

# **2018-19 Student Handbook**



**RHS Office Hours:**

**7:30 a.m. 3:45 p.m.**

**RHS Attendance Office: 223-1555**

Mrs. Jana Vance, Superintendent

Mr. Adam Strasser, Principal

Mr. Chris Keisling, Assistant Principal

Mr. Greg Martz, Athletic Director

Ms. Lisa Andrews, Guidance (grades 10 and 12)

Mrs. Tara Seuferer, Guidance (grades 9 and 11)

## TABLE OF CONTENTS

Revisions	
Schedule of Class Times.....	1
Calendar .....	2
Welcome .....	3
Historical Background .....	3
School Song .....	4
Vision/Mission/Beliefs/Goals .....	5
RHS Staff .....	6
Access to Equal Educational Opportunity .....	8
Chain of Command .....	9
Attendance Procedures.....	10
Attendance Statutory Basis & Legal Requirements.....	10
RHS Attendance Policy .....	10
Procedures for Rochester Community High School.....	10
Absences .....	11
Standards of Behavior.....	14
Discipline Alternatives.....	27
Discipline Rules for RHS.....	30
Activities:	
Art Club .....	34
Band .....	34
Bowling Club .....	34
Cheerleaders.....	34
Class Officers.....	34
Environmental Club (P.E.A.C.E.).....	35
Fall Sports .....	35
F.C.A.....	35
F.C.C.L.A.....	35
F.F.A. ....	35
FIRST Robotics .....	35
Interscholastic Athletics.....	36
Key Club .....	36
National Honor Society.....	36
School Newspaper (ZEBRA TALES) .....	36

School Yearbook (MANITOU RIPPLES).....	36
Spanish Club .....	36
Spring Sports.....	36
Student Council.....	37
Tri-Epsilon .....	37
Varsity Club .....	37
Vocal Music .....	37
Winter Sports .....	38
Academic Letters .....	38
American Disabilities Act.....	38
Asbestos Plan .....	38
Athletics and College Eligibility.....	39
Awards Jackets.....	39
Book Bags.....	39
Books .....	39
Bookstore .....	40
Class Changes .....	40
Course Failures .....	40
Credit Recovery .....	40
Dance Expectations.....	41
Dance Permission Forms/Guest Passes .....	41
Directed Study .....	41
Dual Credit Classes.....	41
Elevator Use.....	41
Emergency Drills .....	42
Emergency Medical Authorization.....	42
Extracurricular Participation Code of Ethics .....	42
Field Trips.....	43
Grading Scales .....	43
Grading Procedures.....	43
Graduation Exercises .....	45
Guidance Counselors .....	45
Handbook .....	45
Honor Roll .....	45
Honors Program .....	46
Internet/Computer Use Policy.....	46

Intersession/Remediation Policy.....	49
Istep+ Exam .....	42
Junior/Senior Prom .....	50
Library Usage.....	50
Lockers.....	50
Lost and Found .....	51
Lunch Program.....	51
Message to Students at School.....	52
Nurse’s Clinic .....	51
Parties/Treats.....	53
Passes .....	53
Release of Student Information .....	54
Release of Students .....	55
Reporting Problems and Concerns.....	55
Restroom Usage .....	55
Scholarships .....	56
Search and Seizure.....	56
Silent Sustained Reading .....	57
Student Helpers.....	58
Student Work Published on the Internet .....	58
Substance Abuse Policy .....	58
Transcripts.....	60
Transfer to Another School/Homeschool .....	60
Transportation .....	60
Video Cameras.....	60
Visitors.....	60
Vocational Opportunities .....	60
Waiver for Physical Education through Athletics .....	61
Withdrawing From School/Exit Interview.....	61
Work Permits .....	62

## SCHEDULE OF CLASS TIMES

REGULAR DAY		WEDNESDAY	
<u>PERIOD</u>	<u>TIMES</u>	<u>PERIOD</u>	<u>TIMES</u>
Silent Study	8:00 - 8:30 (30)	Act/Study	8:30 - 9:00 (30)
1	8:35 - 9:20 (45)	1	9:05 - 9:45 (40)
2	9:25 - 10:10 (45)	2	9:50 - 10:30 (40)
3	10:15 - 11:00 (45)	3	10:35 - 11:15 (40)
4	A lunch 11:00 - 11:30	4	A lunch 11:15 - 11:45
	<u>Class 11:35 - 12:30 (55)</u>		<u>Class 11:50 - 12:45 (55)</u>
	Class 11:05 - 11:30 (25)		Class 11:20 - 11:45 (25)
	B lunch 11:30 - 12:00		B lunch 11:45 - 12:15
	<u>Class 12:05 - 12:30 (25)</u>		<u>Class 12:20 - 12:45 (25)</u>
	Class 11:05 - 12:00 (55)		Class 11:20 - 12:15 (55)
	<u>C lunch 12:00 - 12:30</u>		<u>C lunch 12:15 - 12:45</u>
5	12:35 - 1:20 (45)	5	12:50 - 1:30 (40)
6	1:25 - 2:10 (45)	6	1:35 - 2:15 (40)
7	2:15 - 3:00 (45)	7	2:20 - 3:00 (40)

### **DELAY SCHEDULES**

TWO HOUR DELAY		THREE HOUR DELAY	
<u>PERIOD</u>	<u>TIMES</u>	<u>PERIOD</u>	<u>TIMES</u>
1	10:00 - 10:27 (27)	1	11:00 - 11:30 (30)
2	10:32 - 11:00 (28)	4	A lunch 11:30 - 12:00
4	A lunch 11:00 - 11:30		<u>Class 12:05 - 1:00 (55)</u>
	Class 11:35 - 12:30 (55)		Class 11:35 - 12:00 (25)
	Class 11:05 - 11:30 (25)		B lunch 12:00 - 12:30
	B lunch 11:30 - 12:00		<u>Class 12:35 - 1:00 (25)</u>
	Class 12:05 - 12:30 (25)		Class 11:35 - 12:30 (55)
	Class 11:05 - 12:00 (55)		<u>C lunch 12:30 - 1:00</u>
	<u>C lunch 12:00 - 12:30</u>	2	1:05 - 1:35 (25)
3	12:35 - 1:07 (28)	3	1:40 - 2:10 (30)
5	1:12 - 1:44 (32)	5	2:15 - 2:45 (30)
6	1:49 - 2:21 (30)	6	2:50 - 3:20 (30)
7	2:26 - 3:00 (34)	7	3:25 - 4:00 (35)

# ROCHESTER COMMUNITY SCHOOLS CALENDAR

2018-2019

## August

2 First Student Day  
29 Open House (5-7 PM)

## September

3 Labor Day (No School)

## October

3 End of 1<sup>st</sup> Grading Period  
4-12 Fall Break  
8-11 Intersession, 8:30-11:30 AM

## November

21-23 Thanksgiving Break

## December

19 End of 1<sup>st</sup> Semester  
20-31 Winter Break

## January

1 New Year's Day  
2 Begin 2<sup>nd</sup> Semester  
2-4 Intersession, 3:15-6:15 PM

## February

15 Make-up Day

## March

8 End of 3<sup>rd</sup> Grading Period  
18-29 Spring Break  
25-28 Intersession, 8:30-11:30 AM  
28 Make-Up Day  
29 Make-Up Day

## April

5 Make-up Day

## May

3 Make-up Day  
24 End of 2<sup>nd</sup> Semester  
27 Memorial Day  
28-31 Summer School, 7:45 AM-Noon  
28-31 Intersession, 12:30-3:30 PM  
31 Graduation

## June

1-21 Summer School, 7:45 AM-Noon

Rochester Schools Safety Helpline  
224-SAFE

Safety Helpline } Confidential  
                              } No Caller ID

## **WELCOME TO ROCHESTER COMMUNITY HIGH SCHOOL**

Each new year brings opportunities for all of us, and with these opportunities come new responsibilities as well. The staff of Rochester High School has accepted the challenge of providing the finest educational opportunities possible for each of you, and we hope that you will accept the challenge of gaining the most you can from your educational experience.

This handbook is designed to furnish students and parents with information about RHS. The contents of this booklet may provide the answers to questions you now have or to questions that develop during the school year. Please take time to thoroughly read the material so that you will have the knowledge it takes to be a successful student at RHS.

Our faculty is here to help you. Please join with us, in a spirit of cooperation and common commitment, to make this school year the best.

### **HISTORICAL BACKGROUND**

Rochester High School has been a valuable part of our community since the original frame structure, erected on the southeast corner of Sixth and Pontiac Streets, first opened in 1884. Since that time there have been three new high schools (1887, 1913, and 1965). The latest is Rochester Community High School, which was constructed to serve the consolidated school districts of Rochester and Richland Center.

Unlike many high schools, RHS has been a source of community pride and inspiration since it began. The curriculum and extra curricular activities have continued to develop so that they meet the needs of the students and the community.

Our athletic program includes both male and female competition and the Zebras look to be a contender for every athletic title since we joined the Three Rivers Conference in 1987. The TRC is made up of Maconaquah, Manchester, North Miami, Northfield, Peru, Rochester, Southwood, Tippecanoe Valley, Wabash, and Whitko. This spirit of competition and school pride is evident in every aspect of RHS and the surrounding community.

RHS continues to be a progressive leader in the development of tomorrow's leaders and RHS will continue to change and grow in response to each new community challenge, but it will never lose sight of its rich heritage and proud traditions!

Nickname: ZEBRAS

## SCHOOL SONG

We're loyal to you RHS.  
We're old gold and black RHS.  
We'll back you to stand  
Against the best in the land  
For we know you have sand RHS. RAH! RAH!

So break that blockade RHS.  
Go smashing ahead RHS.  
Our team is our fame protector  
On boys for we expect a field goal from you RHS. RAH! RAH!

Chee Cha Cha Ha Ha (Clap, Clap, Clap, Clap)  
Chee Cha Cha Ha Ha (Clap, Clap, Clap, Clap)

RHS. RHS. RHS. Rah! Rah! Rah! Rah!

Fling out that dear old flag of old gold and black  
Lead on your sons and daughters fighting them back  
Like men of old on giants placing reliance,  
shouting defiance, OSKIE WAWA!

Amid the broad green plains that nourish our land  
For honest labors and for learning we stand  
And unto thee we pledge our hearts and hands  
Dear Alma Mater RHS.



# Rochester Community Schools

## VISION

*In a student-centered, academically challenging environment that cultivates character, celebrates learning and fosters collaboration, the staff, families and greater community of the Rochester Community Schools Corporation, as partners, will develop creative, lifelong learners. Cultivating the development of the skills and enthusiasm to be contributing members of society to shape a changing world will be the hallmark of student development.*

## MISSION

*Rochester Community Schools...inspiring individuals to learn, grow, and give.*

## BELIEFS

*Rochester Community Schools Corporation is committed to the following beliefs:*

- 1. Given time, support, and opportunity, all students can learn*
- 2. Maintaining an emotionally and physically safe learning environment*
- 3. Setting high expectations for students and staff*
- 4. Modeling life long learning and character*
- 5. Honesty, integrity, and respect for others*
- 6. Learning in a culture of collaboration and continuous improvement*

# ROCHESTER COMMUNITY HIGH SCHOOL STAFF

Administrators, Teachers, Activity Sponsors, Coaches

Mr. Adam Strasser -	Principal
Mr. Chris Keisling -	Assistant Principal
Mr. Greg Martz -	Athletic Director
Ms. Lisa Andrews -	Guidance Counselor Grades 10 and 12
Mrs. Tara Seuferer -	Guidance Counselor Grades 9 and 11
Mr. Jesse Atkinson -	U.S. History
Mrs. Amy Blackburn -	Biomedical Sciences, National Honor Society Sponsor
Mrs. Cindy Border-	Librarian, Key Club Sponsor
Mr. Trevor Brown -	Language Arts, Academic Coach, Soccer Coach
Mrs. Chelsey Correll -	Science
Mr. Dave Danhauser -	Instrumental Music
Ms. Brynn Durkes -	Cheerleader Sponsor
Mrs. Katie Felke -	Physical Education & Health (Department Chairperson)
Mr. Steve Freeman -	Mathematics
Mrs. Laura Friend -	Language Arts, Yearbook
Mr. Clint Gard -	Mathematics, Wrestling Coach
Ms. Crystal Grossman -	JAG
Mr. Alex Gudeman -	Science
Mrs. Sydney Gudeman -	Tri-Ep Sponsor
Mrs. Rachel Haselby -	Accounting, Computer, Introduction to Communications
Mr. Ryan Helt -	Language Arts
Mrs. Lucy Hernandez -	Spanish
Mrs. Leah Hinderlider -	Science
Mr. Brian Hooker -	Physical Education, Varsity Football Coach
Mrs. Valerie Hoover -	Language Arts (Department Chairperson), Student Council Co-Sponsor
Mr. Kenneth Hughes -	Assistant Football Coach, Assistant Track Coach
Mr. Sean Kelly -	Mathematics, JV Boys Basketball Coach, Assistant Baseball Coach
Mr. Joel Lowe -	Project Lead the Way, (Technology Chair)
Mr. Robert Malchow -	Social Studies, Boys Varsity Basketball Coach
Ms. Lisa McMillen -	Vocal Music
Mrs. Laura Norris -	Science, Academic Team Coach
Mr. Phelix Omondi -	Special Education
Mr. Justin Pearson -	Agriculture, FFA Sponsor, Adult Farmers
Mrs. Alison Reinholt -	Special Education
Mrs. Sandi Schaeffer -	Art, Art Club Sponsor
Mr. Lukas Schoenhals -	Special Education
Mr. Terry Screeeton -	Mathematics
Mrs. Hope Showley -	English, Student Council Co-Sponsor
Mrs. Jennifer Snyder -	Family and Consumer Science (Department Chair), FCCLA Sponsor
Mr. Scott Stalbaum -	Social Studies, Cross Country Coach, Track Assistant Coach
Mr. Tony Stesiak -	Social Studies (Department Chair)
Ms. Madison Sweany -	Special Education
Ms. Adrienne Thompson -	Four County Counselor
Mrs. Alysha Wachtmann -	Family and Consumer Science
Mrs. Deborah Wolford -	Special Education (Department Chair)
Mrs. Jennifer Zartman -	Spanish (Department Chair), Spanish Club Sponsor

### Office Staff

Mrs. Sandy Ahnafield -	Athletic Secretary
Mrs. Ann Beehler -	Secretary
Mrs. Sue Cash -	Guidance Secretary
Mrs. Misty Furrow -	Attendance Secretary
Mrs. Kristin Horn -	ECA Treasurer
	Technology Coordinator

### School Nurse

Mrs. Victoria Zellers-	Corporation Head Nurse
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### Instructional Assistants

Ms. Tia Heishman -	Special Needs
Mrs. Kelly Howard	Special Needs Nurse
Mrs. Mary James -	Special Needs
Mrs. Brenda Kelly -	Special Needs
Ms. Nicole Lowry -	Special Needs
Mrs. Michelle Maroney -	Special Needs
Mrs. Shirley Swick -	Credit Recovery
Mr. Bill Wyatt	

### Cafeteria

Mrs. Wendy Bower -	Food Service Manager
Ms. Melissa Courtney -	Food Service Assistant
Ms. Amanda Glassburn -	Food Service Assistant/Cashier
Mrs. Judy Lewis -	Food Service Assistant
-	Food Service Assistant
Mrs. Stephanie Miller -	Food Service Assistant
-	Food Service Assistant

### Building Technicians

Mr. Dana Tucker -	Head Technician
Mr. Russell Dugan -	Technician
Ms. Cindy Hart -	Technician
Mrs. Lynn Heck -	Technician
Mrs. Dawn Mappin -	Technician

Rochester Schools Student Support Services office is housed in the Learning Center building at 1818 Park Road, along with Ivy Tech College. This office works closely with principals, counselors, nurses, and teachers in Preschool through Grade 12 to assure all students receive necessary educational, health, and behavioral supports as they progress through school. The following individuals are located in this office: Director of Student Support Services, Administrative Assistant, School Psychologist, Compliance Coordinator, Assistant Compliance Coordinator, Occupational Therapist, and Physical Therapist. Student Support Services coordinates student programs such as: Special Education, Section 504, High Ability, English Language Learners, ISTEP, Homeless, and Alternative programs.

