Rensselaer Central Middle School

Student Handbook 2026-2027

Together We Achieve SUCCESS

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RCMS Schedule

Flex 8:05 - 8:33

Period 1 8:37 - 9:19

Period 2 9:23 - 10:05

Period 3 10:09 - 10:51

Grade 6	Grade 7	Grade 8
Period 4 10:55 - 11:37	LUNCH 10:55 - 11:25	Period 4 10:55 - 11:37
Period 5 11:41 - 12:23	Period 4 11:29 - 12:11	LUNCH 11:41 - 12:11
LUNCH 12:27 - 12:57	Period 5 12:15 - 12:57	Period 5 12:15 - 12:57

Period 6 1:01 - 1:43

Period 7 1:47 - 2:29

Period 8 2:33 - 3:15

2-Hour Schedule

Period 1 10:05 - 10:40

Period 2 10:44 - 11:14

Grade 6	Grade 7	Grade 8
Period 3 11:18 - 11:48	LUNCH 11:18 - 11:48	Period 3 11:18 - 11:48
Period 4 11:52 - 12:22	Period 3 11:52 - 12:22	LUNCH 11:52 - 12:22
LUNCH 12:26 - 12:57	Period 4 12:26 - 12:56	Period 4 12:26 - 12:56

Period 5 1:00 - 1:30

Period 6 1:34 - 2:04

Period 7 2:08 - 2:38

Period 8 2:42 - 3:15

Together We Achieve SUCCESS

ORGANIZATIONAL INFORMATION

MISSION OF THE CORPORATION
The mission of the Rensselaer Central Schools Corporation is to provide an appropriate educational program and learning environment, which will effectively:

- Meet the educational needs of its students and citizens
- Help its students accomplish educational goals, which are significant, durable, and transferable.

MISSION STATEMENT OF RENSSELAER CENTRAL MIDDLE SCHOOL
Building Success!

CORE VALUES:
Rensselaer Central Middle School's mission and vision is to promote good character in all it does, by leading students, each other, and the community to:

- Form relationships based on honesty and integrity.
- Value acceptance of others in those relationships.
- Practice communication that is honest and for which we are individually and corporately accountable.

Rensselaer Central Middle School will strive to model and teach students to be:

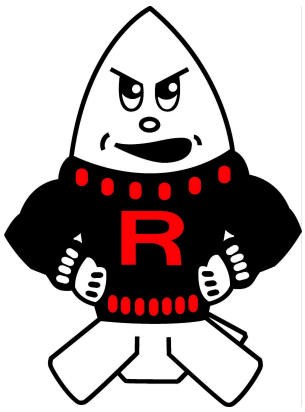
- Accepting of staff and each other, as well as valuing the self worth of all.
- Honest in everything they do - in and out of the classroom.
- Compassionate for each other and for all staff.
- Understanding high expectations and risk taking are an important part of life.

Rensselaer Central Middle School will work with parents and the community to:

- Clearly communicate our expectations for students and parents.
- Offer ways to support the school's social and learning goals.
- Teach accountability for students social, emotional, and academic success.
- Offer ways parents and the community may become more actively involved in the life of students and the school.

WE ARE:

BRILLIANT
ORIGINAL
MOTIVATED
BENEVOLENT
ENGAGED
RESPONSIBLE
SUCCESSFUl



RCMS School Wide Behavior Expectations

	Responsible	Respectful	Safe
Hallway	• Stay on the right side of hallways • Move with purpose: get materials and arrive on time • Dispose of trash in the correct containers	• Be mindful of others' personal space • Keep voice level no louder than regular conversation • Treat others with compassion through your words and actions • T.H.I.N.K before you speak	• Walk • Keep your hands and feet to yourself • Watch where you are going
Classroom	• Be organized • Be on time • Be prepared • Use time productively • Stay on task • Complete all assignments with quality	• Listen to others' ideas and opinions • Be considerate • Cooperate with others • Treat others like you want to be treated • Be positive	• Stay in your personal space • Use materials and equipment appropriately • Follow emergency procedures
Restroom	• Use the closest restroom • Use restroom for intended purpose • Dispose of trash in a proper manner • Interact politely with peers and adults • Report any problems to teachers • Return to class promptly	• Be polite • Show patience when restroom is crowded • Respect others' privacy and personal space	• Leave all devices outside of restroom • Have an awareness of your surroundings • Respect others' privacy and personal space • Practice good handwashing
Cafeteria	• Make healthy choices • Be patient and wait your turn • Clean your table and surroundings • Return your tray to dishwashing station • Remember to return your fork	• Use good manners • Use appropriate tone, volume and words during conversations • Respect others' personal space • Be patient and wait your turn to be served • Follow the cafeteria supervisor's instructions	• Eat your own food • Ask permission to leave cafeteria • Stay seated until you are dismissed • Walk
Outside	• Ask an adult for help when needed • Pick up personal belongings • Use appropriate language • Bring equipment inside when finished	• Use equipment appropriately • Take turns and share equipment • Practice good sportsmanship at all times	• Use appropriate language • Keep hands and feet to self • Stay within outside area

RCMS STUDENT TARDY POLICY

3 tardies to class = verbal warning from office

Every tardy to class after 3 = lunch detention

RCMS Transportation Behavior Expectations

	Respect Others	Respect School	Respect Self
Bus Stop	• Use appropriate language • Keep hands, feet, and objects to self	• Watch for traffic • Wait for bus to come to a complete stop • Stay at least 10 feet away from the bus • Watch and listen for driver directions	• Arrive before pick up time • Make sure you have everything you need for school & activities today • Use appropriate language
Loading and Unloading	• Use a low voice • Keep appropriate personal space • Use appropriate language	• Enter and exit in an orderly manner • Report unsafe behavior to the bus driver right away • Clean up any messes you made • Follow all safety procedures	• Take all your belongings with you • Report bus damage to driver • Use appropriate language
While the bus is moving	• Use a low voice • Keep hands, feet, and objects inside the bus • Use appropriate language • Respect the personal space of others	• Remain seated and facing forward at all times • Keep the aisle clear • Follow all safety procedures	• Set a positive example for others • Use appropriate language

RECOMMENDED PARENT EXPECTATIONS

COMMUNICATION

Communicate with your child on a regular basis about school. It's important to be in the know! Ask your child about his/her classes, what friends he/she enjoys spending time with, and what activities he/she likes to be involved in. Encourage your child to get involved in extracurricular activities and clubs. This fosters his/her academic and social and emotional growth.

It takes a TEAM to promote academic success! We encourage you to be involved in your child's education. Communicate with teachers often, and teach your child to advocate when needed. A team meeting can be scheduled when a more specific plan is needed to support your child.

CHECK YOUR STUDENT'S GRADES WEEKLY

PowerSchool can let you see every teacher's gradebook 24/7. Every assignment is listed along with the teacher's email address if there is a question about an assignment. Encourage your child to communicate with teachers when the need arises. This is an important step in learning to be responsible and accountable! At this stage, learning independence is crucial to your child's development.

SIGN UP FOR A CANVAS PARENT ACCOUNT

Canvas is our learning management system (LMS). It is an electronic meeting place for teachers and students. You can see the teachers' weekly agendas and your student's work. Your child can also show you CANVAS on his/her school device.

ORGANIZATION

When necessary, assist your child with organization of his or her folders, binders, and backpack weekly. This is an important component to their academic success!

LIMIT SCREEN TIME AND MONITOR THEIR SOCIAL MEDIA ACCOUNTS

Middle School is a time of exploration, growth, and learning. Limit your child's screen time and monitor social media accounts. Encourage him/her to interact with others and be present. According to the U.S. Office of the Surgeon General, there may be harmful effects to your child's mental health, sleep habits, and overall well-being with excessive social media use. This is a crucial time for your child to build relationships, learn conflict-resolution strategies, and develop employability skills.

SCHOOL DELAYS AND CLOSINGS

Students, parents and teachers will be notified via the RCSC web site, social media, Remind101 and texting from schools and administration of school delays and closings. In the event you do not receive these electronic notifications, you can also find information on the following stations:

WLFI – TV 18	Lafayette, IN	WASK – FM 98.7	Lafayette, IN
WLQI – FM 97.7	Rensselaer, IN	WVLI – FM 95.1	Bourbonnais, IL
WRIN – AM 1560	Rensselaer, IN	WIVR – FM 101.7	Bourbonnais, IL

BUILDING HOURS

The building will be open in the morning by 7:30 a.m. and close at 3:30 p.m. Students in the school building after 3:30 p.m. must be supervised by a coach, club sponsor, etc. Custodians are not to assume this responsibility.

CLOSED CAMPUS

Rensselaer Central Middle School is committed to a closed campus. This simply means that upon the arrival of a student on campus each morning, the student shall not leave the building complex without proper clearance from the Principal's Office. Students will be granted permission to leave the school complex only under the following conditions:

- Medical Appointments, Personal Leave, Illness – **If students leave campus without consent of administration or school nurse, the consequences for truancy will be followed.**

COMPLIANCE OF NONDISCRIMINATION

Rensselaer Central Schools Corporation, 900 E Washington St., Indiana 47978, issues the following Assurance of Compliance:

It is the policy of the Rensselaer Central Schools Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil rights Act of 1964, the Equal Pay act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of the Rensselaer Central Schools Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Rensselaer Central Schools Corporation 504 Compliance Officers are:
Mr. Thomas Stone - Assistant Principal, Rensselaer Central High School
Mrs. Leah Mathew - Principal, Rensselaer Central Middle School

DISABLED INDIVIDUALS POLICY STATEMENT

It is the policy of the Rensselaer Central Schools Corporation not to discriminate against an otherwise qualified disabled person, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Superintendent of Rensselaer Central Schools Corporation, 902 E. Washington St., Rensselaer, IN 47978, or to the Office for Civil rights, U.S. Department of Education, Washington, D.C.

STUDENT CONDUCT AND DISCIPLINE

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 I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

   a) A middle, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.

   b) 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.

   c) If a teacher removes a student from class under a) or b) 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 parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

   2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.

   3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

Students are subject to school rules:

A. On school grounds before or during school hours or after school hours and at any other time when the school is being used by a school group.
B. Off school grounds at a school activity, function, or event.
C. While traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays, and other school breaks, and the summer period when a student may not be attending classes or other school functions. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school and the Board of School Trustees. Where a conflict in policy exists, School Board regulations or State/Federal statute supersedes this handbook. These

decisions will be based on the welfare of the total school community and the behavior's effect of the learning environment. While some infractions will receive the maximum allowable punishment, other disciplinary consequences may be altered, based on the discretion of the principal.

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is 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; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
B. has a substantially detrimental effect on the targeted student's physical or mental health;
C. has the effect of substantially interfering with the targeted student's academic performance; or
D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.

B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
E. Participating in an activity undertaken at the prior written direction of the student's parent.
F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes they have been or are currently the victim of bullying shall immediately report the situation to the building principal, assistant principal. or the Superintendent. The student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be investigated promptly and documented according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. Bullying incidents shall be reported to the parents of both the targeted student and the alleged perpetrator in an expedited manner, that is before the end of the next instructional day after the incident is reported, by the Principal, Assistant Principal or Superintendent to whom the bullying incident initially was reported or by their designee.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator shall report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment or Policy 2266 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (before the end of the next instructional day after the incident is reported), the findings of the investigation at the conclusion of the investigation (before the end of the next instructional day after the conclusion of the investigation), and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action

may include support services for the targeted student and bullying education for the alleged perpetrator, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and shall not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Suspected retaliation shall be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble similarly is prohibited and shall not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Remedial Action

Follow-up services shall be provided during or after the investigation which include support services for the victim and bullying education for the alleged perpetrator.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality shall be maintained during the investigation process. However, in some circumstances, a proper investigation shall require the disclosure of names and allegations.

Discipline Rules

As required by State law, the Superintendent shall require that any discipline rules adopted by the Corporation's schools shall prohibit bullying and include:

A. provisions concerning education, parental involvement, and intervention;
B. a detailed procedure for the expedited investigation of incidents of bullying that includes:

    1. appropriate responses to bullying behaviors, wherever the behaviors occur;
    2. provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
    3. provisions that require a school to prioritize the safety of the victim;
    4. timetables for reporting the conclusion of a bullying investigation to the parents of both the targeted student and the alleged perpetrator in an expedited manner that is before the end of the next instructional day after the conclusion of the investigation;
    5. timetables for reporting of bullying incidents to school counselors, school administrators, the Superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
    6. discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident;
    7. discipline provisions for false reporting of bullying; and

8. provisions to make a reasonable attempt to notify both the parent of a targeted student and the parent of an alleged perpetrator that the school is investigating a possible incident of bullying or similar misconduct before the end of the next instructional day after the school becomes aware of the possible incident; and

C. a detailed procedure outlining the use of follow-up services that includes:

1. support services for the victim; and
2. bullying education for the alleged perpetrator.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The discipline rules shall prohibit bullying through the use of data or computer software that is accessed through a:

A. computer;
B. computer system;
C. computer network; or
D. cellular telephone or other wireless or cellular communications device.

The discipline rules shall include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention program.

The discipline rules may include provisions to determine:

A. the severity of an incident of bullying; and
B. whether an incident of bullying may warrant the transfer of the victim or the alleged perpetrator to another school in the Corporation.

Pursuant to I.C. 20-33-8-13.5, this section may not be construed to give rise to a cause of action against a person or the Corporation based on an allegation of noncompliance with this section. Likewise, noncompliance with this section may not be used as evidence against the Corporation in a cause of action.

