the school and the community.

If a student's grade point average falls below the minimum, the student will be notified in writing that he/she is on one-semester grade probation.

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

A flagrant violation of school or civil rules is cause for consideration of dismissal from NJHS. 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 15 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 15 days, if dismissal is still recommended, the student is dropped from the chapter. Members who resign or are dismissed are never again eligible for membership in NJHS. They must return all membership cards and insignia to the chapter advisor.

**Visitors:**

All visitors to the building must report directly to the Middle School/High School office to sign in and obtain a visitor's badge. Student visitors are not allowed to be in the building unless an administrator or designee has approved the visit in advance.

**ROSSVILLE MIDDLE/SENIOR HIGH SCHOOL  
ATHLETIC STUDENT HANDBOOK  
2017-2018**

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**Forward:**

This handbook of athletics is intended to serve as a guide for more effective operation of the athletic program of the Rossville Consolidated School District. It is hoped that written rules, regulations and policies will lead to a clearer understanding between the staff and those whose responsibilities fall within the athletic department. First, we should all realize that we are employed primarily as teachers, and that athletics is but a part of a student's total education. We strengthen our position by doing first an honest and effective job of teaching.

Interscholastic athletics are very important and vital in the total program of the education of our youth. Participation in sound athletic programs contributes to their health and happiness, physical skill, emotional maturity, and social and moral values. As has often been said, "Anything worth doing is worth doing well." With such a belief, our aim is to present our athletic teams on a high level of performance. We feel that the athletic department must be a cooperative one. All sports should be considered in their proper perspective with each other and with the total school program. Moral support of the entire sports program and policies is expected of all coaches.

### **Philosophy:**

Athletics is probably the most important single factor in the school life of many boys and girls, and undoubtedly an important influence in athletics is the personality of the coach. His or her standards are their standards, their example and their aim. The coaches have a tremendous responsibility. In taking their place in school life, they are making more than their own reputation or even the reputation of the school. They are developing the character of youth.

The major goal of the athletic program is to set up a series of contests with other schools which have as their purpose: friendly rivalry, new friendships, development of playing skills, good sportsmanship, and improving community relationships. If we are able to reach our major goal each season, it will be impossible for us to have an unsuccessful season, regardless of our won and lost record.

Athletes' gains depend upon what they are willing to put into the athletic program. They should be able to improve habits of health, safety, and sanitation. There should be various opportunities to observe and exemplify good sportsmanship. Athletes should realize that athletics is a privilege that carries with it definite responsibilities. Athletics provide an unequalled opportunity to widen one's circle of friends by acquaintance with the members of opposing teams, and to visit and play in their communities. As athletes they have a chance to enjoy one of the greatest heritages of youth--the privilege to play.

Athletes can be taught that a violation of rules of the game brings penalty, and that this same sequence follows in the game of life.

The community, of course, must also gain from the athletic program, 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 athletes and the student body. Under no circumstances should community interests be considered if they do not coincide with the well-being of the student body and the athletes. Let us always remember that athletics are organized for transforming boys and girls into physically fit, mentally alert, morally clean, and socially sound citizens.

### **IHSAA Membership:**

Rossville High School is a member of the Indiana High School Athletic Association which has determined the overall pattern for interschool principals who elect the legislative body to represent five IH- SAA districts and three classes of schools on the basis of enrollment. The IHSAA recognizes the principal as the administrative head of interschool athletic activities as a member school.

### **Individual Eligibility Rules: Grades 9-12:**

Attention, Athlete -- Your school is a member of the IHSAA and follows established rules. To be eligible to represent your school in interschool athletics YOU:

1. Must be a regular bona fide student in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester.
2. Must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests.
3. Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of a semester; and must be currently passing in at least four full credit subjects or the equivalent.
4. Must not have reached your nineteenth birthday prior to the Age Eligibility Cutoff Date for that sport season.
5. Must have been enrolled in your present high school last semester or at a middle school from which your high school receives its students:
  - a. Unless you are entering the ninth grade for the first time.
  - b. Unless you are transferring from a school district or territory with a corresponding bonafide move on the part of your parents.
  - c. Unless you are legally adopted, are a foreign exchange student under a full year program, are under the direction of an orphanage or State Department of Welfare, are required to change

residence by court order or are a ward of a guardian who resides in your new school district or territory: are married and have established residence in a new district or territory: are over 18 years of age and principal of former school approves.

d. Unless you are transferring for the first time from one public school to another by desegregation directive.

e. Note: You must have been eligible in the school from which you transferred.

