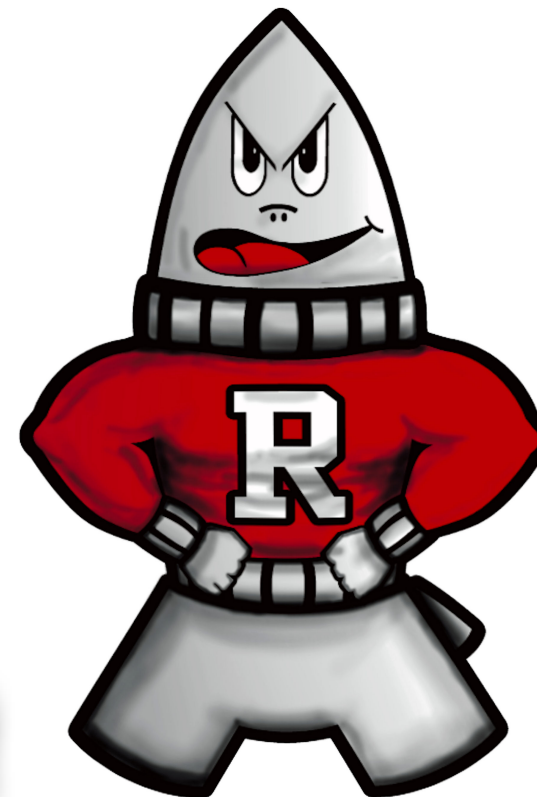


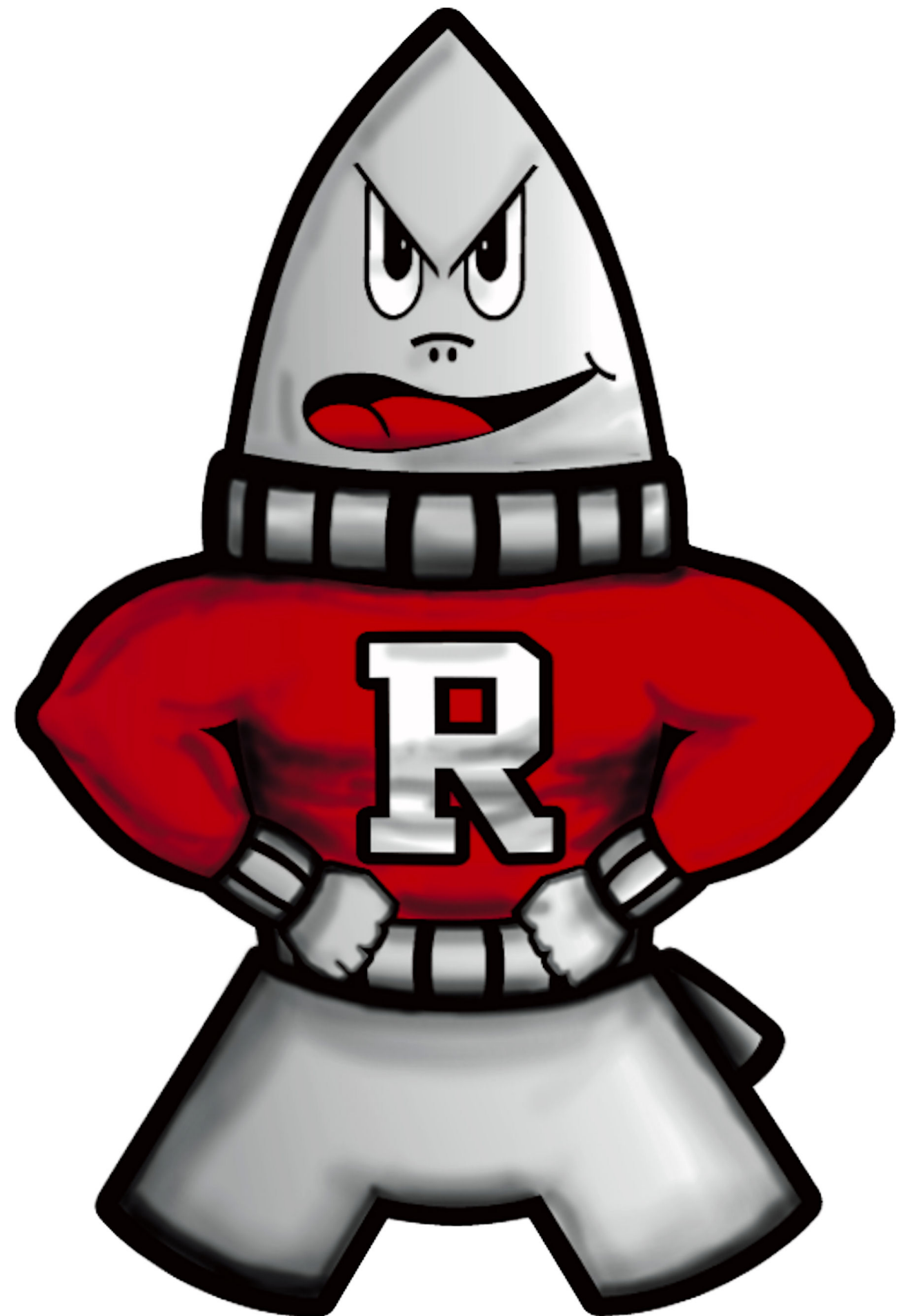
**Rensselaer Central  
Middle School**  
Student Handbook  
2018-2019