Each school in the Corporation shall document acts of bullying and abusive behaviors:

A. against a victim; and
B. committed by a verified perpetrator.

Pursuant to I.C. 20-33-8-13.5, a record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under I.C. 5-14-3.

Documentation

The Corporation shall document acts of bullying and abusive behaviors against a victim that are committed by a verified perpetrator.

Parent Access to Materials

The parent of a child attending a school in the corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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Legal
I.C. 5-2-10.1
I.C. 20-20-8-8
I.C. 20-30-5-5.5
I.C. 20-33-8-0.2
I.C. 20-33-8-13.5
I.C. 20-33-8-35
I.C. 20-34-6-1

ANTI-HARASSMENT
It is the policy of Rensselaer Central Schools Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal, or nonverbal conduct which has the purpose or effect of interfering with your educational performance; of creating an intimidating, hostile or offensive learning environment; or of interfering with your ability to participate in or benefit from a class or educational program or activity; and is based on your sex, race, or color (for example, racial slurs, nicknames implying stereotypes, epithets, or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. **If you believe you have experienced harassing conduct of this nature and/or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct in writing to an administrator or to any teacher, guidance counselor, coach, or other school personnel with whom you are comfortable.** Making such a report in good faith will not affect your grades, class assignments, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who

knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

SEXUAL HARASSMENT

It is the policy of Rensselaer Central Schools Corporation to maintain a learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. Sexual Harassment for the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment if

- submission to the conduct is made either an explicit or implicit condition of the student's status in class or an educational program or activity;
- submission to or rejection of the conduct by the students is used as a basis for educational decisions affecting the student; or
- the conduct has the purpose or effect of substantially interfering with the student's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with the student's ability to participate or benefit from a class or an educational program or activity.

Sexual harassment can take different forms, depending on who is doing the harassing and the nature of the conduct. It may involve a school employee, another student, or a volunteer to the school. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. It can occur in any school program or activity and take place on school grounds; on a school bus; or, in certain circumstances, off school grounds. The conduct can be verbal – including in person, in writing, by phone, or through email, texts, and other forms of electronic communications: nonverbal or physical. Examples of conduct that may constitute sexual harassment include but are not limited to:

- unwelcome sexual propositions, invitations, solicitations, and flirtations.
- physical assault.
- threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, or other electronic forms of communication.
- sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the educational environment, which may embarrass or offend students.
- unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- remarks speculating about the student's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report in writing immediately to an administrator, teacher, guidance counselor, coach, or other school personnel with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.
For additional information, refer to Board Policy 5517

INTENT TO COMPLY WITH TITLE IX
It is hereby made known, as a matter of public information, that the Rensselaer Central School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93- 568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Rensselaer Central School Corporation on the school's website. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for Rensselaer Central School Corporation is Ava Kosiba (RCHS Assistant Principal). Her contact information is ava.kosiba@rcsc.k12.in.us or 219-866-5175.

BUS CONDUCT
Bus conduct and safety rules are designed to promote safety on the school bus, at the bus stop, and while entering or leaving the bus. All school conduct rules apply during these times. Because the safety of each student is top priority, all individuals are expected to cooperate fully by obeying bus rules and regulations.

The authority of the bus driver will be recognized and respected. For everyone's safety, the bus driver must be heard, be able to hear oncoming traffic sounds, and be obeyed by the students.
School bus transportation is a privilege. School discipline, including the denial of bus transportation, suspension, and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Buses are equipped with video cameras, and transportation personnel and/or the administration to ensure the safety of all students may view videos. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school. *I.C. 20-27-10-2*

DISPLAY OF PHYSICAL AFFECTION
Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable and may result in a minimum consequence of a detention. Engaging in sexual behavior on school property or at any function related to RCMS could result in suspension/request for expulsion.

DISRESPECT TOWARD STAFF MEMBERS
All students are to show respect to teachers, administrators, and staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, para-professionals, volunteers, etc.) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and could result in suspension and possible request for expulsion.

DISRUPTIVE BEHAVIOR
Acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted. Consequences may range from detention to expulsion.

DRESS & GROOMING
The purpose of the dress code is to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Students Must Wear, while following the basic principle as stated above:
- A Shirt (with fabric covering the body in the front, back, and on the sides under the arms), AND
- Pants/jeans/skirt or the equivalent (for example: sweatpants, leggings, a dress or shorts), AND

- Shoes.

Allowable Dress & Grooming

- Clothing must cover undergarments, waistbands, and bra straps.
- Fabric must cover all private parts, and must not be see-through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms, athletic shoes, or safety gear. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Hats and headwear are not permitted to be worn in the school building or classrooms unless otherwise designated by the administration for purposes such as spirit weeks, etc. During designated times, hats and other headwear must allow the face and ears to be visible within the line of sight of any staff member or student.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing may not use or depict profanity, violence or expletives.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff. *If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

DRUGS AND ALCOHOL

The use, consumption, possession, or selling of illegal drugs, look alike drugs, prescription, nonprescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, nonalcoholic beer, alcoholic beverage, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with RCMS could result in suspension, request for expulsion and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of the current semester and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion.

Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent/guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually. The written authorization must include a statement prepared/signed by a licensed physician stating:

- that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- that the nature of the disease or medical condition requires emergency administration of the medication; and
- that the student has been instructed in how to self-administer the medication.

Students under this limited exception are responsible for the safekeeping and proper administration of their medications. For all other situations involving student medications, refer to Health Services section and contact the school nurse for proper procedures.

FALSE FIRE ALARMS/911 CALLS

Misuses of fire alarms or nonemergency calls to 911 are prohibited. Students in violation will be subject to suspension and may be subject to a request for expulsion. Law enforcement will be notified.

FIGHTING/PHYSICAL ALTERCATION

A student who takes physical action toward another individual is considered a participant in a fight/physical altercation. This includes but is not limited to inciting, pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a fight/physical altercation is subject to suspension and/or expulsion and notification of law enforcement. Physically assaulting a staff member will result in suspension, request of expulsion, and request for prosecution by law enforcement.

GANG ACTIVITY/CRIMINAL ORGANIZATION

Gang activity includes, but is not limited to the wearing of colors and jackets, use of hand signs, graffiti on folders, books, etc., gang tattoos, jewelry and hair styles. The penalty for gang activity includes suspension from school and/or recommended expulsion. Rensselaer Central Schools has established a written policy to address criminal organizations and criminal organizational activity in schools, in compliance with Indiana Code 20-26-18. This policy can be found at the corporation website www.rensselaerschools.org

ILLEGAL AND PROHIBITED OBJECTS

The possession and/or use of any items that are considered illegal or any items that could interfere with the educational process are prohibited**.** Possession and/or use of any item that could be considered an explosive (Items include but are not limited to; gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles or lookalike items that may be used to threaten or intimidate others), may result in suspension, and may result in a request for expulsion, and notification of law enforcement, if applicable. Use or possession of electronic/vapor cigarettes is not allowed on school property and may result in suspension.

INSUBORDINATION

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other school staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.) Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include but are not limited to the following; refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violations of any rule constitute insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion.

LOITERING

Students may not remain in the building or on school property after school hours unless under proper supervision or involved in an extracurricular or academic activity.

LEWD, INDECENT OR OFFENSIVE BEHAVIOR

Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” indecent exposure, offensive touching, possession, distribution or display of obscene, drug related, or “hate” material or similar behavior may result in a detention, suspension or possible recommendation for expulsion.

PROFANITY/OBSCENE BEHAVIOR

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a detention. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and may result in a request for expulsion.

UNAUTHORIZED AREA
Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of a classroom during class time. Students are not permitted in the parking lot at any time except on arrival or dismissal. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots.

SEARCH AND SEIZURE (REASONABLE SUSPICION)
School authorities may seize any contraband, substance, or article that is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. **Authority to Conduct a Search—**The law allows school authorities to search a student, his/her locker, their motor vehicle parked on school property and personal property when there is reasonable suspicion that the student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.
2. **Locker/Storage Area Inspections (IC 20-33-8-32)—**All lockers and other storage areas provided for student use on school premises remain the property of the school district. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. **Personal Searches—**A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

Law enforcement may be requested by the administration in inspecting lockers/vehicles or their contents.

TOBACCO
Students are not to use, possess, purchase or sell any tobacco or nicotine-containing products of any kind or in any form. This includes but is not limited to tobacco products, lighters, matches, electronic cigarettes, electronic cigarette pods, hookah pens or any smoking/vapor device. Students found to be in violation of this policy will receive the following consequences:

- 1st violation in a school year – Student will be assigned 2 Days In School Suspension and assigned a vape education course through Jasper County Health Department, and the student may receive a ticket from law enforcement.
- 2nd violation in a school year – Ticket issued to student by law enforcement and the student will be recommended for suspension or expulsion.

VAPE EDUCATION
In addition to the violations and consequences listed above, students who use, possess, purchase or sell a vaping device of any kind or form must complete the assigned Vape Education course within 30 school days or end of school year, whichever comes first. Failure to complete the Vape Education course within the designated timeline will result in suspension, or expulsion.

WEAPONS/FIREARMS
The possession, handling, transmittal or use of any firearm, destructive device or deadly weapon is prohibited. No student shall possess, handle or transmit any firearm or a destructive device on school property. No student shall possess, handle or transmit any deadly weapon on school property.

A. For purposes of this rule, the following devices are considered to be a firearm:
   - Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
   - The frame or receiver of any weapon described above;
   - Any firearm muffler or silencer;

- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or 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 projective 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; or
- 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

B. 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 that four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a devise that is substantially similar to an item described above;
- A type of weapon that may be readily converted to expel a projective by the action of an explosive or 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 a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.

C. For purposes of this rule, a deadly weapon is:
- A weapon, device, taser or electronic stun weapon, equipment, chemical substances 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 that is capable of causing serious bodily injury; and used in the commission or attempted commission of a crime; or
- A biological disease, virus, or organism that is capable of causing serious bodily injury.

A student determined to be in possession of a firearm or destructive device on school property or of bringing a firearm or destructive device to school or on school property in violation of this rule is subject to suspension of 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. A student determined to be in possession of a deadly weapon on school property or of bringing a deadly weapon to school or on school property in violation of this rule is subject to suspension of up to 10 days and expulsion for up to one calendar year, and referral to law enforcement. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in these rules.

UNLAWFUL ACTIVITY (IC 20-33-8-15)

In addition to misconduct on school property or at school functions, IC 20-33-8-15 authorizes the school board to expel or suspend a student for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL SETTLEMENT

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

LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed 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 school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

In accordance with Indiana Code 20-33-8-14, grounds for suspension or expulsion are student misconduct or substantial disobedience.
Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constitutes 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 subdivision:
    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 school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
    e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct or participate in the education function under his/her supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
6. Causing or attempting to cause physical injury, behaving in such a way as could reasonably cause physical injury, or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any student for any purpose including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plan 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.

10. Harassing by using extreme or inappropriate communications (verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
11. 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.
12. Using or possessing gunpowder, ammunition, or an inflammable substance.
13. Engaging in pranks or other similar activity that could result in harm to another person.
14. 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 failure constitutes an interference with school purposes or an educational function.
15. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
16. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating State or Federal law.
17. Aiding, assisting, agreeing or conspiring with another person to violate student conduct rules and/or State or Federal law.
18. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
19. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or educational functions.
20. Possessing sexually related materials, which include images displaying uncovered breasts, genitals, or buttocks.
21. "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 student disciplinary action, phones/devices will be confiscated and images suspected to violate criminal laws could be referred to law enforcement authorities).
22. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
    a. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is <u>not</u> violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
23. Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

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

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

24. Engaging in any activity forbidden by State and Federal law that constitutes an interference with school purposes or an educational function.
25. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing Phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
26. 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 paraphrenia used in connection with the listed substances. Also prohibited is the consumption of any kind of the stated substances immediately before attending a school function or event.
    a. Exception to Rule 26: 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 written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed the medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed in how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication.
27. 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.
28. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
29. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
30. Violating any board policy or administrative rules that are reasonably necessary to carry out school purposes or educational functions 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 of student;
    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;
    f. violation of the school corporation's acceptable use or technology policy or rules;
    g. violation of school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device
31. Being absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the School Attendance law.
32. Violation of the school's discrimination and/or harassment policies.
33. Violation of any student conduct rule established by the building principal of which students have been provided notice.

FORMS OF DISCIPLINE

Administrators reserve the right to and will utilize discretion for consequences at all times. In dealing with pupils who have not exhibited-sufficient self-discipline to live and work in harmony with others, school personnel may be but are not limited to all of the following techniques;

1. Reprimanding
2. Counseling
3. Restricting extracurricular activities
4. Conferring with parent(s)
5. Assigning additional work
6. Rearranging class seats
7. Referring students to guidance or administrative personnel in the schools
8. Placing on school probation
9. Removing from class; subject to procedural due process
10. Assigning Isolated Lunch Period(s)/Lunch Detention(s)
11. Assigning After School Detention
12. IC 20-33-8-35(b)(7) allows a teacher to remove a HS/MS student for up to 5 class periods
13. Refer to Probation Department
14. In-school suspension
15. Out of school suspension; and
16. Recommendation of expulsion from school
17. Removal of a student from school sponsored transportation

Required Participation By Parents

Persons having care of a dependent student (parents/ guardians/custodians) may be required to participate in meetings, conferences, and hearings in connection with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school).