6. Must not have been enrolled more than 4 fall semesters and 4 spring semesters beginning with grade 9.
7. Must be an amateur (have not participated under an assumed name: have not accepted money or merchandise directly or indirectly for athletic participation: have not accepted awards, gifts or honors from colleges or their alumni: have not signed a professional contract.)
8. Must have filed with your principal each school year, between May 1 and your first practice, your completed Consent and Release certificate.
9. Must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.
10. Must not have received, in recognition of your athletic ability, any award not approved by your Principal or IHSAA.
11. Must not accept commercial awards which advertise any business firm or individuals.
12. Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team.
13. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability as prospective student-athlete. Graduates should refer to college rules and regulations before participating.
15. Must not participate with or against a student enrolled below grade 9.
16. Must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12.
17. Must, if absent 5 or more days due to illness or injury, present to your principal written verification from a licensed physician to practice medicine stating that you may participate again.
18. Must not participate in camps, clinics, or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding our-of-season and summer.
19. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls tournament entrant.
20. This is only a summary of the rules. Contact your school officials for further information and before participating outside of your school.

#### **Conference Affiliation:**

Rossville High School is a member of the Hoosier Heartland Conference. Rossville became a member to the Hoosier Heartland Conference in the 1989-90 school year.

Present membership includes: Carroll, Clinton Central, Clinton Prairie, Eastern, Sheridan, Taylor, Tri-Central, and Rossville High Schools. The following schools will be leaving the conference beginning with the 2017-2108 school year: Frontier and Tri-County.

The purpose of this conference shall be to encourage member schools to take an active part in all desirable school activities, to stimulate good public relations among the schools and communities, and to promote good sportsmanship. The constitution is to govern both boys' and girls' activities.

The conference also provides competition in Math and English for the six schools.

#### **Athletic Council: Make-up and Conduct of Athletic Council:**

A. The membership of the Athletic Council of Rossville Consolidated Schools is as follows:

1. High School principal
2. Person selected by School board
3. Head coaches in all sports:
  - a. Basketball (girls' and boys')
  - b. Baseball

- c. Volleyball
- d. Golf
- e. Cross Country
- f. Softball
- g. Track (girls' and boys')
- h. Tennis (girls' and boys')
- i. Soccer (girls' and boys')
- j. Wrestling
- k. Cheerleading Sponsor

B. The Chairman of the Athletic Council is the Athletic Director of the school. He shall designate a secretary to record the minutes.

C. All members of the Athletic Council have voting power.

D. A majority of the members present constitutes a quorum for transacting business. No ruling shall become effective unless it has support of a majority of the complete membership.

**Purpose of the Athletic Council:**

A. The purpose of the Athletic Council shall be to assist in formulating policies for the coordination of the Middle/High School program. The policies formulated by the council will be consistent with sound educational practices as well as the policies set forth by the IHSAA.

B. The Athletic Council will strive to achieve a close working relationship among the coaching staff through the athletic director.

C. Areas of Responsibility

The areas of authority for the Athletic Council to make recommendations will be:

- 1. Schedules
- 2. Playing facilities
- 3. Equipment
- 4. Conduct
- 5. Participation
- 6. Transportation
- 7. Publicity
- 8. Eligibility
- 9. Finance
- 10. Award System
- 11. Selection of Knapp Award
- 12. Subjective areas assigned by Athletic Director
- 13. Selection of Jason Miller Award
- 14. Selection of the Alisha K. Harrison Award

**Athletic Council Meetings:**

As needed during the school year

**Sports and Related Activities:**

The Rossville Athletic Department presently provides 41 different sports teams in which students may participate, as well as 7 cheerleading squads for the boys' basketball teams. (J.V. and Varsity Cheer squads will cheer for girls: 7 games and the IHSAA tournament)

Fall	
Boys:	Girls:
Varsity Cross Country	Varsity Cross Country
Middle School Cross Country	Varsity & JV Volleyball

Varsity & JV Tennis	Varsity & JV Soccer
	Varsity Golf
Varsity & JV Soccer	Middle School Cross Country
	8th grade Volleyball
	7th grade Volleyball
	6th grade Volleyball
	5th grade Volleyball