## **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Students in the School Corporation should be given the opportunity to develop skills and abilities to the maximum of their potential. Therefore, the school corporation shall foster an educational environment that provides equal educational opportunity for all students. Educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, creed, color, gender, national origin, economic status, or disability.

In order to achieve these goals, the Board directs the Superintendent to:

- A. Student Access - review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access to these opportunities and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State Regulations;
- B. Student Evaluation - ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint or serve as a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C.20-8.1-2-1 et seq.

Fourteenth Amendment, U.S. Constitution

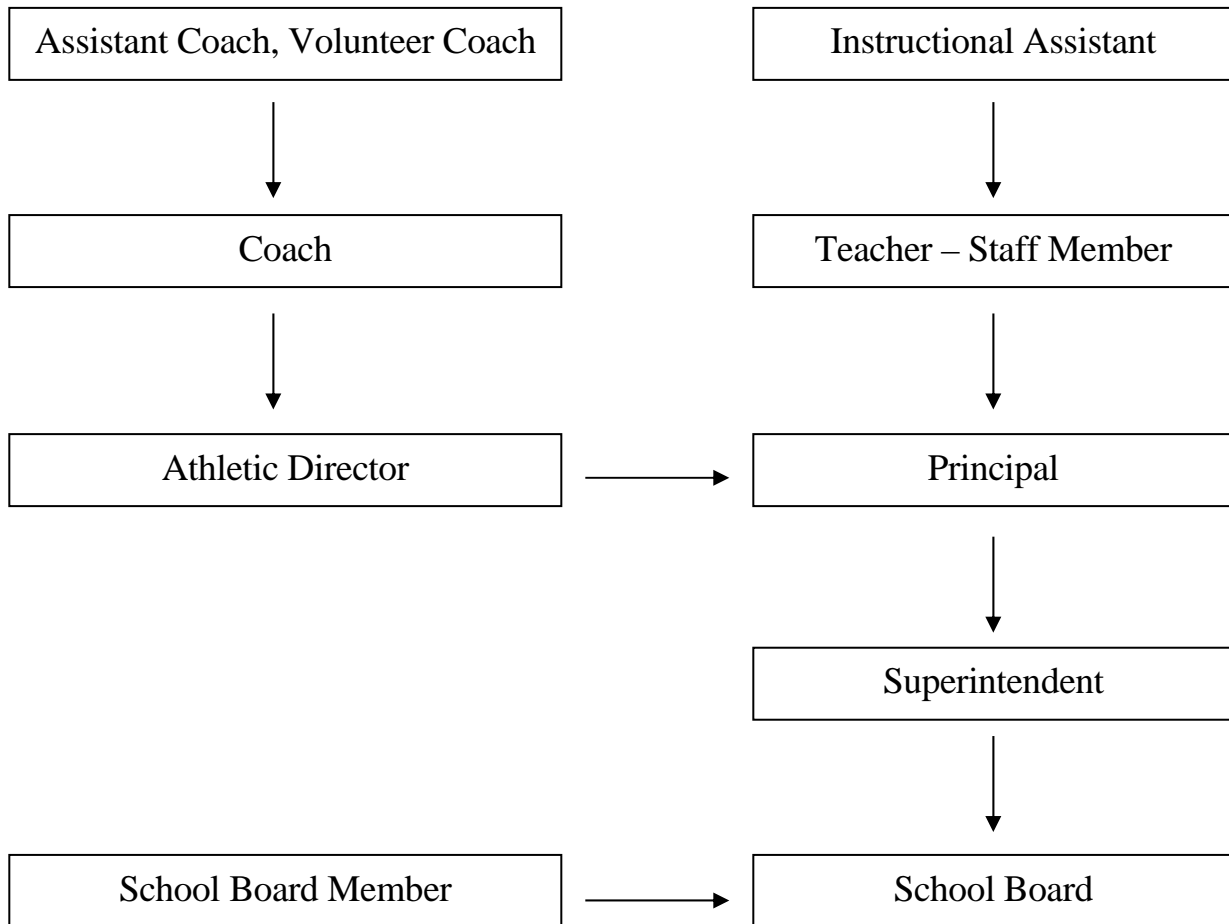
20 U.S.C. Section 1681

29 U.S.C. Section 1702 et seq.

42 U.S.C. Section 2000 et seq.

## CHAIN OF COMMAND

We understand that people will not always agree and conflict will arise from time to time. It is the best interest of everyone to resolve the conflict at the level from which it arose whenever possible. The following flow chart depicts the appropriate chain of command:



Please understand that individuals bypassing this chain of command will be directed back to the first link for resolution of the conflict. We sincerely hope that conflicts are few and that adherence to the chain of command will produce a more effective solution for all parties concerned.

(See page 56 Reporting Problems and Concerns)

## ATTENDANCE PROCEDURES

### ATTENDANCE STATUTORY BASIS AND LEGAL REQUIREMENTS:

511 IDC 6-2-1

Each school shall adopt and enforce a written attendance policy. Adequate notice should be given to all teachers, parents, and students. The policy should be reviewed periodically to ensure that it complies with current law.

INDIANA CODE 20-33-2-27

#### COMPULSORY ATTENDANCE:

It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter. Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee.

INDIANA CODE 20-33-2-44

#### PENALTY:

Any person who violates any provision of this chapter is guilty of a Class B misdemeanor.

INDIANA CODE 20-33-2-9b

EXIT INTERVIEWS; WITHDRAWAL FROM SCHOOL: See page 62

### RHS ATTENDANCE POLICY

Developing high standards of dependability and reliability is a joint endeavor between the school and the parents of each student. Since business, industry and the professions expect and demand a high level of attendance and time-on-task, the education of our students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of self-discipline and assumption of responsibility become major priorities in developing life skills and attitudes as well as preparing for entry into the adult world.

It is difficult for young people to learn if they are not in class: The teaching-learning process builds upon itself. So that all parties involved in the education of our students can assist in the maintenance of excellent attendance and the development of self-discipline, the following policy and procedures are presented.

### PROCEDURES FOR ROCHESTER COMMUNITY HIGH SCHOOL

When a student is absent from school, his/her parent or guardian should call the school before 8:15 AM. **The 24-hour attendance telephone number is 223-1555.** The attendance officer will attempt to call the parent/guardian at home or at his/her work place if a call is not received by 8:30 AM. If a phone is not available, the student will need to bring a note, signed by the parent/guardian on the day of return. This note should be taken to the attendance officer. If no note or call is received by the school regarding a student absence, that absence will be considered unexcused. **If no note or call**

**is received by the school within two days after the absence, the absence will remain unexcused for the semester.**

Attendance will be taken by each teacher at the beginning of every class period.

Students who are absent from school for any part or all of a day due to illness, injury, or sleeping-in may not attend or participate in extracurricular activities (including practices) during the same day without permission from the principal or head teacher.

## **ABSENCES**

**For purpose of this policy absences are classified as: In Attendance, Excused, Unexcused, and Truant.**

### **A. In Attendance**

- A student is allowed to have a maximum of six (6) absences that are parent verified. Any absence that is beyond the maximum of six (6) and doesn't meet the following requirements will be considered an **unexcused** absence and count toward the total of **ten (10) unexcused absences and loss of credit in the classes with 10 unexcused absences.**
  1. Chronic/Severe health related absences: These require written verification from a licensed physician (letter of incapacity) and must be on file with the school nurse.
  2. Other absences requiring verification:
    - a) Court summons and subpoenas with written verification: Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below.*
    - b) Service on the precinct election board or as a helper to a political candidate or party on the date of each general, city or town, special or primary election, with written verification. Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below.*
    - c) Legislative page for or as an honoree of the General Assembly, with written verification. Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below.*

### **B. Excused Absences**

***A maximum number of six (6) of these absences may be accrued during each semester per class. Make up work is permitted.***

1. Deaths and funerals of immediate family members (immediate family members are defined as father, mother, guardian, grandparents, aunt, uncle, brother, brother-in-law, sister, sister-in-law, child, or anyone living in the household).
2. Religious observances. Student needs to follow the appointment procedures outlined in **Section 3B below.**
3. Illness or accidents verified by parent/guardian/physician.
  - a) Illness or accidents verified by a doctor's note. A maximum of two (2) school days from the date of absence will be permitted for the student to produce written verification. Only the dates listed on the doctor's note will be acceptable. After two (2) days it will not be changed to a medical excused absence.
  - b) Medical and dental appointments. Parents should make every effort to schedule appointments during non-school hours. If it is necessary that a student must miss school for an appointment, **release from school must be requested in writing by the parent or guardian OR a parent must call the attendance**

**office to request the release of the student from school.** The written request must state time of appointment and request the time for release from school. In order for the appointment to be approved as a medical absence, the student must provide the school with a medical slip showing the time of arrival at the doctor's office, the departure time, and the proper signature. The student is expected to be in school prior to and/or following the appointment. This includes a student who is absent beyond the time of the appointment and reasonable travel time (as determined by the building administrator). Any student that leaves for an appointment or has an early morning appointment during the morning hours of school and does not come to school first, should return to school immediately after the appointment has ended. A one hour appointment does not provide you the reason to miss the rest of the day unless they doctor recommends that you don't return to school. Doctors may be contacted to verify appointments.

**Note:** Parents of a student with chronic health problems (allergies, gastrointestinal problems, etc.) should file a doctor's note with the attendance office and school nurse at the beginning of each school year. Parents must verify when each absence is the result of the chronic illness. If a student becomes chronically ill during a school year, a doctor's note must be filed as soon as possible. The school may request an additional doctor's note at the beginning of each grading period depending on the type of illness.

4. Pre-arranged absences with parents. These absences are part of the six (6) total days of accumulated absences that are permitted per semester. When family circumstances necessitate removing the child from school, the following criteria will be considered before approval is granted or denied:
  - a. Request must be made in writing to the principal. Written request must state the student's name, the first date of student absences and the last date of student absences. The request must be submitted at least five (5) school days prior to the first date of absence unless waived by the principal or his designee.
  - b. A student must turn in a Notice of Absence sheet prior to leaving.
5. Funeral of a friend (or relative not defined in *Excused Absences, Section 1.*)
6. Home emergencies cleared through the principal/head teacher. Student needs to verify the emergency as outlined by the principal or head teacher.
7. Probation appointments. Student needs to follow the appointment procedures outlined in section *Excused Absences, Section 2B.* *Student must provide verification from the probation department stating appointment start and finish time.*
8. Court attendance at parental request cleared through the principal or head teacher. *Student must provide verification from the court stating appointment start and finish time.*
9. College and military visits (no more than one per semester for juniors and two per semester for seniors, **no visits during the month of May**). All college and military forms must be completed and turned in at the attendance office before the visit. *Verification of the college or military visit is required to be turned in to the attendance office upon the student's return to school.*
10. Health room visits will count hour for hour.
11. *Parents may not excuse students for time missed that does not fall under the Indiana Compulsory Attendance Code.*

### C. **Unexcused**

**Any student who is unexcused/truant may not attend any extra-curricular activities on that day.** All other absences, with the exception of those resulting from suspension are unexcused and are of three types:



1. Parent and school approved absences exceeding the limit of six (6) per class period each semester.
2. *Tardies extending beyond the first five minutes of a class period shall be counted as a parent and school approved absence. This is for the purpose of assessing a consequence under the Consequence Section A.*
  - a. *Students may participate in class work upon arrival, but may not make up work missed due to tardiness.*

**D. Truancy**

Any student who chooses to be out of class or school without the knowledge or consent of his/her parents and/or school authorities will be considered truant. An example of an absence that will not be considered justifiable would be taking a day or part of a day off to attend a rock concert, or leaving school without permission. A student who participates in such activities will be considered truant by school officials, regardless of parental consent. A student who is not in an assigned area when at school can also be considered truant. *Truant students may not attend any extracurricular activities that day.*

1. Leaving the school building and grounds during class hours
  - a. No student shall leave the school building or grounds at any time during class hours without first receiving permission from the attendance officer, head teacher, nurse, or principal. Students who do not follow this procedure will be considered truant. Permission will not be given to a student to leave school during the day (except for emergencies and illness) unless s/he presents a signed note from the parent or guardian stating the reason and time the student is to be excused.
  - b. At the time the student leaves school, s/he shall sign out on a sheet posted in the attendance office. Failure to sign out will count as a truancy and Friday School may be assigned. A student returning to class before school is dismissed must sign in upon return. Failure to sign in may count as one of the six (6) absence days allowed per semester.
2. Parents may not excuse students for time missed that does not fall under the Indiana Compulsory Attendance Code.

**E. Attendance Procedures for Late Arrival, Early Dismissal.**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by request of the student's parent or guardian, which shall state the reason for the early dismissal. If a student needs to be dismissed during the day, the school will **only** let him or her be signed out by a custodial parent or someone who is listed on the emergency contact list. Justifiable reasons shall be determined by the building administrator.

1. Tardy procedure.
  - a. If a student is five (5) minutes or less late to any class, this will be counted as a tardy. The student is to report directly to his/her classroom. If a student is more than five (5) minutes late to a class, s/he will need to report to the attendance office for a pass. The student will be counted absent for the class period. This absence counts toward the six allotted absences per semester.
  - b. Tardies/Passing Time: Students will have five (5) minutes to pass to their next class. Tardies are a disruption to the educational learning environment. Students

are expected to be in their assigned seats when the late bell rings. Total tardies will be kept in the office for each semester. Tardies from all teachers will be combined for each student to determine the consequences.

- c. Students who leave class during activity period for any reason not approved by the teacher or office will be counted tardy.

**F. Make-Up Work**

It is the student's responsibility to make arrangements with teachers regarding all make-up work. Teachers will allow the same number of days to complete work as the student was absent, except where the principal or his designee may extend those deadlines. Refer to earlier sections regarding absences that will be considered excused and unexcused.

**G. Attendance Guidance**

The following guidelines provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

1. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
2. investigates the cause(s) of his/her truant behavior;
3. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
4. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
5. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

\*If a student accumulates his/her 10th absence, s/he will lose credit in that class. A student may sign an attendance contract to attend Intersession, Friday Schools, Detentions, or Lunch Detentions to make up time and regain lost credit.