**Together  
Everyone  
Achieves  
More  
SUCCESS!**



# Purpose, Mission, and Goals

---



# A Message From the Principal


Dear Students and Families:


Welcome to the new school year! At Rensselaer Middle School we are committed to providing a safe, positive, and stimulating learning environment that will allow each student to grow as learners and as people. We will empower students to become creative problem solvers and critical thinkers. We hope to inspire learners so that each child will have the maximum amount of success possible.


I would like to set high expectations for our students in regards to academic performance within the classroom, participation in co-curricular activities as well as responsible citizenship at school and in the community. I am asking each student to make a commitment to be a TEAM player, because Together Everyone Achieves More Success!


Middle school is a time of a change. It is an exciting time, but it can also be challenging with the increase in workloads and the social adjustment to being on a larger campus and having multiple teachers through the course of the day. I encourage all

students to do the following to be successful in your transition and time in middle school:

 **Be Safe** - Follow safety guidelines and rules outlined in the school handbook and in classroom expectations.

 **Be Responsible** - Make a commitment to take responsibility for your actions.

 **Be Respectful** - Communicate with others in a respectful and meaningful way. Contribute to our school community in a collaborative respectful manner.

 **Be Positive** - Surround yourself with positive people. Make positive choices.

Parents, please make time to:

Ask your student(s) specific questions about their time at school. For example, “What was the most interesting thing you did in math class today?” or “Tell me about your science experiment?”

Communicate with your child’s teachers and staff members to establish a successful home/school connection. All of our

teachers have classroom websites with their contact information, homework assignments, and useful resources.

I encourage all students to connect with our school. Remind yourself you do not have to follow the crowd. Be yourself and even when no one is watching, do the right thing. Parents, please help us by reinforcing school expectations at home. With your help, Rensselaer will continue to be a school community in which every person feels respected, valued, and is encouraged and challenged to achieve at the highest levels. Once again, welcome to Rensselaer Middle School! I am honored to serve as your principal.

Go Bombers!!!!

Mr. Eric Huffman

Principal

# Handbook Purpose

## RCMS STUDENT HANDBOOK PURPOSE

This handbook was written to help the students and parents/guardians better understand the procedures of our school. Please refer to this handbook as a guide to help answer questions concerning school procedures.

If you are unable to find the answer to any of your questions in our handbook, please contact the front office at (219)866-4661, or you can email [Greg Michael](#), Assistant Principal.