When participation in the above-stated gatherings is required, the school corporation shall notify the parent/guardian/custodian of the date, time, place, and purpose of the gathering in one of the following ways:

- Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing. Telephone contact will be followed up by a letter of confirmation by regular or certified mail.
- Personal delivery of written notice of the required attendance of the meeting, conference, or hearing by a school official at least three (3) days prior to the scheduled meeting, conference, or hearing.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

Non-Compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services.

Legal Source: I.C. 20-33-8-25, I.C. 20-33-8-26, I.C. 31-34-1-7

AFTER SCHOOL DETENTION

Wednesday detention time for RCMS students will be from 3:20 p.m. to 4:30 p.m. each Wednesday. This will take place in a classroom unless otherwise announced. Failure to appear for detention and/or removal from detention will result in the assignment of a day of lunch detention and after school detention the following Wednesday. Students are to use detention time for school related work. Students will not be allowed to go back to lockers, leave the room, or use the telephone during the detention except in an emergency situation. NO TALKING, SLEEPING, OR FOOD/DRINK IS ALLOWED IN DETENTION.

EXTENDED MONDAY SCHOOL

Extended Monday School for RCMS students will be held from 3:20 p.m. to 5:30 p.m. each Monday. This will take place in a classroom unless otherwise announced. Failure to appear for Extended Monday School and/or removal from Extended Monday School will result in the assignment of a day of In School Suspension and a re-assigned Extended Monday School the following Monday. Students are to use this time for school related work. Students will not be allowed to go back to lockers, leave the room, or use the telephone during the detention except in an emergency situation. NO TALKING, SLEEPING, OR FOOD/DRINK IS ALLOWED IN EXTENDED MONDAY SCHOOL.

IN-SCHOOL SUSPENSION

In-school suspension will only be assigned at the discretion of an administrator for offenses found in this handbook.

STUDENT SUSPENSION, REMOVAL, AND EXPULSION POLICY (SCHOOL BOARD POLICY 5610)

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of Indiana Code 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff to use the following guidelines:

1. Removal from Class or Activity – In accordance with Indiana Code 20-33-8-9, the middle school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days, if the student is assigned regular or additional school work to be completed in another school setting.
    a. If a teacher removes a student from class under (1) 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/or the student's parents to determine an appropriate behavior plan for the student. If the parent(s) do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. In accordance with Indiana Code 20-33-8-7, a student may be suspended for ten (10) school days, or as extended if expulsion has been recommended.
3. In accordance with Indiana Code 20-33-8-3 and due process procedures defined by school board policy, a student may be expelled from school for a period in excess of (10) ten school days up to one calendar year and to the beginning of the next semester, depending upon the conduct, as determined by the expulsion examiner.

SUSPENSION PROCEDURE

When the principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations, however, the meeting will be held as soon as reasonably possible after the issuance of the suspension.
2. At the meeting, the student will be provided with a written, or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his/her conduct.

3. Following issuance of a suspension, the parent/guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).
4. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

EXPULSION PROCEDURE

When the principal or his/her designee determines that a student should be expelled, the following procedures will be followed:

1. The Superintendent (or designee) may conduct an expulsion meeting or may appoint an expulsion examiner to conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail, by personal delivery, or by electronic mail if an e-mail address is provided and confirmation of the receipt or response is made within 48 hours. The notice will contain the reasons for the expulsion and the procedure for requesting the meeting. If confirmation of electronic mail receipt or response does not occur within 48 hours, the notice will be sent by certified mail or personal delivery.
4. If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/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 expulsion examiner 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/parent.
6. The student/parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.
7. The expulsion examiner shall provide to the student and parent the school corporation list of alternative education programs located in the county or in an adjacent county and of virtual charter schools in which the student may enroll during the student's expulsion at the expulsion meeting. If no expulsion meeting is held or the student or parent do not attend the expulsion meeting, the expulsion examiner shall mail the list to the student and parent to the student's residence

<u>NO RIGHT TO APPEAL</u>

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

DISCIPLINE PROCEDURES FOR STUDENTS WITH A DISABILITY

Students with a disability 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 nondisabled students could also be suspended or expelled. In accordance with I.C. 20-33-8 and 511 IAC 7-44, administrators may take the following disciplinary actions:

REMOVAL UP TO TEN (10) CONSECUTIVE INSTRUCTIONAL DAYS

A student with a disability may be removed from school for up to ten (10) consecutive instructional days for a violation of school rules. Removal for any part of an instructional day constitutes a day of removal. A removal constitutes a suspension as defined at IC 20-33-8-7 and the student with a disability must be afforded the same suspension due process procedures as are provided to nondisabled students.

A short-term removal of a student pursuant to the student's individualized education program (IEP) is not a removal. An in-school suspension is not considered a removal as long as the student has the opportunity to progress appropriately in the general education curriculum, receives the special education services specified in the student's IEP, and participates with nondisabled students as the student would have in the student's current placement. If bus transportation is part of the student's IEP, a suspension from the bus is considered a removal unless the school provides transportation in an alternative manner. Educational services do not have to be provided to the student with a disability during the first ten (10) cumulative days of removal if educational services are not provided to nondisabled students who have been similarly suspended.

SERIES OF REMOVALS

Additional removals of up to ten (10) consecutive instructional days for each separate act of misconduct are permissible in the same school year as long as the removals do not constitute a pattern of removals that results in a change of placement. If a student with a disability is removed for more than ten (10) cumulative instructional days in a school year, school officials must determine if a change of placement has occurred. A change of placement may occur if the series of removals exceeds ten (10) cumulative instructional days, the student's behavior is substantially similar to the student's behavior in the previous incidents that resulted in removals, and the proximity of the removals are close in time. If the student's parent disagrees with the school's decision as to whether there is a change of placement, the parent may request mediation and/or an expedited due process hearing.

If the removals exceed ten (10) cumulative instructional days, but do not constitute a change of placement, educational services must be provided to the student, beginning on the eleventh (11th) cumulative instructional day of removal. School personnel, in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum and progress toward meeting the goals of the student's IEP.

If a pattern of removals constitutes a change of placement, the student must be afforded the due process procedures below.

* These procedures are limited to the discipline of students with a disability as identified under 511 IAC 7-32. The procedures are not intended to be used as a substitute for the discipline rules set forth in 511 IAC 7-44-1 et seq.

REMOVALS THAT RESULT IN A CHANGE OF PLACEMENT

A change of placement occurs when a student with a disability has been removed from school for more than ten (10) consecutive instructional days or a series of removals exceeds ten (10) cumulative instructional days and constitutes a pattern that results in a change of placement. When a decision is made to make a removal that constitutes a change of placement, the principal must notify the parent of the student of the decision on the date that the decision is made. The parent must also be provided with the notice of procedural safeguards described in 511 IAC 7-37-1.

Within ten (10) instructional days of the decision to remove the student, the case conference committee must meet to conduct a manifestation determination. If the case conference committee determines that the student's conduct was a manifestation of the student's disability, the student may not be disciplined and the student must return to the placement from which the student was removed unless the parent and school agree to a change in the student's placement. The case conference committee must also either conduct a functional behavioral assessment and develop a behavioral intervention plan for the student or if a behavioral intervention plan is already in place, the case conference committee must review the plan and modify it, if necessary, to address the student's behavior.

If the case conference committee determines the conduct of the student was not a manifestation of the student's disability, the student may be disciplined consistent with the due process procedures for nondisabled students. The parent of the student may request mediation and/or an expedited due process hearing to challenge the manifestation determination of the case conference committee.

If the student has been removed from school pending the due process proceedings, the student must return to the placement from which the student was removed after ten (10) consecutive instructional days unless the parent of the student and school agree otherwise or an expulsion examiner orders a continuation of the removal in accordance with IC 20-33-8-23.

If a change of placement is ordered, the student must be provided educational services during the period of the removal. The case conference committee must determine the appropriate services that will be provided that will enable the student to continue to participate in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior.

REMOVAL FOR WEAPONS, ILLEGAL DRUGS, OR SERIOUS BODILY INJURY

If a student with a disability carries a weapon (including a firearm) to school or a school function, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury on another person while at school or a school function, the principal may remove the student to in an interim alternative educational setting for up to forty-five (45) instructional days without regard to whether the student's behavior is a manifestation of the student's disability. The student's parent must be notified of the removal on that day and be provided a notice of procedural safeguards.

A case conference committee must determine the interim alternative educational setting and the appropriate services the student will receive in the alternative educational setting. The services must enable the student to continue participating in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and include, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior. The parent of the student may request mediation and/or an expedited due process hearing to challenge the interim alternative educational setting, but during any such appeal, the student remains in the interim alternative educational setting.

Within ten (10) instructional days of the decision to remove the student, the case conference committee must meet to conduct a manifestation determination. If the case conference committee determines that the student's conduct was a manifestation of the student's disability, the student remains in the interim alternative educational setting. The case conference committee must also either conduct a functional behavioral assessment and develop a behavioral intervention plan for the student or if a behavioral intervention plan is already in place, the case conference committee must review the plan and modify it, if necessary, to address the student's behavior.

If the case conference committee determines the conduct of the student was not a manifestation of the student's disability, the student may be disciplined consistent with the due process procedures for nondisabled students. The parent of the student may request mediation and/or an expedited due

process hearing to challenge the manifestation determination of the case conference committee. During any such appeal, the student remains in the interim alternative educational setting.

If a change of placement is ordered, the student must be provided educational services during the period of the removal. The case conference committee must determine the appropriate services that will be provided that will enable the student to continue to participate in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior.

SUBSTANTIAL LIKELIHOOD OF INJURY TO STUDENT OR OTHERS

If a student with a disability has been removed from school and the school believes returning the student to the educational placement the student was in prior to the removal is substantially likely to result in injury to the student or others, the school may request an expedited due process hearing to determine an appropriate placement for the student. An independent hearing officer may order a change of placement to an interim alternative educational setting for up to forty-five (45) instructional days if the hearing officer determines that maintaining the student's current placement is substantially likely to result in injury to the student or to others.

School officials may also seek injunctive relief from a court to remove a student with disabilities from school or to change a student's educational placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

PROTECTIONS FOR STUDENTS WHO ARE BELIEVED TO BE STUDENTS WITH A DISABILITY

If school officials have knowledge that a student, not yet identified as a student with a disability, is a student with a disability, the student is entitled to the protections above.

A school is deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action, one of the following has occurred: (1) the parent of the student has expressed concern in writing to licensed personnel that the student is in need of special education and related services; (2) the parent or school official has requested an evaluation; or (3) school personnel have expressed specific concern about of pattern of behavior directly to supervisory school personnel. A school is deemed to not have knowledge that a student is a student with a disability if one of the following has occurred: (1) the parent has not allowed an evaluation of the student; (2) the parent has refused special education services; (3) the school conducted an evaluation and determined that the student is not a student with a disability; and (4) the parent has revoked consent for special education services.

If school officials do not have knowledge that a student is a student with a disability, the student may be disciplined. If a referral is made for an evaluation of the student during the disciplinary period, the evaluation must be conducted in an expedited manner. The student remains in the educational placement determined by school officials, which may include suspension or expulsion without educational services. If the student is determined to be a student with a disability, the school shall provide special education and related services to the student in accordance with Article 7.

LEGAL REFERENCE: 20 U.S.C. §1415
34 C.F.R. 300.530 – 300.537
I.C. 20-33-8-1 et seq.
511 IAC 7-44-1 et seq.

USE OF SECLUSIONS AND RESTRAINTS

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees and school resource officers within the school corporation. The Board recognizes that there are times when it becomes necessary for employees or school resource

officers to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.
Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees and school resource officers must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees and school resource officers in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees and school resource officers who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent risk of injury to the student or to other persons present or damage to school property.