<b>Winter</b>	
Boys	Girls:
Varsity Basketball	Varsity Basketball
Jr. Varsity Basketball	Jr. Varsity Basketball
Freshman Basketball	8th grade Basketball
8th grade Basketball	7th grade Basketball
7th grade Basketball	6th grade Basketball
6th grade Basketball	5th grade Basketball
5th grade Basketball	Varsity Cheerleading
Varsity Wrestling	JV Cheerleading
JV Wrestling	9th Cheerleading
Middle School Wrestling	8th Cheerleading
	7th Cheerleading
	6th Cheerleading
	5th Cheerleading
<b>Spring</b>	
Boys:	Girls:
Varsity Track	Varsity Softball
Middle School Track	JV Softball
Varsity Golf	Varsity Track
Varsity Baseball	Middle School Track
JV Baseball	Varsity & JV Tennis

**Major and Minorng:**

High school athletes are allowed to major and minor in two sports during the same sport season. However, the athlete must declare in writing his/her major sport and his/her minor sport. Major sport practices take priority over minor sport. Major sport games take priority over minor sport games unless the minor sport is a conference game or an IHSAA tournament game when the major games are not. Minor sport games take priority over major sport practices. The athlete may letter in both the major and minor sport if he/she meets those letter requirements.

**Athletic Eligibility:**

The responsibility for determining eligibility rests with the Athletic Director under the direction of the High School Principal. The Guidance Counselor is responsible for providing the Principal with a list of those students who are eligible to participate in the various interscholastic sports. The Guidance Counselor will notify the coaches of ineligible students.

Keeping every athlete eligible is a shared responsibility and requires that players, parents, coaches, and administrators be informed of rules and regulations. The Principal and the Athletic Director have copies of the



IHSAA handbook for use. Coaches are urged to familiarize themselves with the information on the Consent and Release Certificates.

**Scholastic Eligibility:**

1. To be eligible scholastically, a student 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 with semester grades taking precedent.
2. An athlete may practice during or following the student's ineligibility but this will be left to the discretion of the head coach.
3. Eligibility is determined on the day certified by the IHSAA as to when grade cards are issued.

**Awards:**

**A. Athletic Awards**

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

**B. High School Awards**

Each Varsity Letter - Letter certificate

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

**C. Individual Sport Requirements:**

1. Cross Country – Top 5 letter if there are 7 team members and member runs in over half the contests.
2. Volleyball - Play 3/4 of all matches
3. Basketball (boys) - Play in 1/3 of all quarters
4. Basketball (girls) - Play in 1/3 of all quarters
5. Track (boys) – 1 point for each dual or three-way meet; 2 points for invitational, Relays, County, Conference and Sectional Meets. This would give the athlete 20 of the 45 points needed to letter. The other 25 points must be earned by placing in meets.
6. Track (girls) - 1 point for each dual or three-way meet; 2 points for invitational, Relays, County, Conference and Sectional Meets. This would give the athlete 20 of the 45 points needed to letter. The other 25 points must be earned by
7. Baseball - Play in 3/4 of games, 3 inning average
8. Golf - Participate in 3/4 of varsity matches
9. Managers - Manage a varsity sport
10. Cheerleaders - Selected as varsity cheerleader and complete a year.

11. Wrestling - Compete in 2/3 of all regular season matches; and/or qualify for regional
12. Tennis (boys) – Participating member of sectional team, play in 2/3 or more of the matches
13. Tennis (girls) –Participating member of sectional team, play in 2/3 or more of the matches
14. Soccer (boys) – Play in 3/4 of all matches
15. Soccer (girls) – Play in 3/4 of all matches
16. Softball - Play in 3/4 of games, 3 inning average
  - a. Any athlete who does not meet one of the above requirements may be recommended for a Varsity letter by the head coach of the sport. The letter must be approved by a majority vote of the Athletic Council.
  - b. Additional Varsity Letters - The athlete will receive a certificate indicating the sport letter.
  - c. Participation Certificate - Any varsity athlete not receiving a Varsity letter who completes a season, will be awarded a Certificate of Participation.

#### D. Jacket Award

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

#### E. Special Sport Awards

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

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

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

#### G. Alisha Harrison Spirit Award

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

3. This award has been funded by memorial contributions from family, school organizations, other schools and individuals from the community.

#### H. The Jason Miller Wrestling Award

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

#### I. Middle School Awards

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

### **Athletic Discipline Code:**

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

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

### **A. Conduct**

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

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

### **B. Violations**

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

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

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

### **D. Penalties**

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

1. Possession, distribution, or use of alcohol, drug abuse, use of tobacco or look alike substances and any law violation other than traffic violation or visiting a place of common nuisance:
  - 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.
  - 2nd offense: Expulsion from high school or middle school athletics for one year with probation remainder of high school or middle school career.
  - 3rd offense: Expulsion from high school or middle school athletics 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.