## Section 3

# Mission Statement








### RCSC Mission Statement


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

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


### RCMS Vision Statement


-  All students deserve to be surrounded by adults who value education and have high expectations.
-  All students deserve quality instruction from teachers who are highly qualified in their field of study.
-  All students deserve rigorous classes and afforded different ways to show mastery.
-  All students deserve to be educated in a safe environment full of caring adults.


 All educators show a love for their job and greet students by name, modeling good social behavior and encouraging educational behavior and focus.

 All students deserve guidance to help them adjust to middle school as sixth graders and leave prepared for high school after eighth grade.

 All students have easy access to extra help.

 All students deserve to know the career options and requirements of their futures before scheduling for high school classes.

 All students deserve parents and community members who value education and communicate high expectations to students.

 All students at RCMS will be presenting a Student-Led Conference. We view this as a time for students to set goals for themselves, as well as reflect on their academic success.

# School Colors & Song

The school colors are **RED** and **BLACK**. Our school nickname is the “BOMBERS”. Students are encouraged to support the school and exhibit school spirit by wearing our school colors!

## SCHOOL SONG

We're loyal to you, Rensselaer

We're red and we're black, Rensselaer

We'll back you to stand

We're the best in the land

For we know you will stand, Rensselaer Rah! Rah!

So crack out the ball, Rensselaer

We're backing you all, Rensselaer

Our team is the fame protector

On team for we expect a victory from you, Rensselaer

R-E-N-S-S-E-L-A-E-R,

Rensselaer



# Attendance

---





# Attendance

## I. ATTENDANCE

School Board Policy 5200

### REGULAR CLASS ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education.

Learning results from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time.

This is a habit the school wants to help students develop as early as possible in their school career. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the school district to enforce the compulsory attendance laws established by the state of Indiana.

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

### DEFINITIONS

Half-Day Absence- this is to be recorded when a student is in attendance for less than one-half of the school day as defined by the following.

- High School: 8:05 a.m. to 11:30 a.m. and 11:31 a.m. to 3:14 p.m.

## Exempt Absences

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student. In these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

1. General Assembly: Serve as a page or honoree of the General Assembly shall be recorded as being present at school when such service is properly verified (IC 20-33-2-14)
2. Election Day Worker: With parental permission, students on Election Day may serve on election boards, as a candidate helper, or as political party helpers. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election. The student must also verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. The student will be recorded as being present at school (IC 20-33-2-15)
3. Required Court Appearance or Probation Appointments: Such an absence must be verified by a proper court summons or by the individual's probation officer. A student who is

subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school. (IC 20-33-2-16)

4. Active duty with the Indiana National Guard for not more than ten (10) days a school year. The student will be recorded as present at school. (IC 20-33-2-17)
5. Members of, and students who participate in the Indiana wing of the Civil Air Patrol for not more than five (5) days a school year, will be counted as present. (IC 20-33-2-17.2)
6. Indiana State Fair: If a student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes, that student may receive up to five (5) days a school year and will be counted as present. (IC 20-33-2-17.2)
7. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. (IC 20-33-17.5)

## EXCUSED ABSENCES

The term "excused" will refer to any absence from school or class based on the following:

1. Personal Illness: The approving authority may require certification by a physician, dentist, or psychologist.

2. Death of a relative: The absence arising under such circumstances is limited to a period of three (3) days.
3. Religious observances: advance notice to the principal is required.
4. Absences approved by the principal for good cause. Extraordinary or extenuating circumstances as documented and approved by the principal.
5. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal of his/her design based upon the following criteria:
  - a. Notification by the parent or guardian and a signed request form must be completed prior to the student absence.
  - b. The length of the absence should not put the student in the position of exceeding the maximum number of absences allowed (eight (8) per class periods per semester – high school; eight (8) days per semester elementary/middle school).
  - c. Excessive absenteeism, tardiness, or a poor academic record will be considered.
  - d. Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.