<u>Seclusion</u>

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent risk of injury to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

"Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

Physical restraint should be employed only when:

1. the student poses a physical risk to himself, herself, or others:
2. there is no medical contraindication to its use;
3. Other less restrictive intervention were used and were ineffective; and
4. the employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.
If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee or school resource officer using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as develop by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

LEGAL REFERENCE: IC 20-20-40

RCMS STUDENT DISCIPLINE POLICY

Violation	First Infraction	Second Infraction	Third Infraction
Bomb Threat/False fire Alarm	Expulsion / Charges filed / Arrest		
Bullying	Detention / Suspension / Expulsion	Suspension / Expulsion	Expulsion
Bus Conduct/ Insubordination	Detention / Bus Suspension / ISS / OSS / Expulsion	Detention / Bus Suspension / ISS / OSS / Expulsion	Bus Suspension / ISS / OSS / Expulsion
Cheating / Plagiarism	Zero for assignment / Detention / Loss of Privilege	F for 9-week grading period / Detention / Suspension / Loss of Privilege	F for 9-week grading period / Detention / Suspension / Loss of Privilege
Computer / Technology Policy	Detention / Ext. Monday School/ Suspension / Payment / Replacement / Loss of Computer / Technology use	Ext. Monday School/ Suspension / Payment / Replacement / Loss of Computer / Technology use	Detention / Suspension / Expulsion
Disrespect / Threats to Staff	Ext.Monday School(s) / Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Disruptive Behavior	Detention/ Ext.Monday School(s)	Detention / Ext.Monday School(s)/ Suspension	Ext.Monday School(s) / Suspension / Expulsion
Electronic Devices	Device turned into office/ Parent Pick up/ Detention	Ext Monday School/ Device Turned Into Office/ Parent Pick Up	**3rd:** 3 Days OSS, Device turned into office, Parent Pick up/ Device banned fro school **4th:** 5 Days OSS/ Device into office/ Device Banned/ Parent Pick Up **5th**: 10 Days OSS Pending Expulsion/ Device in office/ Parent pick up
Electronic Dishonesty	Detention / Ext.Monday School(s)/ Suspension	Ext.Monday School(s) / Suspension	Suspension / Expulsion
Fighting	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion
Gang Activity	Suspension/ Expulsion/ Arrest	Suspension/ Expulsion/ Arrest	Suspension/ Expulsion/ Arrest
Harassment	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion
Improper Affection	Detention	Detention/ Ext. Monday School	Suspension
Inappropriate Comments/ Racial Slurs/ Hate Speech	Detention/ Suspension	Detention/ Suspension	Detention/ Suspension / Expulsion
Inappropriate Dress	Change Clothes/ Detention(s)	Change Clothes/ Detention(s)	Change Clothes/ Ext. Monday School(s)
Insubordination	Detention / Ext. Monday School/ Suspension	Detention / Ext. Monday School/ Suspension	Suspension / Expulsion
Lying	Detention / Ext. Monday School/ Suspension	Detention / Ext. Monday School/ Suspension	Suspension / Expulsion
Non-compliance	Detention / Ext. Monday School/ Suspension	Detention / Ext. Monday School/ Suspension	Detention / Ext. Monday School/ Suspension
Physical Aggression	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion	Detention / Suspension / Expulsion
Possession / Use of Alcohol	Suspension / Expulsion / Charges filed / Arrest	Expulsion / Charges filed / Arrest	
Possession / Use of Explosives	Suspension / Expulsion	Expulsion / Charges filed / Arrest	
Possession / Use of Flammable Gas or Solid	Suspension / Expulsion	Suspension / Expulsion	Expulsion
Possession / Use of Tobacco Products	Ext. Monday School/ Suspension / Ticket issued to student or Vape Ed Course (nicotine products only)	Ticket issued to student / Suspension Expulsion	
Possession / Use of a drug / drug paraphernalia with (or without) drug residue	Suspension / Expulsion / Charges filed / Arrest	Expulsion / Charges filed / Arrest	
Possession of Weapon and or Weapon Look Alike	Suspension / Expulsion	Expulsion	
Profanity / Obscenity	Detention / Suspension	Detention / Suspension	Detention / Suspension
Skipping Class	Ext. Monday School/ Parent Contact	ISS	
Substitute Teacher Referrals	Detention	Detention/ Ext. Monday School	Ext. Monday School/ Suspension
Theft/ Vandalism	Replacement / Restitution / Detention / Suspension / Charges Filed / Arrest	Replacement / Restitution / Detention Suspension / Charges Filed / Arrest	Replacement / Restitution / Detention / Suspension / Charges Filed / Arrest
Threatening Statement	Detention / Suspension	Suspension / Expulsion	Suspension / Expulsion

*****Administrator discretion for consequences will be used at all times.*****

ATTENDANCE

School Board Policy 5200

REGULAR CLASS ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities, which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school career. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the school district to enforce the compulsory attendance laws established by the state of Indiana.

When the student is absent from school, a parent or guardian is to phone the school office within one hour of the start of classes on the day of the absence. This ensures the safety of the child, and it documents the reasons for absence. Parents are asked to call each day the student is absent. If a parent is unable to call the day of the absence, the student is to present a note from the parent upon return to school explaining the reason for the absence. Failure to follow these procedures may result in the absence being unexcused and the consequences associated with an unexcused absence applied. Students arriving at school after the tardy bell must first sign in at the office. If a student is leaving school, the parent/guardian must come in to the office to sign his/her student out. If a student is driving him or herself, a parent must call in or write a letter giving permission.

If a student accumulates ten unexcused absences from school during the school year, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will **not** count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

Excused Absences:

The following absences are excused and do not count toward the limit:

EXEMPT – Student is Counted as Present and Not Penalized

The school principal or designee shall request verification of the student's participation in any of the following activities.

1. Service as a page for or as an honoree of the Indiana General Assembly. (IC 20-33-2-14)

2. Serves on the precinct election board

3. Serve as a helper to a political party or a political candidate on the date of the election at which the student works (IC 20-33-2-15)

4. Called to active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components for not more than 15 days in a school year. The student must not be a habitual Truant. (IC 20-33-2-17)

5. Civil Air Patrol member and participates in an international air cadet exchange program or an emergency service operation. The exempt absence is for the duration of the program and limited to 5 days in a school year for the emergency service operation and if the student is in good standing. (IC 20-33-2-17.2)

6. Exhibiting at or participating in the Indiana State Fair for up to five days in a school year and if the student is in good academic standing. (IC 20-33-2-17.2)

7. Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club for up to 6 days and if the student is in good academic standing. (IC 20-33-2-17.8)

8. Court appearance in response to a subpoena to appear as a witness in a judicial proceeding. (IC 20-33-2-16)

EXCUSED -

Medical – Student is Counted as Absent

1. Personal illness with a note from a doctor

2. Personal illness with a note from a parent

3. Absences due to a medical or dental appointment (with doctor's office documentation)

4. The approving authority may require certification by a physician, dentist, or psychologist. The student has 2 school days, from the date of the appointment, to provide a doctor's note to the school. If a note is not provided, it will be documented as unexcused. It is unlawful for a parent to fail or refuse to produce a certification of illness or incapacity not later than six (6) days after the certificate is demanded by the principal.

Administrator Approved – Student is Counted as Absent Unless Otherwise Noted

1. School-sponsored field trips (student will be considered in attendance at school)

2. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal of his/her designed based upon the following criteria:

a. *Notification by the parent or guardian and a signed request form must be completed prior to the student absence.*
b. *The length of the absence should not put the student in the position of exceeding the maximum number of absences allowed five (5) per year.*
c. *Excessive absenteeism, tardiness, or a poor academic record will be considered.*
d. *Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.*
e. *The school corporation encourages families to schedule trips during non-school times.*

Family Bereavement – Student is Counted as Absent

1. *Death in the immediate family*
2. *Funeral for member of family – grandparents, parents, guardian, siblings, first cousins The absence arising under such circumstances is limited to a period of three (3) days per death.*

Religious Observation/Event – Student is Counted as Absent

1. *Observation of a recognized religious holiday*
2. *Attendance at a required religious event*

UNEXCUSED:

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the limit.

TRUANT:

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for five or more periods in a day. A half-day absence will be charged if a student is absent for three or four periods.

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

Parents may periodically be informed of the student's class attendance patterns. Excused days of absence still count into the total number of absences the student is allotted and has accumulated.

UNEXCUSED ABSENCES

A. An unexcused absence from school or class is defined as truancy or any other absence not included in the items above; or a violation of an attendance contact.
B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law.
C. Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer or the juvenile court of the department of child services."
D. IC 20-33-8-8 defines habitual truancy to include a student absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.
E. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.
F. An undocumented doctor's appointment.

LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.
B. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time. Documentation by a doctor's certificate will be required.
C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

EXPLANATION OF ATTENDANCE POLICY

A. Student absences must not exceed eighteen (18) days in any one class per semester . All absences other than those determined to be EXEMPT will count toward the eighteen- day limit. On the ninth (9^{th}) absence, the student will receive one Extended Monday School. On the 10^{th} absence, the students will receive 2 Extended Monday Schools. On the 11^{th} absence, the student will receive a one-day In School Suspension and there will be a conference with the parents and administration. In addition, this

absence will begin the Project Attend process or possible placement to the Alternative School. A student, who has accumulated 15 class absences in any combination of excused or unexcused, will be considered for the Alternative School placement or expulsion. If a student is removed from three (3) or more classes, the student will be recommended for expulsion or change of placement.

B. Exceptions to the maximum number of absences include the following:
   - Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physician's statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.
   - Out-of-School Suspension
   - In-School Suspension
   - Expulsion
   - Authorized school-sponsored activities
   - Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, husband, wife, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)
   - Religious observations of recognized religious holidays.
   - High School college visitation days. Seniors – two (2), Juniors – one (1) verified through the college/university office of admissions.
   - Exemptions specified in Indiana law.

C. Truancy will be reported to officials as required by law.

EXPLANATION OF TARDY TO SCHOOL POLICY

Middle School – Students who are tardy to school, class, or other assignments may be assigned detention after school. Students arriving more than fifteen (15) minutes late to first period or fifteen (15) minutes late to periods two (2) through nine (8) will be considered absent for the period unless the student is detained by a school staff member and/or has a pass to class. Students arriving late to school must sign in at the office before continuing to class. Tardies to school/first period will also count toward Project Attend totals.

RCMS assigns discipline according to the total number of accumulated tardies throughout the day.

a. 1-2 = Warning
b. 3-6 = Detention
c. 7-9 = Extended Monday School
d. 10 = 3-day Suspension / Meeting with parent/guardian
e. 11 = 5-day Suspension
f. 12 = Alternative School / Expulsion

PROJECT ATTEND EXPLANATION

Step 1: Three Unexcused Absences
Seven Total Absences without Doctor Documentation
Six Tardies

- Phone Call or Letter to Parent/Guardian

Step 2: Five Unexcused Absences
Eleven Total Absences without Doctor Documentation

Nine Tardies

- Phone Call to Parent/Guardian
- Principal & School Resource Officer (SRO) Meeting with Parent
- Attendance Contract signed by Parent & School
- Copy of Attendance Report given to Prosecutor & Probation

Step 3: Seven Unexcused Absences

Thirteen Total Absences without Doctor Documentation

Twelve Tardies

- Phone Call to Parent/Guardian
- Copy of Attendance Report given to SRO
- SRO referral to Probation and Dept. of Child Services
- SRO referral to Prosecutor for Formal Educational Neglect Charges

Documentation of all phone calls, meetings and paperwork will be kept on file within the school.

School Issued Discipline for Absences:

- 9th Absence
    - Phone Call to Guardian
    - One Extended Monday School
- 10th Absence
    - Two Monday Schools
- 11th Absence
    - One day In School Suspension
    - Attendance Conference with student, parent, School Resource Officer, and administrator
- 13th absence
    - Three day In School Suspension
    - School Resource Officer will submit attendance report to the prosecutor

MAKING UP WORK AS A RESULT OF ABSENCE

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed below, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignment to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.
B. When a student has assignments which were given at least four (4) days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. Extensions of time for the completion of such assignments and waiver of penalty may be granted at the discretion of the teacher or building principal.
C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades six (6) through twelve (12).
D. When a student is assigned in-school suspension, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.

E. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows:
    a. The student's parent/guardian should notify the principal in advance of the absence.
    b. The student shall be responsible for such tests of other written work as the teacher may require concerning these assignments. Tests are to be administered within a reasonable time of the student's return, at the discretion of the teacher.
    c. The teacher is not required to tutor the student in advance of an absence or after his/her return.
    d. The length of time for complete of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

EXCEPTIONS

The Principal or his/her designee shall determine exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances.

GENERAL GUIDELINES

A. Parents/guardians are to call to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Failure to notify the school may result in an unexcused absence for the student.
B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for one or more periods at the high school will count toward the eighteen-day limit in those classes missed and toward the eight-day absence limit in the elementary and middle school.
C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the eighteen-day class period high school limit and toward the eight-day absence limit in the elementary and middle school.
D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.
E. Regular school attendance is required from the beginning of the fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview is conducted by the appropriate school employee with the student's parent or guardian and the student's principal. A student may not withdraw from school unless the withdrawal is due to 1.) financial hardship and the student must be employed in order to support the family; 2.) the student's illness; or 3.) an order of a court with jurisdiction over the student.

GENERAL INFORMATION

ACCEPTABLE USE POLICY
School Board policy 7540.03

Rensselaer Central Schools Corporation offers Internet access for student and staff use. This document contains the Acceptable Use Policy for staff and student use of Corporation's Internet Access and Computer Access. Rensselaer Central uses Internet filtering as required by law. This is a measure to restrict minors' access to materials harmful to minors.
Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

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Educational Purpose

1. The Corporation's Internet has been established for a limited educational purpose.The term "educational Purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Corporation's Internet has not been established as a public access service or a public forum. The Corporation has the right to place reasonable restrictions on the material students and staff access or post through the system. They are also expected to follow the rules set forth in the disciplinary code, and the law, in the use of the Corporation's system
3. Students and staff may not use the Corporation's Internet for commercial purposes. This means students and staff may not offer, provide, or purchase products or services through the Corporation Internet, unless approved by an administrator.
4. Students and staff may not use the Corporation's Internet for political lobbying. But it may be used to communicate with elected representatives and to express personal opinion on political issues.

Internet Access

1. All students are encouraged to use the Internet World Wide Web information resources through the classroom, library, or school computer lab, unless written exemption is given from the parents.
2. Staff will use an individual school sponsored e-mail account.
3. The acceptable use policy is printed in the Student and Faculty Handbooks. By signing for this handbook the student agrees to the rules and regulations set forth in the Acceptable Use Policy. This includes Internet use, computer use, posting of information on the school web page (including group picture without names), and broadcasting or participating in videoconferences.