<p><b>Tardy Consequences</b></p> <p>1<sup>st</sup> period Class: (even if student has directed study)</p>	<p>4 tardies in same class:</p> <ul style="list-style-type: none"> <li>• Detention/Social Probation</li> </ul> <p>5 tardies or 3 unexcused absences:</p> <ul style="list-style-type: none"> <li>• Friday School</li> </ul>	<p>6 tardies in same class:</p> <ul style="list-style-type: none"> <li>• 2 Friday schools</li> </ul> <p>8 tardies in same class: Loss of credit</p>	<p>20 tardies for all classes combined:</p> <ul style="list-style-type: none"> <li>• ASE</li> </ul> <p>25 tardies for all classes combined:</p> <ul style="list-style-type: none"> <li>• Six to Six</li> </ul>
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\*Students who lose credit due to having eight (8) tardies in the same class may regain the credit by attending Intersession, Friday Schools, Detentions, or Lunch Detentions.

# STANDARDS OF BEHAVIOR

Examples of, but not limited to, the following student misconduct or substantial disobedience, are grounds for suspension or expulsion:

## 1. Arson/Fireworks/Fire Alarm Tampering/False Reporting

The setting of any illegal fire in an RHS building or on any RHS property is not permitted. Students are not to use or be in the possession of any type of fireworks on RHS property or at any RHS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

**(IC 35-44-2-2)**

c) A person who;

- (1) Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;
- (2) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;
- (3) Makes false or hang-up calls to “911”.

## 2. Battery

No student shall willfully attack another student or staff member while on RHS premises or while under RHS supervision. **(IC 35-42-2-1)** Knowingly or intentionally touching another person in a rude, insolent, or angry manner.

## 3. Bomb Threat

Any student who writes, calls in, or otherwise makes a bomb threat toward RHS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion.

**(IC 35-44-2-2)**

b) A person who reports, by telephone, telegraph, mail, or other written or oral communication, that

- (1) the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

## 4. Building Security

Students are not to tamper with corporation computers or corporation computer systems and security cameras. No student shall allow any unauthorized person access to any RHS building. No student shall attempt to tamper with any exterior doors so as to keep them from closing.

No student shall allow any unauthorized person access to any RHS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing. RHS students should not have in their possession any keys belonging to RHS or its staff.

## 5. Bullying

IC 20-33-8-0.2

“Bullying” means overt, unwanted, repeated acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, aggression, or (3) any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. had the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

Acts of bullying include actions taken through the use of data or computer software that is accessed through a:

- a. computer
- b. computer system; or
- c. computer network; and
- d. physical acts committed, aggression, or any other behaviors committed by a student or group(s) of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student

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

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. 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.....
3. 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 IC 5-14-3. (However, the administrator who investigated this incident and handing out the consequences can disclose the consequences that the "bully" received to the parent of the "bullied" child as long as that this information was not read directly from an educational record.

**Note to students and parents: these changes to the new law makes behavior off school property, including "cyber" bullying subject to school discipline if the conflict comes into the school and causes a disruption. Item 3 above legally prevents administrators not involved in the case from sharing what action they have taken against other students that the parent of a "bullied" student might demand to know. The only person that could give that information is the administrator with first-hand knowledge of the consequences.**

Finally, a student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the building principal(s), counselor, or teacher, or use the Bullying Hotline. If a special bullying situation exists that involves school personnel, the report may be made to the Director of Student Services or the RCSC Administration Office.

## **6. Cell phones/Electronic devices**

As a New Tech school, Zebra New Tech administrators and teachers will work with students to create a policy regarding the use of electronic devices that reflects today's level and use of technology. Modifying the traditional policy (no use between 8:00-3:00) will depend on students displaying a level of trust and responsibility for personal behavior. If students take advantage or ignore new guidelines, the traditional policy will be restored. **CELL PHONES MAY ONLY BE USED DURING CLASS TIME FOR EDUCATIONAL PURPOSES.**

USE GUIDELINES

- During passing periods and lunch time, students may access personal communication devices.
- Personal music devices may be used during lunch time in the cafeteria, gym, and lobby area. Music devices will be allowed with only one ear bud, no head phones. No ear buds will be used in the hallways between classes. If an electronic device is causing a disruption, any teacher or staff member can order students to turn off the device and put it away.
- Cell phones will not be allowed to be used in the classroom at all. Also there is to be no picture taking, filming, recording of a teacher, classroom, or other students by parents or students without the knowledge and consent of the teacher. No parent should be calling or texting a child during class; if there's an emergency, the parent should call the school office.
  - a. During tests or quizzes, all electronic devices will be turned off and placed upside down on the student desk.
  - b. Music devices will be worn with only one ear bud in the classroom.
  - c. Music device volume will be low enough not to be heard by others.
  - d. Music device ear buds will be removed when visitors are in the classroom.
  - e. If a device rings or an alarm sounds, that will be considered a violation.
  - f. If a student leaves class during a period, the student's cell phone may NOT be used in the hallway. If a teacher thinks the reason a student is leaving class is to use a cell phone, the student will be asked to leave the phone with the teacher.
  - g. At any teacher or staff member's request, electronic devices will be turned off and put away.

Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item after school from 3:00 PM to 4:00 PM. Repeat offenders will suffer insubordination consequences. (It should be noted that RHS has a free phone for student use before and after school.) Students that choose to bring items of value to school should understand the school is not responsible for lost, damaged, or stolen items. It is likely the school will not be able to recover lost property.

## 7. Cheating and Plagiarism

Cheating includes, but is not limited to the following:

- A. Violations of procedures which protect the integrity of a quiz, examination, or similar assessment such as:
  1. Copying from another person's paper;
  2. Copying another person's quiz or test;
  3. Submitting a copied project.
- B. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment such as:
  1. Plagiarism – the act of presenting someone else's ideas or work as your own.
  2. Word-for-word plagiarism – repeating the exact words of a source without giving the necessary credit.
  3. Paraphrase plagiarism – saying basically the same thing as an original, presenting as one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- C. Cooperation with another person in academic dishonesty (willingly giving, selling, or paying someone else for a paper, answers, etc.)
- D. Submitting a pre-written paper obtained from the internet, by mail, or electronically.
- E. Inventing sources (a false bibliography).

- F. Stealing an exam, paper, or answer key from a teacher, staff member, or student.

## **8. Conspiracy**

Making plans or conspiring to cause harm to any person or RHS property is not permitted.

## **9. Disrespect**

Students are responsible for their own behavior and are expected to show respect for all RHS personnel. Students shall address faculty and staff with their title, for example, Dr., Mr., Mrs., Miss, Ms., Coach, etc. Disrespect may include, but is not limited to: profanity and/or abusive language directed toward, or threatening behavior to, anyone.

## **10. Dress Code**

If a teacher or staff member feels a student is dressed inappropriately for RHS, he or she will refer the student to the Assistant Principal's Office immediately. Dress Code violators will receive consequences as outlined in the Discipline Matrix. The following will be strictly adhered to:

- Shorts, skirts, and dresses should be no shorter than the tip of the index finger with arms fully extended.
- Blouses and shirts must have sleeves. Pants must not have any holes above the knee even if shorts or tights are worn under the pants.
- No tank tops are permitted.
- No strapless tops are permitted.
- There must be no visible cleavage or midriffs.
- Backs must be covered.
- No see-through apparel or fishnet garments are permitted.
- No sagging pants are permitted. All pants and slacks must be worn at the waist.
- No hoods, hats, caps, sunglasses, nor any other head coverings are permitted. However, at the discretion of teacher, coach, administrator, or other school official, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
- Students who have been warned about wearing hoods on their heads and choose to do so again will no longer be permitted to wear hoodies to school.
- No attire that may damage RHS property or cause personal injury to others (such as chains or studded items) is permitted.
- No clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances is permitted.
- No clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is permitted.
- No apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages is permitted.
- No lounging or sleeping apparel is permitted. This includes, but is not limited to, pajamas, robes, and slippers.
- No coats may be worn in the building during the school day.

## **11. Driving and Parking Violations**

Any student who drives to school must acquire a parking registration tag from the attendance secretary. Each car driven should be registered (the tag is transferable). New tags must be purchased if tags are lost/stolen.

Students will not be assigned specific parking places; however, students must park in the student lot on school property only between the designated lines, unless permission to park somewhere else is given by the principal. If vehicles are not parked properly in the student lot (i.e. outside the lines, blocking other cars, etc.) student drivers will be warned. Continued violations will result in a loss of driving privileges and/or towing at the owner's expense. Students are not allowed to park in the front of the building or next to the tennis courts as these are reserved for faculty, staff, and visitors. Student-drivers must comply with vehicle search and seizure rules (see Search and Seizure, page 57).

Students should also practice safe driving on and around school property. If there are concerns, a student will be warned. Continued violations will result in a loss of driving privileges. Students are also warned against careless behavior such as riding on the hood of a car, hanging out the windows, etc.

Moving and parking violations:

- Contingent on the seriousness of the violation, the penalty will range from a warning to suspension of driving privileges. If a student is suspended from driving, another student may not drive the suspended student's car to school.
- Passing a stopped bus with the stop arm "out" will result in a loss of driving privileges for 45 school days. The violation will be reported to the police.

Student drivers will lose driving privileges for the remainder of the semester if:

- 1) the student has five (5) tardies or three (3) unexcused absences in his/her first class
- 2) the student accumulates more than 20 tardies in a semester.

Students who drive in a reckless/dangerous manner on Rochester Community Schools' grounds may be subject to Friday School, detention, ISA, ASE, OSS, in addition to having driving privileges suspended.

Bicycles should be parked in the bicycle rack located at the northwest corner of the school. WE ENCOURAGE STUDENTS TO LOCK THEIR BIKES TO THE RACK. Mopeds should park in designated areas near the bicycle racks. Motorcycles or motorbikes must be parked in the parking lot, not near the building.

## **12. Drugs and Alcohol**

Knowingly possessing, using, transmitting, or being under the influence of any synthetic drug or derivative thereof defined as a controlled substance by Indiana Statute, narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly 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 is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. (Please see Substance Abuse Policy, page 59).

**(IC 35-48-4-4.5) – Dealing, (IC 35-48-4-4.6) - Possession**

### **13. Extortion**

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student is not permitted.

### **14. Failure to Comply**

Failing to comply with the directions of teachers or other RHS personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function, is not permitted.

### **15. Fighting**

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on RHS premises or during an RHS activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted. In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate five-day suspension of both or all parties. Law enforcement shall also be contacted. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties. For our purposes, self-defense means the student tries to evade the attack, but cannot, and must use force for self-protection.

### **16. Food and Beverage**

The possession or consumption of snacks or beverages in classrooms, hallways or locker rooms is not allowed. When preparation and consumption of food is a part of a class activity (FACS classes or foreign language classes sampling foods indigenous to a country) the eating rule is waived. Home-prepared foods should not be brought to school for sale or for consumption by school groups like classes, teams, or other extracurricular groups. **Students are not allowed to order out or receive carry-in meals from parents/guardians or visitors.**

### **17. Forgery**

Students are not permitted to falsely and/or fraudulently mark, alter, or use a document or statement. These include, but are not limited to, physician's notices, parent/guardian notes, student passes, or report cards. **(IC 35-43-5-2)**

### **18. Gambling**

Gambling or wagering on RHS property is not permitted.

### **19. Gang Activity**

Un-sponsored, unauthorized outside organizations such as secret societies, clubs, and gangs which draw membership from the students of RHS are illegal, and, therefore, are not permitted in RHS or on RHS property. Wearing clothing or accessories or the use of written signs/symbols that have been associated with gangs and gang activity is not permitted.

NOTE: Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity (as defined by I.C. Code 35-45-9.1).

**I.C. 35-45-9.1:** "Criminal Gang" means a group with at least five (5) members that specifically: either: (A)- Promotes, sponsors, or assists in; or (B)- Participates in; and requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by adult or the offense of battery (I.C. 35-42-2.1).



**I.C. 35-45-9.2** “Threatens” defined as used in this chapter, “threatens” includes a communication made with the intent to harm a person or the person’s property or any other person or the property of another person.

**I.C. 35-45-9.3** Criminal Gang Activity, a person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D Felony.

**I.C. 35-45-9.4** Criminal Gang Intimidation, a person who threatens (35-45-9.2) another person because the person: (1) refuses to join the criminal gang; or (2) has withdrawn from the criminal gang; commits criminal gang intimidation, Class C Felony. Students involved in gang related activity at RHS may be suspended or expelled.

## **20. Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Threats, and Intimidation**

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. Conduct constituting harassment may take different forms, including, but not limited to, the following:

### **Sexual Harassment**

**Verbal:** The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with RCSC.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with RCSC.

**Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with RCSC.

### **WARNING:**

Sexting is a new phenomenon among teenagers. It is the practice of taking, possessing, or transmitting nude or explicit pictures especially by cell phone. This could also occur using a digital camera, email, Face Book, My Space, Tweeter, etc.)

If the subject(s) of the nude pictures are minors, very serious school and legal consequences will take place. School authorities are bound by law to report all cases of sexual abuse and child exploitation to the police. Depending on the age of the subjects and how explicit the pictures, a person possessing nude pictures on an electronic device could be charged with child exploitation or child pornography along with suspension and possible expulsion from school. Conviction of the criminal charges is a felony and could lead to being placed on a community sex offender list.

Students must not take any picture of another student during the school day without that student’s consent. Students must not post pictures and/or comments on a social networking site during the course of a school day.

Students must avoid taking, transmitting, or **possessing** nude pictures of themselves or others. Any reports must be investigated and serious school and legal punishments will follow.

### **Gender/Ethnic/Religious/Disability Harassment**

**Verbal:** Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with RCSC.

Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with RCSC by refusing to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with RCSC.

### **Harassment Complaint Procedure**

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with RCSC should make contact with a faculty or staff member with whom the student would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report (using the corporation form) or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report received by school personnel is to be prepared promptly and a copy forwarded to the Principal/Head Teacher.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

#### **(IC 35-45-2-1).**

- (a) A person who communicates a threat to another person, with the intent that:
  - 1. the other person engage in conduct against his will: or
  - 2. the other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a Class A misdemeanor.
- (b) However, the offense is a:
  - 1. Class D felony if:
    - A. the threat is to commit a forcible felony;
    - B. the person to whom the threat is communicated:
      - (i) is a law enforcement officer
      - (ii) (iv) is an employee of a school corporation
- (c) “Threat” means an expression, by words or action, of an intention to:
  - 1. Unlawfully injure the person threatened or another person, or damage property;
  - 2. Unlawfully subject a person to physical confinement or restraint;
  - 3. Commit a crime;
  - 4. Expose the person threatened to hatred, contempt, disgrace, or ridicule;

#### **(IC 35-45-32-2).**

- (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;
  - 1. makes a telephone call, whether or not a conversation ensues;

2. communicates with a person by telegraph, mail, or other form of written communication;
3. uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to:
  - a. communicate with a person;
  - b. transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

**Safety Hotline, 574-224-SAFE, may be used for reporting incidents**

**21. Hazing**

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted. (IC 35-42-2-2)

**22. Homework Practices**

High School students in the United States typically do less homework than teenagers in European or Asian countries. In order for American schools to prepare students to compete for jobs in the global economy, it is necessary for U.S. students to work at higher levels. Doing homework is part of that process. If students refuse to do homework, they most likely will fail and fall behind their classmates. As a school, we want students to learn to work to be successful. Doing homework is a positive habit that helps achievement and also makes a student more likely to succeed later as an adult in trade school, college, or in a job. Teachers will be posting assignments for all classes so that students, parents, and other teachers can help students keep up with their homework.