- e. It is unlawful for a parent to fail or refuse to produce a certification of illness or incapacity not later than six (6) days after the certificate is demanded by the principal. For example, a principal may demand a certificate of illness or incapacity before or after vacations.
- f. The school corporation encourages families to schedule trips during non-school times.

Parents may periodically be informed of the student's class attendance patterns.

#### UNEXCUSED ABSENCES

- A. An unexcused absence from school or class is defined as truancy or any other absence not included in the items above; or a violation of an attendance contact.
- B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law.
- C. Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually

absent from school in violation of this chapter to an intake officer or the juvenile court of the department of child services.”

D. IC 20-33-8-8 defines habitual truancy to include student absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

E. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.

#### LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor’s certificate.

B. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time. Documentation by a doctor’s certificate will be required.

C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to

school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

#### EXPLANATION OF ATTENDANCE POLICY

A. Elementary School – Student absences must not exceed eight (8) days per semester. Consequences for excessive absences may include attendance letters, parent conferences, a required doctor’s certificate for any future absence, attendance contract, and referral of parents to the Jasper County Prosecutor or Department of Child Services.

B. Middle School – Student absences must not exceed eight (8) days per semester. After eight (8) absences the student may be placed on an attendance contract with detention assigned for violations of the attendance contract.

C. High School – Student absences must not exceed eight (8) days in any one class per semester. All absences other than those determined to be EXEMPT will count toward the eight-day limit. On the 9th absence, the student will receive one Saturday School. On the 10th absence, the students will receive 2 Saturday Schools. On the 11th absence, the student will receive a one-day In School Suspension. On the 12th absence, there will be a conference with the parents and administration. Lastly, on the 13th absence we will begin the Project Attend process or possible placement to the Alternative School. A student, who has

accumulated 20 class absences in any combination of excused or unexcused, will be considered for the Alternative School placement. If a student is removed from three (3) or more classes, the student will be recommended for expulsion or change of placement. A student may appeal the decision of removing a student from class to the Attendance Review Committee. The Committee will take into consideration extenuating circumstances (long-term illness, chronic illness, family emergency).

D. Exceptions to the maximum number of absences include the following:

a. Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physician's statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.

b. Out-of-School Suspension

c. In-School Suspension

d. Expulsion

e. Authorized school-sponsored activities

f. Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, husband, wife, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)

g. Religious observations of recognized religious holidays.

h. High School college visitation days. Seniors – two (2), Juniors – one (1) verified through the college/university office of admissions.

i. Exemptions specified in Indiana law.

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

F. eLearning day attendance - The students are responsible for signing an electronic document by 9 a.m. that can be found on the school's website on the day of eLearning. If this does not occur and/or the parent does not call in the office for the student's absence, then an unexcused absence will be given. This does count towards project attend unexcused absences.

#### EXPLANATION OF TARDY TO SCHOOL POLICY

A. Elementary School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school per semester. Consequences for excessive tardiness may include attendance

letters, parent conferences, and referral of parent to the Department of Child Services.

B. Middle School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per semester. After six (6) tardies the student may be placed on an attendance or tardy contract with consequences for violations.

C. High School – Students who are tardy to school, class, or other assignments may be assigned detention after school. Students arriving more than twenty (20) minutes late to first period or ten (10) minutes late to periods two (2) through seven (7) will be considered absent for the period unless the student is detained by a school staff member and/or has a pass to class. Students arriving late to school must sign in at the office before continuing to class.

#### MAKING UP WORK AS A RESULT OF ABSENCE

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

A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return

to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignment to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

B. When a student has assignments which were given at least four (4) days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. Extensions of time for the completion of such assignments and waiver of penalty may be granted at the discretion of the teacher or building principal.