Unacceptable Uses

*The following uses of the Corporation's Internet and Computers are considered **UNACCEPTABLE.***

1. **Specific Prohibitions for Use of the Internet**
    - Users shall not deliberately or willingly cause damage to computer equipment or to software or help others to do the same.
    - Users shall not cause or attempt to harm, modify, or destroy another user's data, information, or materials.
    - Users shall not share, exchange, or use other user's account log-in, password, or other access codes.
    - Users shall not upload or create a computer virus.
    - Users shall not access or view other user's files without the owner's clearly stated permission.
    - Users shall not respond to unsolicited online contact.
    - Users shall not engage in harassment, discriminatory remarks, and other antisocial behaviors.
    - Users shall not subscribe to listservs.
    - Users shall not transmit obscene, abusive, sexually explicit, or other inappropriate language.
    - **Users shall not use the Internet to access, upload, download, distribute, receive, view, or process pornographic, obscene, sexually explicit material, describing or representing nudity, sexual conduct, sexual excitement, or any materials that may be harmful to minors as defined in state law.**
    - Users shall not share personal information such as addresses, phone numbers, credit card numbers, etc. on Internet websites that are unrelated to school-related activities.
    - Users shall not reveal personal addresses or phone numbers of other students, friends, parents, school staff members, or other people on Internet websites.
    - Users shall not make purchases through the Internet.
    - Users shall not violate any local, state, or federal law including copyright laws.
2. **School-Provided Filtering:**
    - The school corporation will monitor Student Internet activities to ensure students are not accessing inappropriate sites.
    - Each school corporation-owned computer and other technology-related device with Internet access shall have a filtering device or software that blocks access to obscene, pornographic, sexually explicit, and other inappropriate materials for students, or materials otherwise harmful to minors.
    - Staff members shall not allow students to use any computer or device with Internet capability that does not have Internet filtering software or hardware installed. This includes any computer, or other technology-related devices in the corporation's libraries, media centers, classrooms, laboratories, or offices where students are allowed to use a computer, or any other such device, with Internet access.
3. **Parent-Enabled Filtering:**
    - **The school corporation will provide any parent who requests additional filtering options for their use on their student's school-owned device when the student is not in school or engaged in virtual or remote instruction. Through these options, a parent will have the ability to increase the strength of the filter to block additional websites harmful to minors, block access to additional websites or content, and/or limit the amount of time the student may use the device.** LEGAL RESOURCES: IC 20-26-5-40.5, IC 35-49-2-2
4. Personal Safety
    - Students will not post personal contact information about themselves or other people. Personal contact information includes one's address, telephone, school address, work address, etc.
    - Students will not meet with someone they have met online.
    - Students will promptly disclose to a teacher or other school employee any message received that is inappropriate.

5. Illegal Activities
    - Students and staff will not attempt to gain unauthorized access to the corporation's Internet or to any other computer system through the Corporation's Internet or go beyond an authorized access. This includes attempting to log in through another person's account or ace another person's files. These actions are illegal, even if only for the purpose of "browsing."
    - Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
    - Students and staff will not use the Corporation's Internet to engage in any other illegal act, such as arranging for the purchase or sale of alcohol, tobacco, or other drugs (ATOD), engaging in criminal gang activity, or threatening the safety of person, etc.
6. System Security
    - Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should one provide his/her password to another person.
    - Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
7. Inappropriate Language and Material
    - Restrictions against inappropriate language apply to public messages, private messages, email, and material posted on Web pages.
    - Students will not use obscene, profane. lewd, vulgar, rude, inflammatory, threatening, of disrespectful language.
    - Post information that could cause damage, a danger, or disruption.
    - Engage in personal attacks, including prejudicial or discriminatory attacks.
    - Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When old by a person to stop sending them messages, it must be stopped.
    - Knowingly or recklessly post false or defamatory information about a person or organization.
    - Visit sites deemed unacceptable. The term "unacceptable; is any material viewed as obscene, pornographic, gambling or otherwise inappropriate. See section 8.
8. Respect for Privacy
    - Students will not re-post a message that was sent to them privately without permission of the person who sent the message.
    - Students will not post private information about another person.
9. Respecting Resource Limits
    - Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
    - Students will check e-mail frequently, delete unwanted messages promptly, and stay within network storage limits.
    - Internet bandwidth is a limited resource. Download materials as needed, being mindful of others' needs for bandwidth concurrently.
10. Plagiarism and Copyright Infringement
    - Students and staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
    - Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If one is unsure whether or not a work can be used, one should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions he or she should ask a teacher.
11. Inappropriate Access to Material

- Students and staff will not use the corporation's Internet to access material that is profane or obscene (pornography), gambling, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parent/guardian have approved.
- If the student mistakenly accesses inappropriate information, he/she should IMMEDIATELY tell the teacher or another corporation employee. This will protect him/her against a claim of intentionally violating this policy.

12. Artificial Intelligence (AI)

- Privacy and Security
    - AI systems should be used in ways that respect the privacy or sensitivity of oneself or others. AI systems should not be used to access or share private or sensitive information of oneself or other. Users should not send or use in a prompt anyone's personal information like addresses, birthdays, phone numbers, or anything else that might be used to identify you or someone else to an AI tool. Staff should monitor student use to ensure that student data is not shared and appropriate consent safeguards are in place to protect sensitive information. The use of AI tools must be in compliance with the resource's Terms of Service and the Children's Online Privacy Protection Act (COPPA). All AI tools used with students must also meet Family Education Right to Privacy Act (FERPA) requirements, allowing for parental control of student data.
- Ethical Use
    - Staff
        - All staff are expected to model ethical behavior when using AI tools with students. Staff are responsible for accuracy (i.e. potential biases or limitations) and appropriateness of AI, or other technology, used. If AI generated work is utilized, including AI generated communication to stakeholders and preparation or presentation of lesson content, staff should use the proper citation of the source.
    - Students
        - Students shall use AI tools when explicitly directed to do so by the teacher, otherwise it is not permitted. Students should not use AI, or other technology, to generate anything that disrupts or disparages the District or any individual or group of people. The use of AI tools must be in compliance with the resource's Terms of Service.
    - AI tools that are used by students should be used in ways that support learning, rather than ways that encourage academic dishonesty, such as plagiarism or cheating.
    - **Submitting AI generated work that you represent as your own will be considered academic dishonesty. When AI generated work is utilized, students will cite the source properly.**
- Analyzing AI
    - Staff and Students should evaluate items generated by AI for accuracy and appropriateness. All users should verify the information provided by AI, or other technology resources, and consider potential biases or limitations. You also need to be careful of misinformation (something that is wrong) and disinformation (something that is wrong on purpose) in anything that is created with these tools. Identifying the difference between what is true and what is not becomes even more important when using AI tools.

- Digital Well-being
    - Staff and students should use AI tools and other technology thoughtfully to maintain a healthy balance with technology use in the educational process. AI systems might lack empathy and emotional intelligence and/or provide misleading or inaccurate information; therefore, staff should take into consideration the impact on student well-being when using AI, or any other technology.
- Reporting Concerns
    - If staff or students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report their concerns to their school administrators or teachers.

13. Your Rights

- Free Speech-- the Corporation's Internet is considered a limited forum, similar to a school newspaper, and therefore the Corporation may restrict speech for valid educational reasons.The corporation will not restrict speech on the basis of a disagreement with the opinions being expressed.
- Search and Seizure
    - Students should expect only limited privacy in the contents of personal files on the corporation system.
    - The situation is similar to the rights students have in the privacy of their locker.
    - Routine maintenance and monitoring of the Corporation's Internet may lead to discovery that one may have violated this policy, the handbook, or the law.
    - An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the handbook, or the law. The investigation will be reasonable and related to the suspected violation.
    - Parents/guardians have the right at any time to request to see the contents of their student's network account
    - Logs of internet use will be kept for a non-specified time and deleted by the system administrator
- Due Process
    - The Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Corporation's Internet.
    - In the event there is a claim that a student has violated this Policy or handbook while using the corporation's network, the student will be provided with a written notice of the suspected violation and
    - an opportunity to present an explanation before a neutral administrator.
    - If the violation also involves a violation of other provisions of the handbook, it will be handled in a manner described in the handbook. Additional restrictions may be placed on ones use of his/her account.
    - Violations of this policy are subject to disciplinary measures set forth in the student handbook. All disciplinary consequences will be based on comparable violations, subject to review, and at the discretion of the building administrator.

Negligent, knowing, or intentional violations of this Policy may result in the suspension or expulsion of a student or volunteer, or discipline including termination of an employee.

Limitation of Liability

The corporation makes no guarantee that the functions of the service provided by or through the Corporation system will be error-free or without defect. The Corporation will not be responsible for any damage one may suffer. Including but not limited to, loss of data or interruptions of service. The Corporation

is not responsible for the accuracy of quality of the information obtained through or stored on the system. The Corporation will not be responsible for financial obligations arising through the unauthorized use of the system.

The Board designated the Superintendent and the building administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Corporation's Network and the Internet for instructional purposes.

ANNOUNCEMENTS

Announcements will be made over the school public address system each morning. All announcements must have the signature of a sponsoring teacher/coach before being communicated over the public address system.

BACKPACK / PURSE / HANDBAG / PERSONAL BAG POLICY

Students will not be permitted to carry a backpack, purse, beltbag, handbag, or any other personal bag during the school day (8:05-3:15). All students will be given a locker. There is plenty of time in between classes and lunch to be able to get items students' need for classes and personal needs.

- Administration has the right to determine what constitutes one of these items.
- Students are permitted to use backpacks to carry books and supplies to and from school, but are not permitted to carry them between classes or in class.
- Lunch bags will need to be kept in the student's locker until the designated lunch time and returned on their way to class after the bell dismisses from lunch.
- No backpacks of any type are to be used to transport clothing to and from the gymnasium during school hours. This includes the string type version.
- A student, who brings bags for athletics or PE, will need to store these items in the locker room before or after school.
- If a student is in PE, they will have an assigned locker to store and lock up their items.

BREAKFAST / LUNCH POLICIES

Students may eat lunch in the cafeteria or bring their lunches from home. Students/Parents can pick up Free/Reduced Lunch applications from the main office. Breakfast is served in the cafeteria every day from 7:30 a.m. - 8:00 a.m. All food should remain in the cafeteria. Students are expected to keep the cafeteria clean by using trash cans provided and returning their trays to the washing area. Students are expected to leave their tables clean. Trays, dishes, and utensils are not to be removed from the cafeteria. The RCHS office will not receive any outside food deliveries.

CELL PHONE/ELECTRONIC DEVICE/WIRELESS COMMUNICATION DEVICE POLICY

PERSONAL COMMUNICATION DEVICES - NEOLA Policy 5136

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Definitions

"Personal communication devices (PCDs)" are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

"School day" means the entirety of the time a student is present on school property for a student instructional day (as defined in I.C. 20-30-2-2).

"School sanctioned personal communication device" means a personal communication device that:

A. is owned by a student or a third party vendor;
B. is approved by the school for instructional use;
C. is required or permitted by the school for participation in classroom instruction;
D. is subject to school managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
E. is not a cellular telephone, gaming device, or smartwatch that is connected to a cellular telephone, a cell tower, or the Internet.

Student Responsibility for Personal PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

In accordance with Indiana Code I.C. 20-25-5-40.7, Students are prohibited from using a Personal Communications Device (hereafter "PCD") during the school day except that:

- a student may use a PCD to manage the student's health care or in the event of an emergency (if indicated in the student's current IEP or 504 Plan;
- a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.
    - PCD's are defined as:
    - (1) cellular telephone;
    - (2) tablet computer;
    - (3) laptop computer; or
    - (4) gaming device; or
    - (5) smartwatch that is connected to a cellular telephone, a cell tower, or the Internet.

Students otherwise are permitted to use PCDs before and after school hours, on School Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption, or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the PCD on a Corporation bus or other Corporation vehicle.

All electronic/communication devices are to be turned off and kept in student lockers for he duration of the school day.. All devices are PROHIBITED during standardized testing and during classroom exams. All websites accessed must be school appropriate. All cyber-bullying or harassment violations will be subject to the consequences outlined in this handbook. Students are responsible for the security and safety of all devices and it is not the responsibility of the RCMS administration.

- PCD devices include but not limited to:

- Cell phones
- Smart watches
- Personal computers
- Ipads
- Ear buds/headphones

Restrictions on PCD Possession and Use

Only school sanctioned personal communication devices may be brought to school and used by students, subject to the parameters set forth above.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

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.

1. Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitized 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. Sexual conduct is defined at I.C. 35-42-4-4(a).

2. Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized 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 age16. Sexual conduct is defined at I.C. 35-42-4-4(a) D. The Indiana Sex Offender Registration Statue 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 Statue 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.

Enforcement

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not

search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Publication

The Corporation shall publish this policy on its website.

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CHANGE OF ADDRESS AND PERSONAL INFORMATION

Students / Parents should inform the office if you have a change of address or personal information during the school year. Accurate information is crucial during emergency situations and/or school mailings.

CONVOCATIONS / STUDENT ASSEMBLIES

Convocation and Auditorium rules are in place to ensure the best possible conduct during a program/assembly. It is not expected that every person will find all programs of equal interest; but whether a person finds a program to his/her liking or not, he/she has an obligation as a student of RCHS to be courteous and polite to the person(s) presenting the program, and the fellow students who are interested.

Gymnasium Seating Arrangements:

- 6th Grade: South Section
- 7th Grade: Center Section
- 8th Grade: North Section

DANCE POLICY

All dances are restricted to RCMS students. Students may not leave the building after being admitted to a dance unless they are leaving the dance and all school property for the remainder of the evening. All rules and policies in this handbook apply to dances.

DISASTER DRILLS

Fire Drills will be conducted each month according to state law. Posters/signs are located in each classroom giving evacuation procedures to follow in an emergency. Please observe the following points during fire drills.

- Classroom lights should be off
- Close windows and doors
- Walk rapidly to exit, but do not run
- Take personal valuables with you
- Do not wait for friends to join you, evacuate immediately
- Keep 100 feet away from the building, but do not block driveways or roadways
- Do not re-enter the building until the all-clear is given
- Stay with your class

Tornado Drills will be conducted according to state law. An alternative bell tone shall indicate this emergency warning.