**Late Homework** - The standard **late** homework policy (unless a student has an IEP that contains different limits) allows a student to turn in a homework assignment the next day after it is due for 50% credit. Any assignment turned in later than the next day will receive no credit. A teacher may require **all** homework to be completed to receive credit for the class.

**Missed Homework** - To encourage students to learn to succeed, students that fail to turn in homework will be monitored. Upon missing the **second** assignment in the same class, a student will be assigned a detention to help that student complete the work for 50% credit. The student will have the lunch time and the rest of that school day to turn in the homework for 50% credit. For each missed assignment after the second, the student will be assigned a detention.

**23. Insubordination**

Any school personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, bus drivers, cafeteria workers, and hall monitors are responsible for the supervision and direction of students during any RHS activities. Students are expected to comply with directions given by any school personnel. Failure to do so will result in an immediate disciplinary consequence.

**24. Passive Resistance**

Passive resistance refers to a student who is not attempting to make progress within the classroom and/or giving little or no effort. Sleeping during class, refusing to do assignments, refusing teacher directives, excessive tardies, unexcused absences, etc. are forms of passive resistance.

## **25. Profanity/Abusive Language**

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants, custodians, bus drivers, cafeteria workers, hall monitors, and other students shall receive an immediate disciplinary consequence.

## **26. Public Display of Affection**

Kissing, hugging, hand holding, etc. or any other public display of affection will be considered inappropriate behavior. Students must refrain from this activity while on school grounds.

## **27. Theft**

For school purposes, theft is defined as the unlawful taking of RHS property or property belonging to another person on RHS property during an educational event or function off RHS grounds, or when traveling to or from RHS or such educational event or function. **(IC 35-43-4-2)**

## **28. Tobacco**

The use and/or possession of tobacco, tobacco products or electronic cigarettes inside of RHS and on the property of RCSC is not permitted. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and matches. **(IC 35-46-1-10.5)**

## **29. Truancy**

Any student who chooses to be out of class or school without the knowledge or consent of his/her parents and/or school authorities will be considered truant. An example of an absence that will not be considered justifiable would be taking a day or part of a day off to attend a rock concert, or leaving school without permission. A student who participates in such activities will be considered truant by school officials, regardless of parental consent. A student who is not in an assigned area when at school can also be considered truant. *Truant students may not attend any extracurricular activities that day.*

- a. Leaving the school building and grounds during class hours
- b. No student shall leave the school building or grounds at any time during class hours without first receiving permission from the attendance officer, head teacher, nurse, or principal. Students who do not follow this procedure will be considered truant. Permission will not be given to a student to leave school during the day (except for emergencies and illness) unless s/he presents a signed note from the parent or guardian stating the reason and time the student is to be excused.
- c. At the time the student leaves school, he/she shall sign out on a sheet posted in the attendance office. Failure to sign out will count as a truancy and Friday School may be assigned. A student returning to class before school is dismissed must sign in upon return. Failure to sign in may count as one of the six (6) absence days allowed per semester.

## **30. Unlawful activity by student**

**IC20-33-8-15** Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled 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.

*As added by P.L.1-2005,SEC.17.*

### **31. Vandalism**

No student shall maliciously or willfully damage, deface, or destroy RHS property or the personal belongings of others. **(IC 35-43-1-2(b))**

### **32. Weapons**

#### **Possession of a Weapon:**

In compliance with state law, any student who possesses a deadly or dangerous weapon on RCSC property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The RPD will be notified and criminal charges may be filed.

#### **Use Of An Object As A Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

#### **A Deadly Or Dangerous Weapon Is Defined As:**

- a loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

#### **Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

RCSC believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

#### **Firearms Possession:**

No student shall possess, handle or transmit any firearm on RCSC property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above.
- any firearm muffler or firearm silencer.
- 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 projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### 33. Tech Violations

The following are prohibited actions on school owned technology:

- **Personal email:** *The content of all email is subject to monitoring and is not to be considered private.* Email containing obscenities, personal attacks, gang references, drug references, and any other content deemed unacceptable is strictly prohibited and will result minimally in the loss of email.
- **Personal Computing Devices:** Any personal device brought to school is subject to search and possible retention by the school if probable cause exists.
- **All-student email:** an e-mail which goes to every student.
- **Posting anything on any website (MySpace, YouTube, Facebook etc.) detrimental to any student or staff member at Zebra New Tech.** Students must understand that they are responsible for any and all postings they place on sites on the internet.
- **Visiting Proxy sites is PROHIBITED!!** RCSC maintains an internet filtering service intended to protect students from accessing inappropriate and unsafe Websites. Any Website or method of circumventing this safeguard will result in LONG TERM loss of internet privileges.
- **Possession, use, and downloading of Executables:** any process (i.e. program executable, script, batch file, etc.) that is not pre-loaded on a ZNTHS computer or approved by staff is **STRICTLY PROHIBITED!**
- **Downloading or Streaming Non-school related Music from the Internet is strictly prohibited:** E-mailing links to songs or possession in your favorites list or document files is also prohibited.
- **Viewing Websites of questionable value or websites unrelated to school work may result in severe disciplinary action:** when in doubt...ask.
- **Chain letter/Communications:** a letter or communication that encourages the recipient to send it to more people. These are disruptive and use excessive server space and *will result in loss of email privileges.*
- **Using someone else's e-mail account will result in loss of privileges.**
- **Visiting chat rooms, using Instant Messaging clients or sites is prohibited.**
- **Installing software not approved by School Administration is a suspendable offense.**
- **Loading games:** Putting a game on a computer for use on the computer.
- **Copying software is a crime and will be treated as such.**
- **Plagiarism is a crime and will be treated as such.** Theft is theft: using someone else's intellectual property as your own constitutes stealing.
- **Logging on an account not your own is strictly prohibited.**
- **Moving software from a local machine to a server:** copying program files to the server to be used on another machine is never allowed.
- **Inappropriate computer-to-computer communication (“hacking”):** any attempt by a student to control another computer, delete/change files, send network-level messages, sniff IP packets, or any **malicious or non-school related computer-to-computer communication will minimally result in loss of privileges.**

- **Playing games during class time is strictly prohibited.**
- **Using racist/sexist/threatening comments in the database or email**
- **Printing personal documents:** any printing done that is not associated with the classroom is not allowed.
- **Using school e-mail or the school's network for personal gain:** using your email or network to make money is a suspendable offense.
- **Sending email to groups of larger than five must first be approved by a staff member.**
- **Possession or use of destructive programs:** Having any program that can cause any sort of damage to the computers will result in suspension.
- **Going around log-on procedures:** using a computer without logging on the computer (i.e., without supplying your username and password), booting off floppies: using a disk to start a computer with a different operating system such as DOS is also prohibited.
- **Re-installing or re-activating a program that has been removed from the system:** putting a program back onto a computer that was removed from that computer.
- **Purchases over the Internet:** many things may be bought over the Internet with a credit card. The school cannot be responsible for the liability of these transactions.
- **Sharing personal information with strangers over the Internet:** giving someone information which can be used to find the person
- **Meeting someone you have met over the Internet**
- **Using more than your 250 MB limit on the server:** having files on your space in the server which uses more than 250 MB of storage space.
- **Individual Computer configurations (CPU and Monitor) are to be left as set.**
- **Abuse or destruction of Technology will result in appropriate disciplinary action.**
- *Listening to Music is a privilege at Zebra New Tech, not a right. Playing music without permission, without headphones, or when interacting with a teacher will result in the loss of the privilege.*

### 34. Lewd Conduct

The definition of lewd behavior is any type of unlawful act that is perpetrated by a male or female who wants to arouse their own sexual interest or that of the person to whom they are directing their action.

Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal or designee will not be allowed. Lewd, illegal or sexual gestures or acts (indecent exposure), even if consensual, will result in serious consequences.

## DISCIPLINE ALTERNATIVES

Any various options of disciplinary actions not mentioned below may be implemented if the administration and parents feel it will prevent the undesirable behavior and benefit the student and school.

### BEHAVIOR CONTRACT

The administrator, student, teachers, and parents may enter into an agreement that specifies the behavior of the student, the positive rewards, and the consequences of not living up to the contract. A violation of the educational contract may lead to expulsion, suspension, or other discipline.

### **DETENTION**

Any member of the faculty, support staff, or administration may assign a student detention. Detention is assigned for tardiness or other disciplinary actions. Detentions will be served after school for up to one hour. The school personnel assigning the detention will advise parents of a detention through contact via a phone call or letter as appropriate. At least twenty-four hours notice of the detention will be given to the parent and student. A student may serve a detention before the 24-hour notice upon the mutual consent of the parent and school. In the event a student must serve detention, transportation will be the responsibility of the parent/guardian of the student.

### **FRIDAY SCHOOL**

We at Rochester Community Schools strongly believe school attendance directly affects student success. Friday School is an alternative program designed to take the place of in-or out-of-school suspensions. It is a program to change student behavior and eliminate the negative effects of missing classes.

Classroom teachers and/or administrators will supervise Friday School. Parents will receive written notification of the date their student is assigned. Friday school will begin promptly at 3:15 PM and end at 5:15 PM. A student will be given work which must be completed and turned in to the supervising teacher before leaving. Any student who fails to keep busy will, at the supervisor's discretion, will be dismissed from Friday School and be assigned to an additional session(s) of Friday School, suspended either in or out of school, and/or expelled.

If a student fails to attend Friday School, more severe punishment will be levied, including but not limited to: **additional Friday School assignments, Six to Six, in or out of school suspension and/or expulsion, and referral to the Fulton County Probation Department.**

Students/parents are responsible for transportation from Friday School. The only acceptable excuses for absence from Friday School are serious personal illness (with a doctor's excuse), death in the family, or a serious illness in the family. In these cases Friday School will be re-assigned. Parents should contact the principal or head teacher in advance of these absences.

The student is expected to be in the Friday School room at or before 3:15 PM with paper and pencil. Students who arrive after 3:15 will not be admitted.

\*Excessive skipping of Friday Schools and Detentions will result in full days of ISA equivalent to the number of missed Friday Schools and Detentions. Repeat offenders of skipping Friday Schools and Detentions may be sent to ASE if the problem persists after ISA interventions.

### **SOCIAL PROBATION – STUDENTS ASSIGNED TO ISA, SIX-TO-SIX, ASE, AND OSS ARE NOT ALLOWED TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES.**

Social Probation means that a student cannot attend any high school athletic events, dances, convocations or any other school functions. A student may be placed on social probation by the principal or his/her designee due to excessive tardiness to school, absenteeism or misconduct referrals.

### **IN-SCHOOL ASSIGNMENT (ISA)**

ISA is a new program designed to keep students in school and will allow students to complete all school- work. ISA will be served during the regular school day and students will be assigned to a designated room. Students assigned to ISA should report to the main office with all books and necessary materials at the beginning of their assigned day. Students will complete class work and life skill lessons while assigned to ISA. Failure to report for ISA or failure to cooperate with the ISA supervisor will lead to further disciplinary consequences.

### **EXTENDED DAY (SIX-TO-SIX)**

Six-to-Six is a new program for students in grades 6-12., This court ordered educational program allows students with behavior problems to attend their regular classes in their own school building,



but also extends their daily schedule to include before and after school sessions. **Therefore, students in the Six-to-Six program will be in school from 6:00 AM until 6:00 PM for a minimum of five (5) days.**

#### **ALTERNATIVE TO SUSPENSION AND EXPULSION (ASE)**

The ASE program is an educational alternative to out-of-school suspension and expulsion for students in grades 6 to 12. Facilitated by a licensed teacher and an assistant, ASE is held each day in the Learning Center, 1818 Park Road.

#### **OUT OF SCHOOL SUSPENSION (OSS)**

When other measures of disciplinary action are not successful in changing student behavior or the severity of negative student behavior warrants, out of school suspension maybe assigned. Out of school suspension will last from one to ten days. **Students may not be on school property, in school facilities or attend school functions or events while on out of school suspension.**

#### **SUSPENSION PROCEDURE**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

#### **EXPULSION FROM SCHOOL**

A student may be expelled from school for one or two semesters following State Due Process guidelines.

#### **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. ***An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.***
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

**HABITUAL OFFENDER**

A student who has engaged in misconduct that led to In School or Out of School Suspension on two separate occasions will be considered a “habitual offender”. Any future incidents of student misconduct may result in a suspension and the recommendation for expulsion. The student and his/her parent(s) will be notified when the student is considered a “habitual offender”.

**DISCIPLINE RULES FOR RHS**

Violation of these rules shall result in corrective disciplinary action. Discipline is used here to describe methods and techniques that help students become responsible for their own behavior and ensure order and safety in schools. Any one or a combination of the following actions may be used, not necessarily in the order in which they are listed: counseling, parent conferences, detention, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, expulsion from school, or other reasonable disciplinary action which is left to the discretion of the principal or his/her designee. When necessary, reports will be made to the Rochester Police Department (RPD).

The discipline rules described below will apply when a student is:

1. 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;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

**RHS discipline matrix.**

<b>The following matrix is intended to serve as a guide that administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) for inappropriate behavior as they deem appropriate.</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
<b>1. Arson/Fireworks/ Fire Alarm Tampering/False Reporting</b>	10 day OSS and Recommendation for Expulsion	*****	*****

<b>2. Battery</b>	3-5 day ISA/OSS, RPD notified, possible recommendation to extended day (Six to Six)	10 day OSS, recommendation for expulsion	10 day OSS, recommendation for expulsion
<b>3. Bomb Threat</b>	10 day OSS, RPD notified, recommendation for expulsion.	*****	*****
<b>4. Building Security</b>	5 day ISA, notice of possible extended day (Six to Six)	5 day ASE, recommendation to extended day (Six to Six).	10 day OSS, recommendation for expulsion
<b>5. Bullying</b>	3-5 day ISA	5 day ISA/OSS	10 day OSS pending expulsion
<b>6. Cell phones/ electronic devices</b>	Verbal warning, by teacher or staff	Teacher will confiscate the device for the period. Staff will notify office of second violation.	Confiscate device and turn in to office. Refusal to turn over device will be an automatic Friday School assignment. Parent must pick up device after regular school hours. Further violations will be considered insubordination.
<b>7. Cheating/ Plagiarism</b>	Zero for assignment, Assigned one detention	Zero for assignment, 3 day ISA	Zero for assignment, 5 day ISA, notice of possible placement to extended day (Six to Six).
<b>8. Conspiracy</b>	1-3 day ISA	3-5 day ISA, notice of possible extended day placement (Six to Six)	Recommendation for extended day (Six to Six) placement.
<b>9. Disrespect</b>	Parent contact, detention, Friday school	Parent contact, detention, Friday school	Social probation, Friday school, ISA, other consequences deemed appropriate by administration
<b>10. Dress Code Violations</b>	Change to school issued clothing or ISA	Change to school issued clothing or ISA and detention	Change to school issued clothing or ISA and Friday school
<b>11. Driving/Parking Violations</b>	Verbal Warning	Loss of driving privileges for 5 days	Loss of driving privileges for remainder of nine-weeks or 20 school days (whichever is the greater of the two)

<b>12. Drugs/Alcohol</b>	Up to 10 day OSS, possible recommend for expulsion (see pg. 49 Substance Abuse Policy)	10 day OSS, recommendation for expulsion; RPD notified	*****
<b>13. Extortion</b>	5 day ISA, or 5 day ASE	5 day ASE or 5 day OSS	10 day OSS, Recommendation for expulsion.
<b>14. Failure to Comply with RHS Rules</b>	School/Community service, Friday school	Friday school, 1-3 days ISA	3-5 days ISA, possible recommendation to extended day (Six to Six)
<b>15. Fighting</b>	3-5 day ISA/OSS, RPD notified, possible recommendation to extended day (Six to Six)	10 day OSS, recommendation for expulsion	10 day OSS, recommendation for expulsion
<b>16. Food and Beverages</b>	Verbal warning, confiscation of food or beverage	Detention	Friday School
<b>17. Forgery</b>	School/Community service, possible ISA	3-5 days ISA, RPD notified, possible recommendation to extended day (Six to Six)	5 day OSS, recommendation to extended day (Six to Six)
<b>18. Gambling</b>	Warning/ Parent Contact, possible 1-3 days ISA	3-5 days ISA	5 days ISA, recommendation to extended day (Six to Six)
<b>19. Gang Activity</b>	3-5 days ISA, Notify RPD	5 day ASE, notify RPD	10 day OSS, notify RPD, recommendation for expulsion
<b>20. Harassment/ Threats/ Intimidation</b>	1-3 days ISA, RPD notified	5 day ISA, recommendation to extended day (6 to 6)	5-10 days OSS, possible recommendation for expulsion
<b>21. Hazing</b>	See no. 19		
<b>22. Failure to complete assigned homework</b>	Verbal warning from teacher/Parent contact	3 missing assignments, Detention assigned (Students should complete missing assignments during detention.)	Friday School/ISA (Student should complete missing assignments during Friday School.)
<b>23. Insubordination</b>	1-3 days Detention, possible social probation	3-5 days detention, social probation, possible school/community service, possible ISA	3-5 days ISA, possible recommendation for extended day (6)

<b>24. Passive Resistance</b>	Conference with teacher, parent, and student	ISA/possible recommendation for Six-to-Six program	Possible recommendation to Six to Six program and/or recommendation for expulsion.
<b>25. Profanity</b>	Verbal Warning or 1-3 days detention, possible school/community service, possible social probation	1-3 days ISA, social probation, possible school/community service	3-5 days ISA, possible recommendation to extended day (Six to Six)
<b>26. Public Display of Affection</b>	Verbal Warning	Detention	Friday School And insubordination consequences begin
<b>27. Theft</b>	1-5 days ISA, RPD notified, social probation	5 days ISA, RPD notified, recommendation to extended day (Six to Six)	10 day OSS, RPD notified, recommendation for expulsion
<b>28. Tobacco</b>	1-5 days ISA, social probation, possible recommendation to extended day (6 to 6)	5 days ISA, recommendation for extended day (6 to 6)	10 days OSS, recommendation for expulsion
<b>29. Truancy</b>	Making up equal number of class time missed via detention/Friday school	Making up <b>double</b> class time missed via detention/Friday school. Possible recommendation to Six-to-Six	ISA, possible 6-to-6 recommendation, possible mandatory attendance at intersession.
<b>30. Unlawful Activity</b>	RPD notified, possible recommendation for extended day (Six to Six) or expulsion	*****	*****
<b>31. Vandalism</b>	School/community service, RPD, notified, social probation, possible: Friday school, ISA, extended day (Six to Six), OSS, expulsion	5 days ISA, RPD notified, recommendation for extended day (Six to Six), possible: OSS, expulsion	10 days OSS, RPD notified, recommendation for expulsion
<b>32. Weapons</b>	10 day OSS, RPD notified, recommendation for expulsion	*****	*****
<b>33. Tech Violations – see page 26 for types of violations</b>	Detention	Friday School	1-5 days ISA and potential loss of privileges
<b>34. Lewd Conduct</b>	1-3 days ISA	3-5 days ISA, possible Six to Six	5-10 days OSS and possible expulsion

## ACTIVITIES

This section is designed to introduce the student to the variety of student activities that are offered at Rochester Community High School. Each activity is designed in the hope that it will meet the interests and needs of the students. Any student who has an interest in an area not presently offered at Rochester Community High School is encouraged to contact the administration. In the event that enough interest on the part of the students exists, it may be possible to form a new club.

Students are encouraged to participate in school activities but, at the same time, we caution students to examine their personal schedule as time limitations may exist. Plan ahead so that potential overloads can be avoided and the greatest benefits realized.

Any club or group who wishes to schedule a meeting or a school event must first obtain the permission of the school administration. A sign-up calendar will be posted in the main office by the P.A. system. By checking this weekly calendar club sponsors will be aware of other scheduled activity period meetings. No club may be scheduled to meet more than two Wednesdays a month without special permission from the principal or head teacher. Students are reminded that unless proper supervision is included in the proposal, permission will not be granted. If the event is well planned, every effort will be made to approve your request.

### ***Art Club***

The Art Club is open to any student who is currently enrolled in art or who has formerly been an art student at RHS. The club's purpose is to promote visual art interest in the school and community, and to provide extra-curricular and hobby related experiences for students. The club sponsors a spring art show in May that consists of students' work from all of the art classes. The club occasionally does community service projects and raises funds to purchase supplemental equipment and materials for the art department.

### ***Band***

The band meets daily for both symphonic and marching rehearsals. The band plays for athletic events, parades, concerts, and special events in the school, community and state.

There is a rental charge of \$20.00 per year on school-owned instruments and \$20.00 per year on band uniforms. Each student receives two credits per year while in band. There are, also, awards for senior band members who have given four years of service, and awards are presented to outstanding band members each year.

### ***Bowling Club***

Bowling Club has a junior varsity and varsity team and is open to both boys and girls. Tryouts are held in September, and the season runs through the middle of March. Contact Quick's Lanes for more information.

### ***Cheerleaders***

Varsity, Junior Varsity, and Freshman cheerleaders are chosen in the spring of the year by a committee. This committee, under the leadership of the cheerleader sponsor, will conduct tryouts and make selections.

### ***Class Officers***

Officers of all classes (including Student Council representatives) are elected each year usually in the spring. In order to be a class officer, candidates must maintain a "B" average in five full credit subjects to remain eligible.

### ***Environmental Club***

The Environmental Club is open to all students grades 9-12 who are interested in environmental issues. Such issues include conservation of natural resources, reducing pollution, recycling, etc. The purpose of the club is to increase the environmental awareness within the school and community and to encourage and participate in efforts that positively impact our environment.

### ***FALL SPORTS***

*Cross-Country*. . . Any student interested in athletics, who is not enrolled in the football or tennis program should consider participation in this sport. Practice may begin in early August.

*Football* . . . . . Practice begins in early August. Any high school boy may try out for the team whether or not he has previously participated.

*Girls Golf* . . . . greatest proficiency in this sport. Practice usually begins in August.

*Boys & Girls Soccer*. . Soccer provides athletes a positive environment with strong leadership in which to learn the values of teamwork, self-discipline, and sportsmanship.

*Boys Tennis*. . . . . Participation is open to any student displaying an interest. Competition limits the squad to those with the best potential. Practice begins in early August.

*Girls Volleyball* . . . Open to all girls in grades 9-12. Practice begins in early August, and the season will end with a state tournament in October. All girls are encouraged to attend the call-out meetings.

### ***F.C.A. - Fellowship of Christian Athletes***

The Rochester Fellowship of Christian Athletes is a group of young men and women who have both athletic and Christian interests. A variety of activities are offered to help meet the social, spiritual and personal needs of the student. Activities such as the weekend retreat, ski trip, distributing Christmas baskets, and a spring banquet highlight the year. The huddles meet twice a month for business meetings. Bible study sessions are held every other Sunday at members homes.

### ***F.C.C.L.A. – Family Career and Community Leaders of America***

Any student who has had a family and consumer science class in middle school or high school, or who is presently taking a family and consumer science class is invited to join F.C.C.L.A. School and community service projects and fund raising activities are carried out to help members improve personal, family, and community life. Chapter members attend local, district, and state meetings.

### ***F.FA.***

The purpose of the Future Farmers of America is to develop agricultural leadership, cooperation and citizenship. Any boy or girl enrolled in vocational agriculture is eligible for membership in this organization.

### ***FIRST Robotics***

"The varsity Sport for the Mind," FIRST Robotics Competition combines the excitement of sport with the rigors of science and technology. Under strict rules, limited resources, and time limits, teams of 25 students or more are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program robots to perform prescribed tasks against a field of competitors. It's as

close to "real-world engineering" as a student can get. Volunteer professional mentors lend their time and talents to guide each team.

Students get to learn from professional engineers, build and compete with a robot of their own design, learn and use sophisticated software and hardware, compete and cooperate in alliances and tournaments, earn a place in the World Championship, and qualify for over \$16 million in college scholarships

### ***Interscholastic Athletics***

All students who participate on athletic teams must meet IHSAA rules. These rules deal with age, grade in school, place of residence, citizenship and others. Any student with a question regarding eligibility should contact the coach, the athletic director, or the principal. Athletic participation is a privilege not a right. Athletes will receive an athletic handbook with additional special rules for participants. Athletic schedules are available to students in the main office.

### ***Key Club***

Key Club is a service organization for high school students in grades 9-12 and is sponsored by the local Kiwanis Club. Key Club holds regular meetings, social functions, and conducts service projects to improve the school and community. Activities are designed to develop initiative, leadership, and good citizenship. Officers are elected in the spring and dues are collected.

### ***National Honor Society***

The National Honor Society was established to honor students of high academic ability who have shown qualities of leadership, service, and sound character. Junior and senior students who have been students at RHS for at least one semester and have a "B" average (including transfer grades) are eligible to be considered for membership. After a student has indicated his interest by filling out a form showing his involvement in school, church, and community activities, he will be considered. Selection is based on scholarship, service, character, and leadership.

### ***School Newspaper (ZEBRA TALES)***

A monthly school newspaper is published by students in the journalism class. If interested in being on the ZEBRA TALES staff, contact your counselor.

### ***School Yearbook (MANITOU RIPPLES)***

Each year the school publishes a yearbook known as the "Manitou Ripples". Students from grades 10 through 12 may participate.

### ***Spanish Club***

Students who are enrolled in Spanish class or who have previously taken Spanish are eligible to join the Spanish Club. Club activities, such as dining at a Mexican restaurant and observing Hispanic holidays, are planned to provide a better understanding of Hispanic culture.

### ***SPRING SPORTS***

*Boys Golf* . . . . . The golf team is composed of those students who show the greatest proficiency in this sport. Practice usually begins in March.

*Track* . . . . . Track practice for boys and girls begins soon after the basketball season ends. Participation in track is open to all high school students. The number competing in meets will be limited to those displaying the highest ability, desire, and performance.



- Girls Tennis . . .* Tennis participation is open to all high school girls. A state tournament series concludes the season which runs from March to May. Tennis season runs the same time as the girls track season. Practices usually begin in March.
- Baseball . . . . .* The baseball team is composed of those students with greatest proficiency in this sport. Practice usually begins in March.
- Girls Softball . .* The softball team is composed of those with the greatest proficiency in this sport. Practice usually begins in March.

### ***Student Council***

The Student Council was organized to provide a greater opportunity for student cooperation and participation in worthwhile school activities, to promote better understanding between students and faculty, to develop a spirit of cooperation and friendship among students, and to serve the best interest of the high school in every way.

The Student Council officers are elected the preceding year in the Spring and must have maintained a 5.0 scholastic average in that year. All classes except freshmen choose their representatives in the spring.

### ***Tri-Epsilon***

Tri-Epsilon, which stands for Excellence in Entertainment and Education, is the RHS Drama Club. EEE is dedicated to expanding the student's theatrical experience through workshops, field trips, and productions. Tri-Epsilon presents four productions a year: a fall play, Christmas program, spring play (or musical with Vocal Music) and the Variety Show.

Students learn not only acting skills, but also self confidence and poise. They also learn to work with others, to budget their time, and to take criticism. Any student can audition for a Tri-Ep production, but only Tri-Ep members can take part in field trips and workshops.

### ***Varsity Club***

Varsity Club is a group whose members are athletic varsity award winners. They work on leadership skills and help out where needed in the Athletic Department.

### ***Vocal Music***

The vocal music department consists of three choral classes. Any freshman may enroll in Freshman Choir. The choir presents three or four performances per year. Performing attire is provided by the school, except for black shoes for women, and black pants and shoes for men. Any student in grades 10-12 may enroll in Concert Choir. This choir presents a fall concert, holiday concert, and spring concert. Students in the Concert Choir will also participate in the Choral Festival and are strongly encouraged to participate in solo and ensemble contest. One to three additional extracurricular performances may be scheduled each year.

Admission in the Manitous is by audition only and is primarily limited to juniors and seniors. Sophomores who demonstrate outstanding music ability are admitted on a limited basis. This choral class involves a great deal of extracurricular activities. Besides performing in the three seasonal concerts, Choral Festival, and solo and ensemble contest, the choir performs approximately three to five times per month for various clubs and organizations in the area. All Manitous must purchase their own outfits each year. The cost will range from \$25 to \$75 per year.

There is a basic fee of \$10.00 for all vocal music students to help defray the costs of materials used in the choirs. Each student receives two credits per year in each choir. Senior awards are presented at the end of each school year as well as several awards for outstanding achievement and/or ability in vocal music.

## **WINTER SPORTS**

- Boys Basketball.* . . . Basketball practice usually begins in October. The season ends with the State Tournament finals in March. Students who wish to participate in basketball are encouraged to enroll in a fall sport.
- Swimming.* . . . Swimming practice will begin in October with the first meet in November. The season will be through the sectional in February.
- Girls Basketball.* . . . Basketball practice usually begins in October or immediately following the conclusion of the volleyball season. Basketball season will run from November to February. All high school girls who are interested are encouraged to enroll. A state tournament series will highlight the season.
- Wrestling.* . . . . Wrestling is offered to all boys of all athletic abilities, grades 9-12. Practice starts in late October and ends in the middle of February. All boys interested are encouraged to attend all "call-out" meetings, to participate in a fall sport, or to participate in preseason weight lifting.

## **ACADEMIC LETTERS**

Academic letters will be awarded in May. Those students who qualify as Sentinel Scholars during three of four grading periods (including the fourth grading period of the previous year) will receive the letter. Chevrons will be awarded to those who qualify for a second or succeeding year.

## **AMERICAN DISABILITIES ACT**

The 504/ADA (American Disabilities Act) Compliance Officer is Pat Mellinger, 574-223-1600.

## **ASBESTOS PLAN**

This information is being published to comply with the requirements of 40 CFR 763 Subpart E asbestos containing materials in schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection and periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under the

act are available for review upon their request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building, which is located at 690 Zebra Lane, Rochester, Indiana 46975; telephone number 223-2159. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be reviewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to Mrs. Jana Vance at the above telephone number during regular business hours.