- Go immediately to your designated area
- Stay away from windows
- Crouch near an interior wall
- Cover your head and face

- Avoid large open rooms (gym, large lecture hall, small lecture hall, etc.)
- Remain in the position and area until the all clear is given.

E-LEARNING

The Rensselaer Central Schools Corporation's application for E-learning days has been approved by the Indiana Department of Education. These days will be used in the case of cancellation of school due to inclement weather. Students will not have to make up these days.

Why have E-learning?

RCSC recognizes classroom construction as the most valuable learning environment. In situations where inclement weather forces school cancellation, E-learning is the next best learning environment. E-learning days provide instruction and reinforcement allowing for progress to continue in an inclement weather situation.

Instruction is not interrupted, learning continues and the days do not have to be added on at the end of the school year. E-learning days occur before state testing in the spring whereas days added at the end of the year do not.

What will it look like for students?

Students will use iPads and/or Chromebooks in grades K-12 to complete content that would have been addressed if school were in session. Students who need extra help or have questions can contact the teacher through email or by calling the RCSC Offices. RCSC Staff will route the phone call to the teacher and a response will be returned.

Attendance

E-learning instruction will begin at 8:05 a.m. Students are responsible for signing into Google Meet and/or Canvas to attend class virtually. Students without Internet access must call the school office to report the issue.

Amount of work time required of students?

A lesson could include opportunities to understand the lesson objective, deliver new content, and check for understanding. Each daily class lesson should last no longer than 15-20 minutes from start to finish.

When is work due?

All E-learning assignment due dates are set per building. At RCMS, assignment due dates are set by each individual teacher. Work turned in after the due date is subject to the late policy.

Can I complete my work during the school day once we return to school?

If you are without internet access and use the school's connection to complete your assignments once school is in session, it will not replace the scheduled work. Assignments must be completed before or after school. They may not be completed during a scheduled class meeting.

Teacher availability

Teachers will be online and available via email from 9:00 a.m. to 3:00 p.m. Teachers may use resources to conduct online discussions with students using a variety of educational services tailored to the particular objectives being taught for the lesson.

What if students do not have internet access?

Students without internet access will be able to download the content needed prior to school being canceled using the RCSC internet connection. During extenuating circumstances RCSC Buses equipped

with WiFi may be placed in the community for students to access. This will happen in extreme circumstances.
For extreme instances where a digital device is not permitted to leave the building, the students will notify the teacher ahead of time so alternate assignments can be distributed in an alternate format.

What resources will be available if students have problems?
All school offices and the central office will be staffed and will provide phone and technical assistance for students in grades K-12.

Rensselaer Central Schools Corporation Office	219-866-7822
Rensselaer Central Primary School	219-866-5441
Van Rensselaer Intermediate School	219-866-8212
Rensselaer Central Middle School	219-866-4661
Rensselaer Central High School	219-866-5175

ENVIRONMENTAL HEALTH AND SAFETY ISSUES

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences. For more information regarding the Rensselaer Central Schools Corporation plan please contact the Administrative Office at 219-866-7822.

Indiana Department of Health Model Policies
I.C. 16-19-3-5, 16-41-37.5
410 IAC 33-4-1 through 8

FOOD / BEVERAGE

All food and drink purchased or obtained from the RCMS cafeteria, between 7:30 a.m. and 3:30 p.m. is to be consumed in the school cafeteria. Food and drink purchased from an outside source violates our federally provided breakfast/lunch program. At no time is a student to have/consume an energy drink or soda pop/juice/flavor packets of any kind. Failure to comply with these guidelines could result in consequences outlined in the RCMS Discipline plan.

In addition, no food or special deliveries will be allowed to be delivered to school during the school day with the exception of a forgotten packed lunch from a student's home.

FIELD TRIPS

The Principal and Superintendent are responsible for approving all field trip requests. The supervising teachers are responsible for securing transportation for the proposed field trip. . Supervising teachers are responsible for informing faculty of who is going on the field trip five (5) days in advance.

- Students are responsible for making arrangements with their other teachers regarding missing work or assignments PRIOR to the field trip.
- A student be in good standing to attend field trips.

- A student in good standing must have 90% attendance, be passing at least 3 classes, have no more than 3 behavior referrals, or have had 2 or more serious referrals that would account for multiple days of Out of School Suspensions.
- Administration reserves the right to use discretion when determining field trip eligibility.

FUNDRAISING

All student fundraising activities must have a staff sponsor and be approved by an administrator.

HALL PASSES

Students in the hall during class time must have a pass dated, timed, and filled out and signed by a faculty member. Students who are found outside of the classroom during class time and do not have a pass will be subject to disciplinary consequences. Verbal permission is not acceptable.

HEALTH / WELLNESS

1. Illness: Students who become ill at school must report to the school nurse. If it is necessary for a student to leave school because of illness or injury, the parent must be contacted to pick up the student. Students will not be allowed to leave school unless permission is granted by a parent/guardian or someone listed on their emergency contact list. Any class periods missed will count toward Project Attend totals.
2. Ongoing/Current Medical Diagnosis: If a child has a current/ongoing medical condition that requires accommodations, an updated physician statement must be provided to the school each school year.
3. Accidents: Every accident or injury in the school building, on the school grounds, at practice sessions, or any event sponsored by the school, must be reported immediately to the person in charge and to the school nurse. Accident reports must be completed and filed with the school nurse.
4. Use of Medications:
    - Parents should determine with their physician's counsel whether the medication schedule can be adjusted to take medication at home, or if it is medically necessary to administer medication during school hours.
    - The Medication Request and Authorization Form 5330 F1 must be completed and signed by the parent before the student will be allowed to begin taking any medication during school hours, including over-the-counter medication such as Tylenol. This form includes the student's name, medication and dosage, times required, date prescribed medication will be started, and date prescribed medication will no longer be needed. School personnel will administer all medications.
    - Each prescribed medication must be in the original container with the pharmacist's label including the following information: student's name, physician's name, date, pharmacy name and telephone number, name of medication, dosage and frequency, and special handling and storage directions. All over-the-counter medication must be in the original container.
    - All medication must be delivered to the school nurse's office where it will be properly secured. Parents/guardians who elect to have their child transport medication to and from school assume full responsibility for the transport of medication and the delivery of said medication to the nurse's office.
    - Students with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent/guardian files an annual authorization and a written statement from the student's physician is on file with the school nurse.

- Parents and students are requested to pick up unused medication at the end of the school year. School personnel will destroy any unclaimed medication.

Students are not required to purchase accident insurance, although it is strongly recommended that each student do so. Athletes must carry insurance. The school does not assume responsibility for payment of medical/transportation expenses.

IPADS RULES / DISCIPLINE

1. IPADS issued to students are the property of Rensselaer Central Schools and not the property of the student.
2. Rensselaer Central Middle School administration maintains the right to access a student's IPADS at anytime without consent from the student. All items on the IPADS are retrievable and accessible by school administration.
3. Lost or stolen IPADS are to be immediately reported to school administration for investigation. IPADS that are not recovered after the school investigates will be reported to local law enforcement as well as the Rensselaer Central Schools Technology Department. Lost and stolen IPADS are the financial responsibility of the parent.
4. Students are to be good electronic citizens and not attempt to access inappropriate material or blocked items. Students are not permitted to use teacher issued passwords and/or usernames to access materials.
5. The teacher will determine all IPADS usage in class. Students found not complying with expectations of schoolwork, class behavior, or class expectations may lose their IPADS privileges.
6. When a IPAD is confiscated during class and turned into the office, students will be held to the RCMS Discipline plan. The IPAD will be returned to the student unless the administration deems it necessary to keep the device.

LOCKERS

All lockers and storage areas provided for student use on school premises remain the property of the school. These areas have no expectation of privacy and are subject to inspection and search (IC 20-33-8-32). Students are responsible (cleanliness and damage) for the locker assigned to him/her. Students are not to share lockers and there will be no switching of locker assignments. Do not keep money or valuables in your locker. Any lost items need to be reported to the office immediately. If a student locker needs repair, the students should make a report to the office. Locks will be provided for each student, if a lock needs to be replaced it will cost the student five dollars.

MEDIA CENTER

Media Center resources include books, magazines, pamphlets, e-books, newspapers, and other printed instructional materials as well as DVD's, audio discs, and other non-print materials. Computers equipped with on-line research tools are also available. The Media Center is open from 8:000 a.m. to 3:20 p.m. Checkout periods vary depending on the type of resource. For more information about checkout periods please see the Media Center Assistant.

A student may use the media center every day during regular school hours with a pass from a teacher. Students do not need passes before or after school. A student using the Media Center should follow instructions as indicated:

1. Students must sign in when arriving at the Media Center
2. Students misbehaving or misusing the Media Center will lose privileges for a period of time to be determined by administration.
3. The basic rules and policies of technology use apply in the Media Center.
4. Students should not bring food or drink into the Media Center.

5. The Media Center Assistant will determine other Media Center policies and procedures.

POSTERS

Activities, elections, and school spirit will necessitate the use of posters. All signs and posters must be approved by the administration. Students are responsible for removing the signs and posters in a timely manner.

SCHOOL TRANSPORTATION – BUSES

IC 20-27-10-2 Discipline on school bus
Sec. 2. When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

The mission of Rensselaer Central Schools Corporation is to transport students safely to and from school and extracurricular activities. Riding the school bus is a privilege, not a right. Riding the bus is part of the school day and all rules and procedures outlined in RCSC policy and respective student handbooks apply.

When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus. Parents are also responsible for damage caused by their child to school buses, personal property, or public property.

Transportation Related Information

A. **Arrival of buses in the morning:**
The student should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver will be required to wait no longer than one (1) minute for the student. If a student is continually late arriving at his/her boarding station, the Transportation Secretary and/or the bus driver will contact the parents of the student. Parents should notify the driver if their child/children are not riding on a day or week or longer.

B. **School Closing or Delay at the start of the school day**:
If RCSC should be closed or delayed due to bad weather, etc., the announcement will be made via School Messenger, RCSC website, TV-18 (Lafayette), WLQI (97.7 FM), WRIN (1560 AM) WASK (98.7 FM), WVLI (95.1 FM), WIVR (101.7 FM) and WFAV (103.7 FM) radio between 6:00-6:30 A.M. If students have boarded buses in the morning and school must be closed, the busses will return the students to their homes immediately.

C. **High School/Middle School Bus Shuttle Parking Lot**
If a parent must take his/her child off a bus in the afternoon, the parent should not drive into the bus shuttle lot. Please park your vehicle along the curb on Bomber Blvd. and walk into the lot. It is dangerous to have vehicles in and out of the shuttle lot while the students are changing and boarding busses. If a parent needs to take his/her child off a bus in the afternoon, they should notify the school. The school will radio the driver, and if feasible, the driver will return the student to the school. If the driver has already started the route, the parent may coordinate a location to retrieve the student through communication with the school office.

D. **Guidelines Concerning Bus Transportation**:

1. Students will be transported from their homes to school and back to their homes.
2. Students will not be able to be transported on a bus other than his/her assigned bus (one stop in the a.m. and one stop in the p.m.)
3. In the event of an emergency, the parent/guardian must contact the Transportation Office for permission for deviation from the assigned bus.
4. Buses will NOT travel on any roads other than those that are presently assigned as the designated route by the Transportation Office.

E. **Assigned Bus:**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency.

F. **Use of Electronic Devices on School Buses**:

Students are allowed to use MP3 players, CD players, iPads, iPads, cell phones and other similar electronic devices on school buses. Electronic devices must be kept at an acceptable volume level and headphones are encouraged. Students will be asked to put distracting devices away. Failure to do so may result in the item being confiscated. The use of electronic devices is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver. RCSC will not be held responsible for the loss/theft of portable electronic devices that are left on school buses. To help meet safety requirements, the following bus rules and discipline procedures are established for all RCSC transportation. Students may be subject to other sanctions as covered in their respective RCSC Student Handbooks.

G. **Balloons**

For the safety of everyone on the bus, celebration or birthday balloons are not permitted on the bus.

H. **Squirt Guns, Toy Guns & Replica Guns**

Guns of any kind are prohibited on the school bus. If a student needs to have such items at the school, it is the parent's responsibility to transport those to and from school.

To help meet safety requirements, the following bus rules and discipline procedures are established for all RCSC transportation. Students may be subject to other sanctions as covered in their respective RCSC Student Handbooks.

<u>Procedures</u>

- Each student will take his/her seat or assigned seat immediately upon entering the bus. Older students are advised to be seated at the rear of the bus so that, in the event of an emergency, they are able to assist smaller and younger students exit the bus through the rear door.
- Students are to stay seated at all times until it is time to get off the bus and the bus has come to a complete stop. Seated means facing forward with feet on the floor.
- No student will enter or exit the bus until it has come to a complete stop and the door has been opened by the bus driver.

- Windows and doors will not be opened or closed without permission of the bus driver.
- Video/audio recordings and pictures are not allowed to be taken by students riding district buses. This includes regular routes and extracurricular trips. Any device used to take pictures, videos, or other types of recordings on the bus will be confiscated and disciplinary consequences may be assigned.
- Squirt guns, large portable radios, "jam boxes", toys, collectible cards, laser pointers, balloons or any objects determined to be dangerous by the bus driver, are prohibited on the school bus.
- Skateboards and rollerblades are not permitted on school buses or any other school property.
- Snowball throwing is not allowed in the bus parking lot nor will snowballs be allowed on the buses.
- Food, "pop", candy and gum are not to be consumed on the bus.
- Students are not allowed to tease, scuffle, trip, hold or use their hands, feet or body in any objectionable manner.