Listed is a brief description of asbestos work that has been completed at Rochester High School this year. Detailed reports have become part of the school's management plan and may be reviewed in the school office.

Required periodic surveillance was performed in December 2017 and June 2018.

Acoustical plaster was removed during the renovation.

Next activity scheduled is a six-month surveillance in December 2018.

## **ATHLETICS AND COLLEGE ELIGIBILITY**

Any student athlete, who may compete in Division I or Division II athletics in college, needs to be aware of the rules on eligibility established by the NCAA. If you have a question about these requirements, see the athletic director or a guidance counselor.

## **AWARDS JACKETS**

A certificate for an Awards (Letter) jacket may be requested from the RHS office upon earning a letter in academics, athletics, co-curriculars, and extracurriculars. This certificate should be taken to the Winning Edge in Rochester and presented when purchasing an Awards Jacket. Students will receive the school price for the jacket when presenting the certificate.

## **BOOK BAGS**

In an effort to promote school safety oversized duffle bags will not be permitted into the classroom. All students in grades 9-12 will be permitted to carry **one** standard over the shoulder style portfolio bag and/or backpack to help carry their materials and keep their laptops safe while traveling from class to class. All bags must be school appropriate. If any teacher feels that the student book bag creates an unsafe or crowded class room environment, they are permitted to ask you to remove the bag from the classroom. Failure to comply could result in the confiscation of the book bag and disciplinary action.

## **BOOKS**

Textbooks and supplemental materials rented to, or loaned to students become the responsibility of the students. Books and materials must be returned in as good a condition as when they were issued (excepting normal wear). Anyone who loses a book or has one stolen is still responsible for replacement costs. Fees will be assessed for damaged books. Students should take great care to avoid damage, loss, or theft of texts and materials in order to avoid these fines.

## **BOOKSTORE**

The bookstore will normally be opened from 7:45 to 7:57 A.M. daily. A wide variety of school supplies are available in the bookstore. This includes pens, paper, notebooks, erasers, etc. The bookstore also acts as a center for the collection of various charges and fees, and distribution of such items as athletic tickets, banquet tickets, magazine sales data, etc.

## **CLASS CHANGES**

### Change of Student Schedules

Student schedule changes must be made in the first five (5) school days of each semester. All late changes must be requested in writing by a parent and approved by the principal or assistant principal. Because late changes cause a loss of academic time and cause class balances to be upset, most late changes will be denied.

### Withdrawal from Class

Since a student's subjects are selected after the student, his parents, and counselors have agreed, there should be few instances when it should become necessary to drop a course. In any case, this may be done only after a consultation with the counselor and permission from a parent. The student will receive a "WF" for any subject dropped without approval by the school administration. Likewise, a change of classes can only be made with the approval of the student's parents/guardians, teacher, counselor, or administration. A school-ordered withdrawal may be necessary due to poor student attendance or conduct, and may be recorded as a withdrawal/failure ("WF").

## **COURSE FAILURES**

Students must pass their courses to remain on track to graduate. Failing courses at the freshman level is the number one reason students drop out of school. Rochester High School is putting interventions in place to keep students from failing. Teachers are willing to work with students before school, after school, or during prep periods. Credit recovery and summer school courses are available to students. Detention will be assigned this school year to encourage students to complete homework assignments.

In cases in which students are failing courses, some serious consequences will result.

- Students must be passing five (5) classes to be eligible for any extracurricular activities – athletics, clubs, drama, or any activity that is scheduled during school time.
- Students not passing in a least five (5) subjects will have their work permit suspended.
- Students who fail a course in math, English, foreign language or a science sequence must successfully pass the previous course before enrolling in the next course. For example, a student who fails English 10 must complete English 10 before being allowed to take English 11. Students may need to use Credit Recovery or summer school to make up failed courses in order to graduate on time.

## **CREDIT RECOVERY**

Rochester High School has available a course curriculum (E2020 courseware) on our computer system. If a student needs credits to graduate or if a student is unable to schedule a course due to scheduling conflicts, they may ask their guidance counselor about scheduling a computer course.

These courses can be done during directed study or after school if necessary. The guidance office and the administration must approve the scheduling of these courses.

## **DANCE EXPECTATIONS**

Dance Permission Forms must be completed for any person who is not an RHS student. **This includes the prom.** The prom is only open to students in high school or older. Middle school students cannot attend. RHS students who invite and receive approval for non-RHS students to attend are responsible for their guests. All school rules apply to the guest while at the RHS event.

Students are expected to conduct themselves in an appropriate manner while attending dances. Students who are “grinding” rather than dancing will be asked to leave.

## **DANCE PERMISSION FORMS/GUEST PASSES**

Dance Permission Forms must be completed for any person who is not an RHS student. **This includes the prom.** The prom is only open to students in high school or older. Middle school students cannot attend. RHS students who invite and receive approval for non-RHS students to attend are responsible for their guests. All school rules apply to the guest while at the RHS event.

## **DIRECTED STUDY**

Students will bring their books and assignments to Directed Study. Computers in the classroom will be available to check for assignments and tests. Students will be expected to work on schoolwork unless they can demonstrate that work is completed. The administration will work with Student Council to develop guidelines for “Honors” directed study. Criteria (grades, discipline referrals, and cooperation with staff, etc.) will be developed to allow students to go to the computer labs, library, and the cafeteria during directed study on an “honor system” in which the student will determine their own use of time. Teachers assigned to directed study will be active in providing help to students who need assistance with assignments.

## **DUAL CREDIT CLASSES**

Rochester High School is committed to creating “early college” classes that would allow RHS students to leave high school with a strong start on college. Currently students may take college classes with IU, Purdue, Ivy Tech and Ball State (these credits can be transferred to other colleges). Students pay only a third of the cost of taking these courses on the college campus. Because we are a New Tech school, all students may take two courses free of tuition through Ivy Tech. Our goal is for RHS students to be able to earn enough dual credits to finish one or more years of college while still in high school.

## **ELEVATOR USE**

The elevator is available to any student who has an injury/disability, which requires using the elevator instead of the stairs. The elevator is accessible only by key, so a key will be issued from the office with the understanding the student is to return the key each afternoon after school. If extended use of the elevator is needed and the student does not wish to return the key daily, a \$5.00 deposit is required.

The \$5.00 will be refunded when the key is returned. A student who fails to return a key will be charged a \$5.00 replacement fee.

## **EMERGENCY DRILLS**

Rochester Community School Corporation has developed a district safety plan for all schools. Rochester High School follows those plans/policies to ensure the students and staff are prepared to implement the plans. Students and staff are expected to take all practice fire, lock down, and severe weather drills seriously. Any inappropriate behavior during drills will result in strict disciplinary action (students are expected to be quiet and orderly). Directions for fire routes/exits and severe weather safe zones are posted in each room of the building for student and staff reference as necessary. Lock down procedures are explained to the students at the beginning of the school year. Rochester Community Schools routinely review/revise/update the district plans on an ongoing basis to ensure we follow the best practices.

## **EMERGENCY MEDICAL AUTHORIZATION**

Emergency Medical Authorization forms will be distributed annually to parents or guardians of all students. (Forms will be distributed to students at the time of registration.) In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form. Any time a student or group of students is taken out of the corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

## **EXTRACURRICULAR PARTICIPATION CODE OF ETHICS**

All students who choose to participate in Extracurriculars (athletics, clubs, school performance or academic teams, school officers, honorary organizations, etc.) will be held to a "higher standard" in terms of behavior because they represent RHS. Any behavior (whether on or off school property, during or not during school time) deemed inappropriate by the principal or his designee is grounds for disqualification or dismissal from Extracurriculars. Inappropriate behavior means acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student. Students must be passing five (5) classes to participate in extracurriculars.

## **FIELD TRIPS**

Anytime a student is absent from school due to a school sponsored activity he is considered to be on a field trip. Students who are going on a field trip must get an **Advanced Assignment Sheet** and present it to each of his teachers. **Students must also get a parent's signature on a Field Trip Permission Form.** These completed forms must be turned in to the teacher who is sponsoring the field trip prior to leaving on the field trip. **PERMISSION BY PHONE CALL PHONE IS NOT ALLOWED.** The teacher will turn in a list of those students who are going on the field trip to the

attendance office and place lists in all teachers' mailboxes before the trip. Students do not need an admit to class slip when they return from a field trip.

## GRADING SCALES

### 4.0 Scale

A+	4.3	100%		C	2.0	74% - 77%
A	4.0	94% - 99%		C-	1.7	70% - 73%
A-	3.7	90% - 93%		D+	1.3	67% - 69%
B+	3.3	87% - 89%		D	1.0	64% - 66%
B	3.0	84% - 86%		D-	0.7	60% - 63%
B-	2.7	80% - 83%		F	0.0	0% - 59%
C+	2.3	78% - 79%				

### 5.0 Scale Weighted Scale

A+	5.3	100%		C	3.0	74% - 77%
A	5.0	94% - 99%		C-	1.7	70% - 73%
A-	4.7	90% - 93%		D+	1.3	67% - 69%
B+	4.3	87% - 89%		D	1.0	64% - 66%
B	4.0	84% - 86%		D-	0.7	60% - 63%
B-	3.7	80% - 83%		F	0.0	0% - 59%
C+	3.3	78% - 79%				

## GRADING PROCEDURES

### Determining Grades

Nine-week grades will be determined using points and averaging all scores for an end-of-nine week percentage. Points will start over for the second nine-weeks. All teachers will give a semester test or end-of-semester project. Any semester test or end-of-semester project will be included in the second nine-week points. The two nine-week percentages will be averaged to determine the semester grade. At any time, a student should be able to average the two nine-week grades to know their semester grade, which is the grade of record for the semester.

### Report Cards, Progress Reports and Confidential Reports

Report cards are usually issued the week following the end of each nine-weeks grading period. These reports carry the class grades and a record of absences and tardiness for the period.

Progress reports will be issued after the fifth week of the nine-week grading period for all students. These reports are sent home with the student and should be returned with the signature of a parent. Any time a parent wants to know how a student is doing in class, s/he needs only call and request a "Confidential Report". These can be mailed to parents within two school days.

### Incomplete Grade in a Course

A teacher may give a student an "I" (incomplete) in a course if the teacher feels that the student has not completed all of the work required OR the student's failure to complete the course requirements is due to extenuating circumstances that warrant an extension of the grading period. All "I's" must be changed within 14 calendar days of the end of the grading period. No incompletes will be issued for the second grading period of a one semester course or the last grading period of a two-semester course. The principal may grant exceptions to this guideline.

### Grade Replacement

A student who receives a D+ or lower grade may choose to take a class over to maintain a Core 40 or Academic Honors Diploma or to fully learn subject matter to continue a sequence of classes (for example math, science). A grade of B+ is the highest grade awarded for a replacement grade.

### Credits from Other Schools

The Indiana Department of Education is currently addressing policies in regards to awarding credits. At the discretion of the principal/credit evaluator, partial credit may be awarded.

Although credits from in-state or out-of-state public school may be transferred and placed on a student's transcript, NO letter grades from any other schools will be used in calculating grade-point-average (GPA), nor considered for class ranking. ***Only grades awarded for courses taken at Rochester Community Schools will be considered in GPA/class ranking.*** Letter-grades awarded at other schools will, however, appear on the student's RHS transcript preceded by a "T" (indicating transfer).

In order to be considered for the "Top Ten Graduating Seniors" (Sentinel Scholars Plaque) and any other academic or financial awards related to class rank or GPA, a transfer student must have attempted at least 18 credits in classes taken at Rochester Community High School by the end of the first semester of his/her senior year (this excludes correspondence classes taken while in residence).

### Top Ten Seniors (figuring of ranking)

The top ten senior awards will be based on class standing after the eighth (8th) semester. **In order to be considered for Top Ten honors, students must have attended RHS both semesters of their junior and senior years and have completed at least 18 credits in classes taken at RHS by the end of the first semester of their senior year (this excludes correspondence classes taken while in residence).**

Eight (8) semesters of credits will be used to determine class rank for all students attending Rochester High School for those semesters.

A student may have fewer than seven semesters but must have at least three semesters at Rochester to be considered for top GPA rank in the class. Only grades earned at Rochester High School will be counted toward GPA. Due to having fewer credits to count, transfer students may gain a mathematical advantage in class rank.

If a transfer student ranks #1 in the class at the end of eight semesters, # 1 and #2 will be compared for just those credits earned while the transfer student has been in attendance. If those credits are equal, the two students will be considered tied for # 1 in the class and be co-Valedictorians.

If a transfer student ranks #2 in the class at the end of eight semesters, # 2 and #3 will be compared for just those credits earned while the transfer student has been in attendance. If those credits are equal, the two students will be considered tied for # 2 in the class.

### Grade Period Sentinel Scholars

Each nine-weeks grading period The Rochester Sentinel publishes pictures of the top ten students for the grading period. These students are called "Sentinel Scholars".

## GRADUATION EXERCISES

**In order for a senior to participate in the graduation ceremony (Commencement), he or she must have completed ALL requirements as set forth by the State of Indiana and Rochester Community Schools.** All approved correspondence courses must be finished and grades certified to Rochester High School a week before graduation. Students who do not get correspondence grades in will not be allowed to go through graduation nor Commencement exercises.



A \$10 fee will be collected from all seniors at registration to underwrite the cost of commencement and senior activities.

Students are required to wear the traditional cap and gown for the graduation ceremony. Men should wear dress shirt, tie, dress slacks, dark socks, and dress shoes. Ladies should wear a dress or nice pantsuit and dress shoes. Also, military uniform will be considered proper attire for graduates who have completed basic training prior to the commencement ceremony. Proof of graduation from basic training will be required.

Inappropriate behavior can result in seniors being barred from participation in senior activities including the commencement ceremony. We want all Seniors to remember Commencement as a dignified occasion. Therefore, we require graduating seniors be on their very best behavior. All school rules are in effect through the time Seniors leave the property the day of graduation. Failure to act appropriately during this time may result in school and/or civil punishment. The Top Two seniors will generally be asked to speak at commencement. Because the commencement is not a political forum, speeches will be screened for appropriate content. Speakers may be required to change comments or dismissed as speakers if inappropriate material exists.

## **GUIDANCE COUNSELORS**

Two counselors are available to assist you with concerns involving your educational, vocational and social-personal life. Please seek help from either counselor whenever necessary. Those students anticipating college should plan a minimum of four years of English, three years of mathematics, three years of science, two or three years of one foreign language, and three years of social studies. Students should consult college catalogs to keep informed of new requirements. Frequent consultation with the guidance counselor is recommended. This is especially true of the student who plans to attend a private college or university. Any student planning education beyond high school should take the College Board tests - SAT, special area achievement tests, and/or the ACT.

## **HANDBOOK**

A copy of the Student Handbook is available on the RHS website. A hard copy may be obtained from the high school office upon request.

## **HONOR ROLL**

An honor roll is published at the end of each grading period. In order to be eligible for the honor roll, a student must be enrolled in **a minimum of five (5) full-credit courses**. An eligible student will be listed on the honor roll if s/he achieves a grade index of 3.0 or better, and does not receive a grade lower than a "C-" in any course. All letter grades will be counted when determining the student's grade index. Students who receive "All A" grade reports will be listed separately for additional recognition

A student who receives an incomplete (I) in a course will not be eligible for the honor roll unless the incomplete (I) is made up prior to the release of the honors list. Pluses and minuses will be included in figuring the grade index.