Level I Violations

- Leaving seat/standing without permission from driver
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- Disobedience to the driver
- Eating/drinking/littering on bus
- Riding unassigned bus or using unassigned bus stop
- Opening window past safety line
- Other offenses as reported by the driver or principal
- Excessive noise.

Serious offenses may result in other consequences deemed appropriate by school administration. Corporation policy and rules in respective student handbooks may supersede the above consequences.

Level II Rule Violations and Disciplinary Consequences

- Hanging out of windows
- Throwing/shooting of any object
- Physical aggression against any person
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
- Possession or threat of weapons/explosives/flammables
- Possession/use of laser pens or pointers

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Level I	Written Warning	1 day suspension	3 day suspension	5 day minimum suspension	Loss of bus service
Level II	5 day suspension	10 day suspension	10 day minimum suspension	Loss of bus service	

The bus is an extension of the school day. Bus consequences may be superseded by RCSC Board Policy or individual school handbook policies.

1. Any Other Action that is considered dangerous to any individual on the bus may result in the loss of bus riding privileges for an indefinite period of time and will be decided by

school officials.

2. Students and Bus Drivers: Students who interfere in any way with the bus driver's commands or ability to drive are subject to the above stated disciplinary policies. And in addition may be subject to immediate suspension from the school bus.

The school bus is part of the school day and, as such, all rules and procedures outlined in Corporation Policy and school handbooks are in force. Bus consequences may be superseded by RCSC policies.

STUDENT RESPONSIBILITIES REGARDING SCHOOL WORK

1. Homework: It is not intended that students will finish all work during the school day. Students should plan to do work at home each night or as necessary. For the best results, set aside a time and place where you can study. Make it a habit. If a student never has homework, he/she may not be getting his/her work done.
2. Make-Up Work: Is the responsibility of the student. Once contacted by the student or parent/guardian the teacher will make arrangements to make up work missed in class. The teacher and student will cooperate jointly regarding student opportunities to complete work missed. Students will be granted one school day per excused absence up to three (3) days for missed work. Modification to this rule can be granted only after a parent-teacher-student conference. Students are required to contact all teachers the day they return to school to make arrangements for make-up work. All grading period and semester INCOMPLETE GRADES must be made-up within one week (5 school days) after the distribution of grade cards. Failure to complete make-up work will result in a zero for the missing assignments. Failure to comply with the make-up work policy may result in academic penalties by the classroom teacher or disciplinary action as deemed necessary by the administration.
3. Parents who wish to obtain assignments for an absent student should call the Middle School before 9:00 a.m. to make this request and are to pick up these assignments between 3:15 p.m. and 3:30 p.m. Students are encouraged to make up as much work as possible before returning to school. All teachers can be contacted via email and most of the teachers utilize Weebly pages or class pages, which can be accessed to view class work assigned. Students are responsible for their success and are encouraged to visit these sites to check for missing work.

TEXTBOOK RENTAL AND FEES

Fees collected by our school pay for textbooks, consumable materials and supplies, and are due upon registration. The total cost for book rental and all class fees for the year are based on individual student schedules. The Rensselaer Central Schools Board of Trustees determines textbook rental and fees. Cash or Check payments will be accepted for all textbook rental and/or student fees and they can be made in the school office.

It is the responsibility of the student to return the books to the issuing teacher. You will be charged the replacement cost for lost or damaged books. Additional books will not be issued until the cost of the book is recovered or arrangements have been made for payment.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The School board authorizes the use of Video Surveillance and Electronic Monitoring Equipment (VS/EME) at various school sites throughout the Corporation and on school buses. The VS/EME shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crime, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. Any person who takes action to block, move or alter the location

and/or viewing angle of VS/EME shall be subject to disciplinary action. Video surveillance footage is protected under the FERPA policy and will not be viewed by individuals other than school and corporation administration or law enforcement.

VISITORS

Parents needing to confer with an administrator, counselor, or teacher should telephone the main office to set up an appointment. Upon arrival at the school, parents are to sign-in at the main office. Other visits by friends or relatives of students at RCMS are not allowed. Special exceptions must receive approval by the principal or designee. Any person(s) found to be in violation of the policy might be subject to trespassing charges. *RCSC Policy 9150*.

V. ACADEMIC INFORMATION AND COUNSELING SERVICES

COUNSELING SERVICES

The Counselors are available to assist students in various ways including:

1. Academic planning and guidance
2. Personal counseling (both individual and group): Assist students with personal issues that may affect the student's academic progress.
3. Career guidance: Provide career information and career interest inventories.
4. College and/or vocational counseling: Assist students with the processes for their post-secondary choice. (college applications, military, etc.)

GRADES IN PROGRESS

1. Student grades are accessible through the Power School Portal.
2. See the Guidance Department for User ID and Password information.

REPORT CARDS

1. Grade report cards are available online on PowerSchool following the conclusion of each of the 9-week quarterly grading periods.
2. Incomplete grades must be made-up within one week (five school days) after the availability of grades finalized online.
3. The teacher must submit a grade change form to a school counselor for the grade to be officially changed.
4. If the incomplete grade is not changed within 1 week, the "I" grade will then change to an "F" grade.
5. Administrative approval is required for an incomplete grade to be extended beyond one week without being made up. (Ex. extended illness, etc.)
6. Students have the opportunity to request a grade change from their teacher within one week after the availability of final grades online.

STUDENT WITHDRAWAL PROCESS FROM RCMS

1. Students withdrawing from RCMS are required to have a Withdraw Form completed by their parent/guardian. All RCMS property must be returned and other obligations must be completely resolved. The student will be charged for all materials not returned to the school.
2. If the student is withdrawing from RCMS to a non-accredited non-public school (including home school), the parent/guardian must schedule a conference with the RCMS Principal or Assistant Principal. **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Indiana Department of Education Notice regarding the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [school] receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Examples include disclosure:
    - To school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
    - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
    - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
    - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
    - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the

aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office
   U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students taking the PSAT and/or SAT School Day, will have the opportunity to complete the optional student questionnaire during the pre-administration session. The required portion of the pre-administration includes information needed to score the student's test (name, grade, school, date of birth, etc.) The optional questionnaire asks about the student, their interests, course selections, etc. This information is used for group reporting, for analysis to ensure the exams are fair for all groups, to connect students with potential colleges, and for research. The student questionnaire is optional and students are free to leave questions unanswered. If you do NOT want your student completing the optional student questionnaire, you must inform the guidance office two weeks prior to the exam date.

STUDENT ACTIVITIES

Students will be held to the same eligibility standards for athletics and student activities.

YEARBOOK CLUB

The yearbook is an organized record of major events and activities of the school. The staff strives to present these events and activities in an effective manner in order to provide the reader with a broad concept of what life is like at Rensselaer Central Middle School. The yearbook is a record of the entire school, not that of a single class—it covers the complete area of student activities, interests, achievements, etc. The yearbook club records both the serious and lighter phases of school life. Any student attending Rensselaer Central Middle School may be a member of the yearbook staff.

FCS (FELLOWSHIP OF CHRISTIAN STUDENTS)

An organization, which recognizes the importance of Christian values and works to incorporate those values into the student body via club meetings and club activities. Some activities include community involvement.

THE NATIONAL JUNIOR HONOR SOCIETY (N.J.H.S.)

The purpose of the National Junior Honor Society is to promote superior scholarship, leadership, service, and character among all Rensselaer Central Middle School students as stated in the national charter established in 1920. Membership is governed by the rules of the National Honor Society.

SCHOOL PLAY

A play is offered in the spring as a musical production. The production is open to all students through audition. Students are needed to aid in set construction and design, stage crew, make-up, and publicity. The purpose of the musical play is to offer students knowledge and experience in all aspects of stage productions.

SCIENCE CLUB

This club is open to any student in school. The purpose of the club is to stimulate interest in science. The Science Club sponsors activities that promote an understanding and appreciation of the sciences.

STUDENT COUNCIL

Student Council is a student-operated organization through which student opinions, interests, and desires may be conveyed to the staff of the school. Listed below are the primary aims of the organization.

1. Develop within the individual student a regard for the regulations necessary for a well-organized democracy.
2. Develop within the individual student a sense of responsibility for his/her own conduct.
3. Develop on the part of students an understanding of the nature and extent of their role in the total school operation.
4. Encourage participation in the affairs of the school by the students.
5. Provide a laboratory in which the student may practice the meaning of citizenship in a democracy.
6. Provide a central clearing house for coordinating student activities.
7. Promote school loyalty and spirit.
8. Create a harmonious relationship between faculty and students
9. Encourage potential leaders to accept leadership responsibility.
10. Gain support of the student body in solving problems of the school.
11. Encourage high standards of scholarship.

Athletic Department Regulations and Policies

The regulations and policies adopted and listed below shall become effective on the 1st day of August 2023 and shall remain in effect until revised by action of the Board of Trustees of Rensselaer Central Schools Corporation.

Rensselaer Central High School offers these sports for Boys:

- Cross Country
- Soccer
- Football
- Tennis
- Basketball
- Swimming
- Wrestling
- Track and Field
- Baseball
- Golf

Rensselaer Central High School offers these sports for Girls:

- Cross Country
- Soccer
- Volleyball
- Tennis
- Basketball
- Swimming
- Track and Field
- Softball
- Golf
- Cheerleading

Rensselaer Central Middle School offers these sports for Boys:

- Cross Country
- Football
- Basketball
- Wrestling
- Swimming
- Track and Field

Rensselaer Central Middle School offers these sports for Girls:

- Cross Country
- Volleyball
- Basketball
- Swimming
- Track and Field
- Cheerleading

ACADEMIC ELIGIBILITY

Rensselaer Central High School

IHSAA Requirement – The student/athlete must meet the minimum IHSAA requirement of passing at least 70% of the maximum number of classes offered. This requires that the student/athlete pass a minimum of 5 classes.

RCHS Requirement – At the end of each grading period, a student/athlete, manager or support member must be passing all subjects to be eligible, with one exception. A student/athlete who has received one (1) F and is receiving all A's, B's and C's in all other classes is still eligible. Semester grades will take precedence over nine-weeks grades. Ineligibility will last for a period of ten (10) student school days. The student/athlete may attend practices and contests, but may not participate in contests. The student/athlete may be re-instated at the end of the ten (10) student school days, if he/she has a passing grade in all subjects. If the student/athlete is not passing all subjects at the end of the ten (10) student school days, he/she will be ineligible for the remainder of the grading period. The ten (10) student school days begin the first student day of the school year, or the beginning of each grading period.

Rensselaer Central Middle School

RCMS Requirement – At the end of each grading period, a student/athlete, manager or support member must be passing all subjects to be eligible. Semester grades will take precedence over nine-weeks grades. The student/athlete may attend practices and contests, but may not participate in contests. The student/athlete may be re-instated if he/she is passing all subjects on a progress report.

Rensselaer Central High School and Middle School

Eligibility requirements carry over from the 4th nine-week grading period to the beginning of the next school year. The only exception will be for incoming high school freshman. All freshmen receive initial promotion academic eligibility as per IHSAA rules. This exception only applies to the 4th nine week grade period at the middle school level of an 8th grade student/athlete becoming a freshman.

ATTENDANCE

Rensselaer Central High School and Middle School

All student/athletes are expected to be at school by the start of the school day. If a student/athlete is not at school by the start of the school day, he/she will not be allowed to practice that day. Further, in the event there is an athletic contest that night, the student/athlete will not be allowed to participate. Field trips, funerals, medical appointments, school events or any other event approved by school administration will be considered approved absences. Any other exception must be approved by the Athletic Director, Assistant Principal or Principal.

Student/athletes serving in-school or out-of-school suspensions will not practice or participate in athletic contests during the entire length of their suspension. Student/athletes who are suspended from school are not to travel with the team or attend games while the suspension is in effect. Both types of suspension shall be considered over at the end of the school day on the final day of the suspension, however athletic attendance at and/or participation in practice and events may not resume until the next day. If the suspension ends on a Friday, the student/athlete is eligible to begin on Saturday if there are practices or contests.

CONSENT TO PARTICIPATE

Rensselaer Central High School and Middle School

All student/athletes must have parental/guardian consent to participate in athletics. This requirement is covered by completing the following documents prior to any participation in each sports contest season. The following documents are required to be completed and turned into the Athletic Directors office:

- Physical Examination completed on IHSAA Form
- Drug Testing Consent Form
- Concussion Acknowledgement/Sudden Cardiac Arrest Form

IHSAA

Rensselaer Central High School

All student/athletes must meet the IHSAA requirements to compete in a sport. This includes but is not limited to:

- Student/athlete must not have attained the age of twenty (20) prior to or on the scheduled date of the IHSAA State Finals Tournament in a sport.
- Currently attending and passing at least 70% of the maximum courses offered at Rensselaer Central High School.