## **HONORS PROGRAM**

Each spring a Senior Honors Program is conducted to recognize the accomplishments of RHS seniors. School and community scholarships are awarded. Underclass departmental awards (certificates,

trophies, etc.) are presented during a school-day ceremony late in the school year. Arrangements for these awards are coordinated through the guidance department.

## **INTERNET/COMPUTER USE POLICY**

An Electronic Network Acceptable Use Guidelines packet is given to all students upon enrolling in Rochester Community Schools. A network form signed by the student and the parent/guardian must be returned to the school office before the student is allowed access to the corporation's Network. Read the guidelines carefully (see policy below), because all students will be held accountable to proper use of school computers. Misuse of school computers may result in loss of computer privileges.

### *Acceptable Use Policy*

#### **1. Purpose**

Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators, and students in the Rochester School District solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the Internet, e-mail and district network is a privilege. With Internet and e-mail access come the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and the district cannot ensure that students who use the network, Internet or e-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The district believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may procure inappropriate or offensive material.

#### **2. Authority**

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage.

Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes.

Users should expect that files stored on district servers or computers will not be private. An e-mail archiving system is utilized in the district.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254)

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. Students may not use the district's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or school district staff member.

The district makes no warranties of any kind, whether express or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, nondeliveries, missed deliveries, or service interruption. Use of

any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Subscriptions to listservs must be preapproved by the district. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

### 3. **Guidelines**

#### General Prohibitions

Use of the Internet, e-mail, and network must be in support of the educational mission and instructional program of the district. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement, or for-profit purposes.
4. Use for lobbying or political purposes.

Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system. The district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Subscriptions to listservs must be preapproved by the district. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

5. hardware components of a computer or system.
6. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
7. The illegal installation, distribution, reproduction or use of copyrighted software. (Pol. 814)
8. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
9. Use to transmit material likely to be offensive or objectionable to recipients.
10. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user account or password.
13. Loading or use of unauthorized games, programs, files, music or other electronic media.
14. Use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified or abused in any way.
15. Use to upload, create or attempt to create a computer virus.
16. The unauthorized disclosure, use or dissemination of personal information regarding minors.
17. Bullying/Cyberbullying. (SC 1303.1-A, Pol. 249)
18. Use which involves any copyright violation. (Pol. 814)
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive e-mail.

22. Use while access privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Use inconsistent with network etiquette and other generally accepted etiquette.

### **Student Prohibitions**

Student users and any other minors shall not:

1. Use the system to access inappropriate or obscene materials or materials that may be harmful to minors.
2. Disclose, use or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

### **Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General district rules and Board policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.
7. Do not order any materials or use credit cards while using the district network.
8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

### **Security**

Security on any network system is a high priority especially when the system involves many users. Each user is required to report any security problems to the system administrator. The problem is not to be demonstrated to other users.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Consequences of Inappropriate Use

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures, and prohibitions listed in this policy may result in the loss of access to the network, Internet and e-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The district reserves the right to remove a user from the network to prevent unauthorized or illegal activity.

The use of the Internet and e-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final (47 U.S.C. Sec. 254).

## **INTERSESSION/REMEDICATION POLICY**

Rochester Community School Corporation hereby institutes a remediation plan for all students whose educational attainment is not adequate for the progress needed by the student to maintain academic standing at the student's grade level.

As part of the balanced calendar program the school corporation renews its goal to provide full and adequate remediation of at-risk students. In order to meet the goal of full and adequate remediation, the corporation has determined that the remediation program shall be mandatory for all students needing remediation.

Remediation shall be initiated for any student who meets the following criteria:

1. Fails one or more subjects during the normal grading period.
2. Falls behind on classroom instruction and risks failure in a subject matter.
3. Fails to respond to tutoring on essential power standards for the respective grade level per grading period.
4. Performs poorly on a standardized test, including ISTEP and Graduation Qualifying Exam, as to show need for remediation.
5. Exhibits other behavior that affects the academic standing of the student.

A teacher who determines that any student should be subject to remediation shall report that determination to the building principal. Upon receipt of a teacher's determination, the principal shall review any documents necessary to substantiate the teacher's determination. If the principal agrees, a Remediation Prescription shall be issued to the student and the student's parents.

The Remediation Prescription shall advise the student and parent of the reasons for the remediation, the dates and location of the remediation classes, and the instructor for the remediation classes. The prescription shall also contain information about the rights of appeal for the remediation.

A student or parent may appeal a remediation prescription to the principal, if the reasons for the remediation are incorrect, and the student does not need remediation.

Prescribed remediation will be a prime consideration for promotion to the next grade. Failure to attend the prescribed remediation will result in a review of the student's academic progress and a recommendation which may include:

1. Retention in the current grade or class.
2. Placement in mandatory remediation during the school day.
3. Mandatory elimination of elective courses to double up on core courses.
4. Placement in an alternative academic schedule or program.
5. Behavioral or Disciplinary interventions.

### **Rochester High School - Intersession and Enrichment Program**

Remediation -  
English – Grades 9-12

Math – Algebra, Geometry

**Qualifying students:**

- 1) Any student with 40% or higher and less than 70%
- 2) Must have no more than five zeroes for classroom grades

**Student gain:**

- 1) A student may gain a maximum of 15% or a total score of 70% based on results from the exit exam.
- 2) Is limited to students who attend all intersession hours, participates in and completes all intersession activities, and passes the exit exam

Enrichment -

May include:

- 1) Educational trips
- 2) Hobby or interest activities developed by teachers or community members
- 3) Test preparation for SAT or ACT
- 4) Brief educational seminars for college admission, scholarships, community service, etc.

## **ISTEP+ EXAM**

Beginning with the Class of 2019 students will need to take and pass the ISTEP+ for mathematics 10 and English 10 during the Spring. Students will be required to pass these assessments before graduating from high school. Please contact the RHS Guidance Office for additional information.

## **JUNIOR/SENIOR PROM**

Juniors and seniors who wish to attend the prom will be asked to purchase tickets. The cost will be \$25 each for RHS students and guests from outside RHS. Sales will be the week before spring break.

## **LIBRARY USAGE**

Students will be admitted to the library during study halls with a library pass from the classroom teacher requiring work in the library. If a student wishes to work in the library, check out a book, or just browse, they should contact the librarian for a pass. Students must PLAN AHEAD, get their library passes well in advance, and report to study hall on time. Study hall teachers will sign the bottom of the library pass, note the time, and release students to the library after attendance has been taken.

## **LOCKERS**

All lockers made available for student use on the school premises (including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural educational classrooms and the art classroom) are the property of the school corporation. These lockers are made available for student use to store school supplies and personal items necessary at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

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

**NONE OF THE LOCKERS IN THE BUILDING PROVIDE HIGH SECURITY. DO NOT KEEP MONEY OR ARTICLES OF VALUE STORED IN A LOCKER. TAKE THESE VALUABLES TO THE OFFICE OR ASK A TEACHER TO HOLD THEM FOR YOU. WE ENCOURAGE STUDENTS TO OBTAIN A LOCK FROM THE OFFICE AND TO USE IT TO PROTECT BOOKS AND LIKE MATERIALS STORED IN THEIR LOCKERS.**

Only locks issued by the school may be used to secure the lockers. Unauthorized locks may be removed (without notice to the student) and destroyed. Locks will be issued to students at the start of the school year or may be obtained in the office at any time during the year. The cost of renting the lock is \$1.00, and students are to turn in the locks at the end of the school year. Locks that are lost, stolen, or damaged will cost students \$5.00. Lockers will be assigned during enrollment days prior to the beginning of school. Students may only use the locker to which they are assigned. Students should not change lockers or "move-in" with other students. Any problems regarding the lockers should be reported to the office immediately.

Each student will have a locker, and the student will be responsible for the care and treatment of the locker during the year. If a student has damaged his locker with markers, tape, or other items that require extra time to clean and/or repair during the summer, the student will be billed a minimum of \$5.00. Extra time and effort spent cleaning an assigned locker may cost the student more.

## **LOST AND FOUND**

The lost and found department is located in the main office.

## **LUNCH PROGRAM**

The school lunch program provides a regular plate lunch in accordance with the Federal School Lunch Program. Menus will be posted monthly. For those students who desire a different type of lunch, snacks and a salad/soup bar will be available. The cost of a Class A lunch is established by the school board each year. Students not wishing to participate in the school lunch program may carry their lunch. All food must be eaten in the cafeteria.

**STUDENTS CANNOT LEAVE THE SCHOOL GROUNDS TO EAT LUNCH.** Also, lunch deliveries from local restaurants are not permitted. Visitors are not permitted to eat lunch with students. Parents are welcome to eat lunch with their student. Parents should make arrangements one day prior to the lunch visit and are expected to eat the school lunch provided.

Lunch periods will be 30 minutes long. Fourth period teachers will tell students which lunch period they will eat.

During lunch periods, students will be allowed to use the gym, commons, and cafeteria. All students are asked to stay in these designated areas.

## **MESSAGES TO STUDENTS AT SCHOOL**

Names of students having messages in the office will be announced over the P.A. system during

class breaks and the afternoon announcements. Employers should not expect to receive responses from students during regular school hours. **Students will be responsible for coming to the office to get their messages. Messages will only be delivered to classrooms in emergencies.**

## NURSE'S CLINIC

The goal of our Nurse's Clinic is to keep our students comfortable, safe, healthy and learning. With this in mind, we may provide various first aid and/or hygiene products according to the student's needs. These could include over the counter topical itch creams, antibiotic ointment, redness relief eye drops, oral relief gel, burn gel, etc. You may contact your school nurse for further information on what products might be used in the clinic. **If there is a particular product that shouldn't be used on your child, please notify the School Nurse in writing immediately.** Students will be treated and returned to class immediately in most circumstances. If seriously ill or injured, the student may remain in the clinic to rest and rehabilitate with the hopes of returning to class, otherwise a parent/guardian or designated emergency contact will be notified that the student needs to be sent home from school. If a student contacts his or her parent/guardian during the school day to be picked up for illness but has not reported to the school nurse for assessment, the occurring absence will be unexcused. Students must obtain a pass from class in order to see the Nurse. During passing period the student should check in with the next teacher and get permission to see the Nurse. If proper procedure is not followed it will result in tardiness and the student being unaccounted for.

**Allergies:** If your child has an allergy, a Physician's order is required in order for accommodations to be made. This order will remain in effect for the entirety of the student's time at Rochester School Corp. If the allergy has resolved, another Physician's order is required to stop accommodations. We cannot solely accept parent requests due to new laws and regulations.

**Emergency Medication:** Each school is equipped with an automatic external defibrillator (AED) in case of cardiac emergency and stock epinephrine (Epipen) in case of anaphylactic allergic reaction.. If your child has a known allergy and uses an epipen or similar product, you must provide this to the School Nurse so that a specific plan of care can be made for your child.

**Head Lice:** If your child is found to have head lice, the nurse will work with you and let you know what needs to be done. Our policy on this can be found at Zebras.net policy #8451 - PEDICULOSIS (HEAD LICE)

**Immunizations:** Students need to be immunized as required by the state of Indiana in order to attend school. Parents and/or students will be notified of requirements in advance. On or by the first day of school, proof of immunization is required. Immunizations need to be entered into the state database (CHIRP) by the health care provider or documented proof must be provided to the school. If the student is not in compliance as of the first day of school, communication with your school nurse is crucial as the student risks exclusion from school for noncompliance.

**Medications:** All medications taken at school need to be administered through the health office. Only Food and Drug Administration (FDA) approved medications will be administered. Students may not carry any medications, including cough drops, with them at school or store in lockers or back packs, etc. All medications need to be submitted to the Nurse's office with a signed medication consent form or a permission letter stating the medication, dosage, time to be given, dates to be used and parent signature. Consent forms can be found on Zebras.net or supplied by the school. All medications must be in the original bottle/container. Prescription medications must have the pharmacy label or doctor's order with the child's name, name of medication, the correct dosage, and



the instructions for administration. Elementary through Middle School students may NOT transport medication to school, and parents/guardians need to pick up medications from the school. **Grades 9-12 only**, students may bring medications directly to School Nurse with a signed medication consent form or letter from parent or guardian, and may carry medication home if written consent is submitted to the Nurse.

The **High School and Middle School Health Clinics** offer in stock medications in an effort to keep students comfortable in class and learning. Ibuprofen (Advil), Acetaminophen (Tylenol), Diphenhydramine (Benadryl), Tums, and Cough Drops are available. An authorization for administration of medications form must be completed and signed for each school year. The dosage according to age and weight on the manufacturer's label will be strictly followed. The school is not able to supply medication for frequent or daily use. A statement from the doctor explaining medical condition and medication allowances, along with the medication, will need to be provided to the nurse if the student requires medication for a particular problem more than 3 times in a week.

**Vision Screening:** Vision screens are conducted routinely for grades 1, 3, 5, 8 and for all others as needed by either the School Nurse or an appointed agency. If further testing is recommended, notification will be given.

## **PARTIES/TREATS**

Snacks that are consumed in the classroom should meet the guidelines of the RCSC Nutrition and Wellness Policy. (Classroom parties are rarely permitted during the school day. The possession or consumption of snacks or beverages in classrooms, hallways or locker rooms is not allowed.) When preparation and consumption of food is a part of a class activity (FACS classes or foreign language classes sampling foods indigenous to a country) the eating rule is waived.

Home-prepared foods should not be brought to school for sale or for consumption by school groups like classes, teams, or other extracurricular groups. The Nurse has cautioned against these practices because food-borne illness is easily spread by such means. Any food brought to school for consumption by any of the above groups should be commercially prepared, packaged, and purchased. This applies to bake sales, pizza sales, team bus treats, indigenous-foods tasting parties, and so forth.

## **PASSES**

**ALL STUDENTS ARE TO BE IN CLASS THE FIRST TEN MINUTES AND THE LAST TEN MINUTES OF EVERY PERIOD.** No passes will be issued for the first ten minutes or the last ten minutes of each class period. When a student is issued a pass, s/he must go to the area listed on the pass only. Teachers are required to ask students who are in the hallways for a pass.

Passes to leave directed study will normally not be written by the directed study teacher; these passes should be obtained from the teacher assigning work or requesting the student's assistance before coming to study hall.

In order to use the library a student must also have a library pass which indicates the purpose of the visit. A student who steals a pass, forges a pass, or is found in possession of a stolen or forged pass will be subject to disciplinary action. Students who violate the pass privileges will be subject to disciplinary action which may include, but is not limited to, loss of pass privileges for the semester or full year, detention, suspension, or expulsion.

## RELEASE OF STUDENT INFORMATION

### Directory Information

Each year the Corporation is required to provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". (*This Student/Parent Handbook constitutes public notice.*) The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" by completing the form during online registration each year.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent.

### Release of Information to Military

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by state and federal law. (IC 20-33-10-4; 20 U.S.C. 7908; 10 U.S.C. 503) For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the written consent of the parent to such release.

### Non-custodial parent rights to information

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate interest in the information.