- Rule C-8-1 requires that a student/athlete's conduct, in and out of school, shall be such as: (1) not to reflect discredit on his or her school or the IHSAA; and (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

DUAL SPORTS PARTICIPATION

Rensselaer Central High School

A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must follow all guidelines listed below:

- The athlete must inform both coaches of their desire to play both sports as far ahead of time as possible. Either coach can refuse to allow such participation which ends the process.
- If both coaches agree to it, a meeting should be held with the athlete, coaches and the parents to make clear all requirements and scheduling. A written contract will be created by both coaches and filed with the RCHS Athletic Department.
- The athlete will need to declare a Primary and Secondary Sport. The primary sport will take precedence should a scheduling conflict occur during practices or games.
- Conference contests and state tournament games should take precedence if both teams play on the same date. The Athletic Director will settle any unexpected conflicts which may evolve later. The contract must be renewed annually.
- Athlete may only earn 1 varsity letter per season which would be in their Primary Sport, but is eligible for individual awards and post season honors/points toward a jacket/ blanket in both sports.
- Once approved and both IHSAA seasons have begun, the athlete may not quit either sport.
- If there are any extenuating circumstances and this contract needs to be altered, changed or voided, the Athletic Director and both Head Coaches will need to meet and make the decision.
- In order to compete in contests, especially in tournaments and end of season contests, the athlete must be in good standing with both athletic programs.

Rensselaer Central Middle School

No Dual Sports Participation is permitted.

CONFLICT BETWEEN ACTIVITIES

Rensselaer Central High School and Middle School

From time to time, conflicts may arise between extra-curricular activities and practice. In some cases, the athlete will have to make a decision as to which one to attend; in others, the decision will be made for him/her due to particular sport, class or club requirement. (i.e. Student Council, FFA, musical organizations, etc.) The general rule is that the student can choose, without penalty, to attend the one activity he/she wants for the first conflict, and on the second conflict, the athlete should attend the activity he/she did not choose the first time. Communication between the coaches and sponsors of the conflicting activities is a must.

INSURANCE FOR ATHLETES

Rensselaer Central High School and Middle School

The Rensselaer Central Schools Corporation does not provide any insurance coverage for student/athletes. As a service to our students, the Rensselaer Central Schools Corporation offers an opportunity to enroll in a student accident insurance plan administered by an outside vendor. Each student/athlete, however, must demonstrate proof of insurance before he/she will be allowed to participate on a school team.

TRANSPORTATION

Rensselaer Central High School and Middle School

Transportation to all events by bus or minibus is the established policy of the Rensselaer Central School Corporation. The Athletic Director, with the help of the Transportation Secretary, will set up a schedule for departure times and mode of transportation. Athletes traveling to and from athletic contests are expected to ride on the approved mode of transportation. Under no circumstances is a student/athlete to transport himself/herself or teammates to contests. In some cases, a student/athlete may be allowed to be transported by parents to the contest and/or from the contest as long as the "Travel Consent Form" has been approved by Administration for that contest. Coaches are to maintain discipline on the bus or minibus. Coaches are to see that athletes do not leave trash on the bus or other vehicle. When athletes arrive back at the school, coaches will remain until all athletes have left.

WEATHER CANCELLATIONS/DELAYS

Rensselaer Central High School

In the event of a morning delay to the start of school, all morning practices will be canceled. In the event school is canceled, released early, etc. all contests or practices will be canceled unless conditions improve to the satisfaction of the administration. In this case, the Superintendent or his designee may waive the above rules. Away contests will be determined by the administration of the host school.

Rensselaer Central Middle School

In the event of a morning delay to the start of school, all morning practices will be canceled. In the event school is canceled, released early, etc. all contests or practices will be canceled. Away contests will be determined by the administration of the host school.

STUDENT/ATHLETE DRUG TESTING

Rensselaer Central High School and Middle School

The Board of School Trustees of Rensselaer Central Schools Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol and/or tobacco products. All student/athletes, including those trying out for a team will be subject to a mandatory random drug testing program.

Driver education students and those students seeking parking authorization are also included in this mandatory drug testing program.

In addition to those students described above, the school will test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program at the parent's expense.

ROSTER SELECTION

Rensselaer Central High School and Middle School

The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be on their team. At times, it will be necessary to release student/athletes trying out for the team. If a student/athlete is cut from a team he/she may join another team or program in that sport season with the approval of the second sport coach. This will not be allowed if the sport that the student/athlete is requesting to join has already held their first contest and/or that sport has administered cuts. A student/athlete cannot quit one sport to join another in-season sport unless the sport requesting to join has not already held their first contest and/or that sport has administered cuts. Both the sending and receiving

coaches must agree to this. A student/athlete cannot quit a sport to join another out of season sport until their current sport season is over. (Example: a player cannot quit football to go out for basketball until football is over. This includes pre-season training and weight training.) All questions and extenuating circumstances will be handled by the coaches involved and the Athletic Director. All athletes, including suspended athletes, will be released by the coach at the end of the season before they may begin a new season.

HOMESCHOOL STUDENTS

Rensselaer Central High School and Middle School

IHSAA Requirement – IHSAA Rule 12-5 allows homeschoolers to participate at the public member school serving their legal residence. The IHSAA criteria include:

- The student, in conjunction with the school, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised including passing a physical examination and participating in the required number of practices in a given sport
- The student must have been home schooled for the previous three consecutive years
- The student completes all state-wide examinations as authorized by the Indiana Department of Education
- The student's family must submit grade information to the school to affirm the student is passing all courses
- The student must be enrolled in the school for which the student is participating for a minimum of one class per day.

RCHS/RCMS Requirement – Additionally, the Board of School Trustees of Rensselaer Central Schools Corporation has also mandated that each Homeschool student/athlete be enrolled in:

RCHS – 3 Academic Courses
RCMS – 3 of the 8 Academic Periods

DISCIPLINE

Rensselaer Central High School and Middle School

INVESTIGATION The Athletic Director shall immediately investigate the conduct of any student/athlete when the Athletic Director has reason to believe that a violation of these regulations has occurred. The Athletic Director may interview the student/athlete as well as any other student or person who may have information regarding the alleged misconduct. If, after conducting the investigation, the Athletic Director believes that the student/athlete violated any of these regulations, discipline shall be administered consistent with these regulations.

The following regulations, if violated at any time, will result in disciplinary action as outlined below:

- **ALCOHOL – POSSESSION, USE AND/OR CONSUMPTION**. The student/athlete shall not possess, use, or consume any alcoholic beverage, in any form or quantity.
- **ILLEGAL DRUGS – POSSESSION, USE AND/OR CONSUMPTION.** The student/athlete shall not possess, use, or consume any form of illegal drug including, but not limited to non-prescriptive or counterfeit drugs.
- **NICOTINE AND/OR TOBACCO PRODUCTS – POSSESSION, USE AND/OR CONSUMPTION.** The student/athlete shall not possess, use or consume any type of nicotine, nicotine products, tobacco or tobacco products. This includes but is not limited to tobacco products, lighters, electronic cigarettes, electronic cigarette pods, hookah pens or any smoking/vapor device.
- **THEFT AND/OR VANDALISM.**
  - The student/athlete shall not commit any act of theft or vandalism, wherever it may occur.
  - Payment or replacement of stolen or damaged equipment, facilities, etc., shall be the responsibility of those student/athlete(s) involved.

If any of the above four regulations are violated by a student/athlete or student/athlete candidate, the following disciplinary action shall be taken:

Rensselaer Central Middle School – Violations occurring as a Middle School student/athlete

1st offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season. The length of the suspension shall be based upon the number of regularly scheduled interscholastic contests. The number of suspended contests shall be rounded off to the nearest whole number of contests. If the suspension cannot be completed within the current sports season, the suspension shall be carried over to the next sports season in which the student/athlete competes. The student/athlete shall follow all team rules during the period of suspension.

2nd offense: Suspension from interscholastic athletic participation and competition for one calendar year, beginning form the day of notification of the violation.

3rd offense: A third violation shall result in expulsion from interscholastic participation and competition for the remainder of the athlete's middle school career.

Rensselaer Central High School – Violations occurring as a High School student/athlete

1st offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season. The length of the suspension shall be based upon the number of regularly scheduled interscholastic contests. The suspension shall include all completed contests through the State Tournament. The number of suspended contests shall be rounded off to the nearest whole number of contests. If the suspension cannot be completed within the current sports season, the suspension shall be carried over to the next sports season in which the student/athlete competes. The student/athlete shall follow all team rules during the period of suspension.

2nd offense: Suspension from interscholastic athletic participation and competition for one calendar year, beginning from the day of notification of the violation.

3rd offense: A third violation shall result in expulsion from interscholastic participation and competition for the remainder of the athlete's high school career.

Since managers are not participants, managing does not fulfill the requirements of serving a suspension.

The student/athlete's coach will determine whether or not the suspended student/athlete must complete the sport's season in which he/she was participating for the purposes of serving the suspension.

To serve a suspension, the student/athlete must be otherwise eligible to participate in athletics according to these regulations.

In the event the student/athlete violates any of the above regulations, that student/athlete may be required to attend counseling. If required, the counseling sessions must be completed to regain eligibility for competition.

Suspended student/athletes will not dress in game attire for contests in which they are suspended.

Possession – Definition. For the purposes of these above regulations, the term possession means that the student/athlete has control over the illegal substance or beverage with the intent to have and exercise control.

The following are considered regulations of the Discipline section outside of the four regulations listed above.

IHSAA RULE C-8-1 This rule requires that a student/athlete's conduct, in and out of school, shall be such as: (1) not to reflect discredit on his or her school or the IHSAA; and (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. A student/athlete that engages in conduct that violates IHSAA Rule C-8-1 is in violation of the Discipline regulations.

VIOLATION OF THE CRIMINAL CODE. The Indiana Criminal Code, I.C. 35-1-1-1, et seq., is hereby incorporated by reference into these regulations. If a student/athlete engages in conduct that is a crime under the Indiana Criminal Code, such conduct shall be deemed a violation of these regulations. The student/athlete need not be arrested, charged or convicted of a crime in order for discipline to be administered under these regulations.

DISCIPLINE COMMITTEE. Under these regulations, certain violations, namely, possession, use and/or consumption of alcohol, tobacco or illegal drugs, and theft and vandalism, have specified penalties or discipline for each such violation. However, other violations of these regulations do not carry set penalties or discipline. Therefore, if, after investigation, the Athletic Director believes that the athlete may have violated regulations that do not carry set penalties, a discipline committee shall convene to determine whether the student/athlete should be disciplined. The discipline committee shall consist of the Athletic Director, the Principal and the student/athlete's current head coach. If the student/athlete is not currently in a sport, the Athletic Director will appoint a head coach to serve on the committee. Any member of the committee may request the student/athlete to speak to the committee regarding the alleged violation. Further, if the student/athlete requests, the student/athlete shall have the right to address and speak to the committee concerning the alleged violation. After a review of all circumstances surrounding the alleged violation, the committee shall then make a determination as to the discipline to the administered by a majority vote. The range of discipline may range from no action, to a suspension for the student/athlete's entire athletic career at the High School or Middle School level. The discipline may also include a requirement that the student/athlete make restitution if damages are sustained as a result of the misconduct. Further, the discipline may include counseling such as the discipline committee deems necessary. The discipline administered shall be consistent with the seriousness and nature of the alleged misconduct, and the student/athlete's prior disciplinary record.

Each student/athlete should bear in mind that he/she represents himself or herself, his/her family as well as his/her teammates and his/her school more places and in front of more people that the

other student/athletes at the High School or Middle School. A Bomber student/athlete's actions and conduct at all times reflects directly on all of the above.

The student/athlete shall also understand that they are a High School or Middle School student/athlete 24 hours a day, 7 days a week and 365 days a year. This commitment to the Rensselaer Central Athletic Department is a complete commitment to a positive lifestyle. Questionable conduct by a student/athlete can ruin the pride and favorable image that student/athletes create for our school and community.

COACHES RULES

Rensselaer Central High School and Middle School

Each coach shall have the right to establish written rules for the team they are coaching. These rules shall be subject to the approval of the Athletic Director and shall be distributed to the student/athletes.

ATHLETIC AWARDS POLICY

Rensselaer Central High School

A student/athlete must attain 500 points in order to receive his/her honors jacket and 1000 points in order to attain his/her honors blanket. A student/athlete is required to have earned at least three varsity letters and then may receive a combination of 200 points from various other recognitions. Student/athletes may be awarded points by the Athletic Director for additional service or work to the Athletic Department. It is at the discretion of the Athletic Director if this will be permitted on an individual basis.

Point Structure:

Varsity Letter	100 points
Junior Varsity Award	65 points
Freshman Award	45 points
Three –Sport Athlete	50 points
Conference Champ	15 points
Team Conference Champ	15 points
Sectional Champ	25 points
Team Sectional Champ	25 points

Individual and Team IHSAA Tournament Advancement

Individual		Team	
Regional Qualifier	15 points	Regional Qualifier	15 points
Semi-State Qualifier	30 points	Semi-State Qualifier	30 points
State Qualifier	75 points	State Qualifier	75 points

A student/athlete will receive the point value of the highest level attained. For example, a State Qualifier gets 75 points, not 15 for Regional + 30 for Semi-State + 75 for State.

Each student/athlete will have a cumulative record kept in the Athletic Director's office. The student/athlete may request to see or have a copy of such at any time.

Managers are not considered athletic participants when determining points for a three sport athlete. Managers will receive team conference championship and team advancement points, if the team they are managing advances in the IHSAA tournament series, or wins a team conference championship.

Additionally, instead of earning their honor jacket with the point system, the athletic department will allow a student athlete that meets the following criteria to purchase their jacket:

- Athlete must earn 2 Varsity Letters
- Athlete must complete a form available in the Athletic Department to purchase their jacket
- Athlete will pay for 100% of the cost of the jacket
- Athlete will not be eligible to earn a replacement or second jacket by points

Athletes are responsible for purchasing all the decorative patches for their honor jacket whether they earn it by points or purchase the jacket.