If one (1) parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions, in the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

In the case of adult students (eighteen [18] and older), the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

### Notice of Military/College Information

The "No Child Left Behind" law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of **high school juniors and seniors**. The law also requires high schools to release information to colleges or other higher learning institutions upon request. (*This Student/Parent Handbook constitutes public notice of the law.*)

If you do not want your son/daughter's name, address and phone number to be released to military recruiters and/or college personnel, you must give written notification to the Corporation by August 15 of the student's junior year. This notification will remain in effect until graduation or withdrawal of the student from Rochester Community School Corporation.

## **RELEASE OF STUDENTS**

The following describes who may have direct access to students (by telephone or in person) during the school day. It also describes who may pick-up a student during or after the school day:

1. If parents are divorced, only the parent which a court has awarded custody may talk to, see, or pick-up the student. When custody has been awarded in a court proceeding to someone other than the mother or father, only the court-appointed guardian or custodian may talk to, see, or pick-up the student.
2. Any other adult provided that a custodial parent, guardian, or custodian has given written permission to pick up the student.
3. A properly identified law enforcement officer or anyone with a court order authorizing him or her to pick up the student.

No student will be released to any person during the school day without the permission of the building principal, superintendent, or his/her designee. Noncustodial parents desiring to visit their child during the school day will be denied access to their child unless they first show the building principal, superintendent, or his/her designee written permission to visit the child during the school day signed by the custodial parent.

While teachers and school administrators have no police powers to enforce this policy, anyone known or suspected to be attempting to violate it will be denied access to or release of the student and a custodial parent, guardian, or custodian and/or a law enforcement agency or the child protection service will be contacted.

## **REPORTING PROBLEMS AND CONCERNS**

If parents or students have problems or concerns regarding students' educational experiences at RHS, they are encouraged to share that concern with the proper school personnel. Parents and students are asked to first talk to the individual or individuals directly involved with the area of concern and then contact administrators when their concerns are not dealt with satisfactorily.

For example, teachers should be approached before building principals. Principals should be consulted before the superintendent. The superintendent should be consulted before the school board or school board member. (See flow chart under Chain of Command.)

## **RESTROOM USAGE**

The south restrooms on the first and second floor of the academic wing will be open for student use. Students should refrain from socializing or loitering in the restrooms. Staff members will supervise restrooms regularly. Students congregating or loitering in the restrooms will be asked to leave the restrooms so that immediate access to the facilities will be available for those who need them. If a student

fails to leave when asked or is repeatedly involved in incidents of congregating or loitering in the restroom, s/he will be subject to disciplinary action.

## SCHOLARSHIPS

The Rochester Community sponsors a great number of scholarships. In order to qualify for the Babcock and most other scholarships, students must be enrolled at Rochester High School at least both semesters of their senior year. ***In order to be considered for any academic or financial awards related to class rank or GPA, a transfer student must have completed at least 18 credits in classes taken at Rochester High School by the end of the first semester of his/her senior year (this excludes correspondence classes taken while in residence).*** See the guidance office for a list of scholarships.

## SEARCH AND SEIZURE

### IC 20-33-8:

- Sec. 32 a school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents. The student and student's parent should consider receipt of the Student/Parent Handbook as their notice.
- b. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
  - c. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
  - d. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
    - 1. at the request of the school principal; and
    - 2. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

#### A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

#### B. Student Person and Possessions

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student if the student consents. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. A

searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by I.C.20-33-8-14 and -15.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

1. the information upon which the search was based
2. the time, date, location, students, or places searched, and persons present
3. a description of any item seized and its disposition
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

## **SILENT SUSTAINED READING**

The most important tool that highly successful schools have provided to their students has been literacy (improved reading and writing skills). Reading improves just like any other skill through practice. We are setting aside 20 minutes during each day to allow our students to read for pleasure. This simple action will improve vocabulary and a student's ability to write well. We visited some local high technology machine shops and these businesses ask operators to read the technical manuals (more difficult than college textbooks). Good jobs require the ability to read and comprehend what is read. We want to help students to be highly literate. Other programs will be put in place to improve reading levels. We will begin this program during the first week of school.

The reading program will have these simple guidelines:

1. All students, teachers, administrators, and staff will read 20 minutes during the day.
2. Students will not read textbooks or do homework (no pencils or pens in hands).
3. Reading materials must be secured before the reading time.
4. Magazines, newspapers, and journals may be read, but books are more likely to raise reading levels.
5. Students and teachers will **not** read on the computer.

## **STUDENT HELPERS**

The high school staff seeks out mature, responsible students to help in the main office, guidance office, attendance office and athletic office. Some individual staff members ask students to help with classroom duties. Scholarship should always be the first priority for student helpers and they should be allowed time, when necessary, to complete assignments. The use of freshmen for student helpers should be discouraged. All student aides must be approved by the office.

In order to remain active as a student helper, students must have no grade lower than a "C-". Grades will be checked at every progress report and nine weeks. Any student, who has a grade lower than a "C-", will return to Directed Study until the next grade check.

## **STUDENT WORK PUBLISHED ON THE INTERNET**

For the purpose of sharing student work with the community, this school will publish selected student work in various print and electronic media and other educational locations on the internet. A consent form to include your child's work on the school website is included during online registration. Student work will be identified only by name, not address or phone number.

## **SUBSTANCE ABUSE POLICY**

Rochester High School has an obligation to help students live a drug-free life. The use of alcohol and/or other drugs invariably leads to more serious problems. Continued use that becomes substance abuse leads to impaired decision-making, disruption of daily life and perhaps self-destruction. Students need support for their decision to remain drug-free. The school wishes to provide education and/or assistance to any student displaying signs of harmful involvement. The school further wishes to work with parents and other segments of the community to help students remain drug-free. Our main goal is not to punish but to help students avoid drug and alcohol use/abuse.

### **PROCEDURES**

**SUBSTANCE USE:** The following policy applies to all students (grades 9-12) attending school or school related events. Statutory due process will be followed. The disposition of each offense may be decided at the discretion of the building principal in conformance with this policy. Proper legal authorities will be notified pursuant to IC20-8.1-5-19 and IC 35-48-5.

**SELF-REFERRAL:** A student who seeks help from a school official and who follows the recommendations of a school counselor, school nurse and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand or if the student is making the self-referral knowing that a report may be made to the school.

### **CONTROLLED SUBSTANCES/MEDICATIONS**

- I. A student shall not use, consume, possess, transport or be under the influence of any alcoholic
- II. beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalants, prescription medication that is not prescribed for the student, controlled substance (including marijuana, cocaine, or "crack", methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances. This policy shall not knowingly apply to any student who

properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage. These medications must be kept in the Health and First Aid room. See Medication policy.

A. FIRST VIOLATION

1. Up to (10) day Out-of-School suspension and a possible recommendation of expulsion to the superintendent.
  2. School administrators, the school nurse and a school counselor may recommend to the superintendent the waiving of the expulsion process only if the following criteria are agreed to and successfully completed by the student and the parents/guardians:
    - a. The student will meet with a school counselor for a preliminary assessment of chemical use.
    - b. The student cannot return to school until s/he is in compliance with recommendations of a school counselor, school nurse and administrator.  
Possible recommendations\*
      - (1) Return to school after the suspension (up to 10 days)
      - (2) Chemical use assessment administered by a certified out patient drug/alcohol counselor
      - (3) Participate in an out patient counseling program
      - (4) Participate in an inpatient program
      - (5) Participate in an education program
    - c. Parents/Guardians must meet with school officials before the student will be admitted back into school.
  3. Proper legal authorities will be notified.
- \*Parents are responsible for any costs associated with the above service.

B. SECOND VIOLATIONS

1. Up to (10) day out-of-school suspension and a recommendation for expulsion.
2. Proper legal authorities will be notified.

II. DEALING: Dealing is defined to mean selling or sharing any of the unauthorized substances listed in Section I, above.

A. FIRST VIOLATION

1. Up to (10) day Out-of-School suspension and recommendation of expulsion.
2. School administrators, school nurse and a school counselor will meet with student and parent/guardian to determine if the substance abuse procedure will be offered to the student.
3. Proper legal authorities will be notified.

Note: Any student who violated Section I or II of this policy will receive a nine-week suspension of driving privileges.

III. The use and/or possession of tobacco or tobacco products at school or on school grounds is prohibited. Violators possessing, when chewing, or smoking any tobacco product will be disciplined. In addition to the consequences below, students under the age of 18 violate this rule, since it is a Class C Infraction, the police department will be notified.

Note: Any senior who violated Section I, II, or III of this policy must fully complete his/her suspension **and recommendations before that student will be allowed to participate in commencement.**

## TRANSCRIPTS

All transcripts for transfer students and for college applications are processed in the Guidance office with the approval of the principal. Rochester High School will release records to other schools and governmental branches. See "Release of Student Information" for more details.

## TRANSFER TO ANOTHER SCHOOL/HOMESCHOOL

Students who transfer from R.H.S. to attend another high school or homeschool must report their intention to transfer to the guidance office. The student's parent/guardian must sign a transfer paper on the student's last day of attendance at R.H.S.

## TRANSPORTATION

School buses will use the west and south drives. For this reason, students delivered in passenger cars should use the gym lobby entrance or the west entrance by the main office. This applies to delivering students in the morning and picking them up in the evening.

## VIDEO CAMERAS

A video system monitors hallways, the office and entrances to the building. Administrators will use this system in an effort to gather information to resolve student situations..

## VISITORS

Patrons are always welcome, especially parents. We ask that parents please call to make prior arrangements for visiting classroom areas. All visitors must report to the attendance office to pick up a "visitors pass", as well as secure permission to visit the area of interest. Every effort will be made to accommodate these requests. Students should not invite friends or school-age relatives to spend the day attending classes or to eat lunch. ***NON-CUSTODIAL PARENT VISITATION IS OUTLINED UNDER "RELEASE OF STUDENTS", PAGE 56.***

## VOCATIONAL OPPORTUNITIES

Rochester High School is seeking new career opportunities for all interested students. Currently students may attend vocational classes at Logansport or schools that make up the North Central Area Vocational Cooperative. RHS also offers internships and job shadowing in our community.

Enrollment in vocational programs is very expensive. It is critical for the student and school system to realize the greatest value for this investment. Students attending the Logansport or Knox programs must demonstrate a high level of attendance, self-discipline, and maturity to make the program successful. Students and parents will be required to sign an agreement with the school that assure the following:

1. Vocational students should miss no more than three (3) days of parent/school approved absences per semester. Students must follow both the Rochester and vocational school



calendar. There will be days that the student will attend vocational school when Rochester will not have school. If a student has excessive absences the first semester, they will be withdrawn from the program. "Skipping school" at the vocational school after attending morning classes at Rochester will be considered a truancy and will be unexcused. If a student will not be attending vocational classes after attending morning classes at RHS, prior arrangements must be made or the school nurse must confirm an illness. Vocational absences will be unexcused if they occur on days that Rochester is not in session.

2. All school rules are in effect while attending vocational classes. A higher standard of behavior is expected in the work environment and problems on the bus or in vocational classes will result in removal from the program. A student may not drive to Logansport without written permission from the administration and parents.
3. The vocational school sites do not allow cell phones. Rochester students should not take cell phones with them on the bus to Logansport. In case of an emergency, the bus driver can make a call for students.

## **WAIVER FOR PHYSICAL EDUCATION THROUGH ATHLETICS**

The Indiana Department of Education now allows a student to earn a waiver for physical education by participating in athletics. Students will be evaluated by coaches on the academic standards for physical education. This will be done on a rubric that will be finalized by the physical education teacher and the office.

The student/athlete must do the following:

1. Obtain a PE waiver form from the Athletic Office and return it to the Athletic Office within four weeks of the start of your sport's season. The form must be signed by both the student and parent.
2. The sport must be an IHSAA Freshman, JV, or Varsity sport sponsored by RHS. Eligible sports include: baseball; basketball; cross country; football; golf; soccer; softball; swimming; tennis; track; volleyball; and wrestling.
3. The athlete must meet the criteria set by the coach for the successful completion the sport.
4. A credit will be earned for a sport completed in a semester. Winter sports will not earn a credit until the end of the spring semester. ~~Only one credit will be awarded per sport and a maximum of two credits awarded for physical education.~~
5. The application and completion of the credit must be done by the end of the junior year, unless permission is granted by the high school principal or his designee.

## **WITHDRAWING FROM SCHOOL/EXIT INTERVIEW**

The state of Indiana has made the choice of leaving school before graduation much more difficult. In order for a student to withdraw without transferring to another school or school setting, a student must be 18 years of age or complete **all** the following:

1. be at least 16 years of age and complete the GED practice test and attend an exit interview
2. prove that the withdrawal is due to:
  - a. financial hardship and that it is necessary to be employed to support the individual's family or a dependent
  - b. illness

- c. an order by a court that has jurisdiction over the student
  3. the student and the parent must receive and sign off on an agreement that
    - a. the student's withdrawal may prevent the student from receiving or keeping a driver's learner permit or driver's license
    - b. the student's withdrawal may result in a loss of the student's Indiana work permit
    - c. life without a high school diploma is likely to result in reduced future earnings and the likelihood of being unemployed in the future
  4. the parent must sign off on and agree to all of the above
  5. the principal of the school must agree to the withdrawal

Possible results:

- If the principal does not agree to the withdrawal, the student may appeal to the Rochester Community School Board.
- If a student does not successfully complete the withdrawal process, fails to return at the beginning of a semester, or stops attending during a semester, the principal will declare the student a dropout. The principal will notify the Bureau of Motor Vehicles to revoke any driver's license or learner's permit. The principal will notify the Bureau of Child Labor to revoke any work permit.

## **WORK PERMITS**

The following are required by Federal Child Labor Statutes: All minors 14 through 17 years of age (unless 17 year old is a high school graduate) need a work permit. No permits are issued to any minor under 14 years of age. No minor may work in a prohibited occupation that could be injurious to life, limb, health, or morals. These occupations are listed on the permit card. Also, the permits detail working time restrictions for all high school age group. Any time a minor changes jobs, s/he must get a new work permit.

Work permits may be secured from the secretary in the guidance office during the school year. During the summer work permits may be secured from the secretary in the main office.

Work permits may be revoked if a student shows a decline in behavior or grades after permit has been issued. In order to receive or keep an active work permit, the state of Indiana requires that a student must have good attendance and good academic performance.

The attendance standard is that a student may not miss more than six (6) verified absences (doctors' notes will not account against the six allotted days) in a semester. Upon missing six (6) of these days, a student with a work permit will go on probation and will retain their work permit until a seventh day is missed. Upon the seventh absence, the work permit will be suspended until the end of the semester.

The academic standard requires a student to be passing in at least five (5) subjects. (If a student is on a reduced schedule, the student will meet with the administration to determine the academic standard.) If a student falls below this standard, the student will go on academic probation for a mid-term (4.5 weeks). If the student is not passing in 5 subjects after the probation period, the work permit will be suspended until the student is passing at the end of an official grading term (mid-term or end of the nine weeks).

**NO STUDENT MAY APPLY FOR A WORK PERMIT IN A SEMESTER IN WHICH S/HE HAS MISSED MORE THAN SIX (6) VERIFIED ABSENCES (DOCTORS' NOTES WILL NOT ACCOUNT AGAINST THE SIX ALLOTTED DAYS) OR IF THE STUDENT IS NOT PASSING IN FIVE (5) SUBJECTS.**