C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades six (6) through twelve (12)

D. When a student is assigned in-school suspension, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.



E. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows:

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

#### CONSEQUENCES FOR UNEXCUSED ABSENCES FOR GRADES SIX (6) THROUGH TWELVE (12)

A. Middle School – Truancy from school will result in no credit for make-up work. After two (2) or more unexcused absences

from school, the student may be placed on an attendance contract. Violations of an attendance contract may be considered unexcused absences and may result in assignment to detention, in-school suspension, out-of-school suspension, and expulsion.

B. High School – Truancy from school will result in no credit for make-up work and may result in an assignment to after-school detentions, in-school suspension, out-of school suspension, and expulsion.

#### CONSEQUENCES FOR UNEXCUSED ABSENCES FOR GRADES KINDERGARTEN THROUGH FIVE

A. Students in grades kindergarten (K) through five (5) who have an unexcused absence, including truancy, may be subject to one or more of the following disciplinary measures as determined by the principal or his/her designee.

- a. In-School Suspension
- b. Loss of recesses
- c. Assignment to work detail during recess
- d. Disciplinary contract
- e. Parent conference

f. Elimination or the limitation of participation in extracurricular activities, such as field days or intramural activities.

B. Parents of students with excessive absenteeism may be referred to the Jasper County Prosecutor.

## EXCEPTIONS

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

## GENERAL GUIDELINES

A. Parents/guardians are to call to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Failure to notify the school may result in an unexcused absence for the student.

B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for one or more periods at the high school will count toward the eight-day limit in those

classes missed and toward the eight-day absence limit in the elementary and middle school.

C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the eight-day class period high school limit and toward the eight-day absence limit in the elementary and middle school.

D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.

E. Regular school attendance is required from the beginning of the fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview is conducted by the appropriate school employee with the student's parent or guardian and the student's principal. A student may not withdraw from school unless the withdrawal is due to 1.) financial hardship and the student must be employed in order to support the family; 2.) the student's illness; or 3.) an order of a court with jurisdiction over the student.



# Project Attend

## Project Attend

Project Attend is a countywide project, with the support of the Jasper County judicial system. This is based on each semester.

eLearning day attendance - The students are responsible for signing an electronic document by 9 a.m. that can be found on the school's website on the day of eLearning. If this does not occur and/or the parent does not call in the office for the student's absence, then an unexcused absence will be given. This does count towards project attend unexcused absences.

### Unexcused Absences

4 unexcused absences = Phone call to parent/guardian and a meeting with the student

6 unexcused absences = Phone call to parent/guardian and meeting with the School Resource Officer and Administration

8 unexcused absences = The School Resource Officer will submit a report to the Prosecutor's Office and the Probation Office

### Tardies

6 tardies to school = Phone call to parent/guardian and a meeting with the student

9 tardies to school = Phone call to parent/guardian and meeting with the School Resource Officer and Administration


12 tardies to school = The School Resource Officer will submit a report to the Prosecutor's Office and the Probation Office


# Academics

---




# Student Responsibilities Regarding School Work


 Electronic Agenda – Students will be using an electronic agenda on their iPads. The completion of the agenda is the responsibility of the student. If a student does not understand an assignment, he/she should see the teacher and ask to have it clarified.

 Absent Make-up Work – Make-up work is the responsibility of the student. Often times, students will be able to access classroom activities through their iPads. Please use the iPad as the first option to gather make-up work. After being absent from school, the student will make arrangements with his/her teachers to complete missed assignments in a timely fashion. For every day missed of class, students will have one day to make up work, unless special arrangements are made for extended absences.

Parents who wish to obtain assignments for an absent student should call the Middle School before 8:30 a.m. to make this request, and are to pick up these assignments between 3:00

p.m. and 3:45 p.m. Students are encouraged to make up as much work as possible before returning to school.













 Late Work - Each teacher will have the authority to designate their own late work policies.

 If a student has an unexcused absence, they will not be provided with make up work, and the missing work will result in a zero.



# Promotion & Retention

The following criteria are to be considered for reference to student retention:

-  Academic performance
-  Examination of student profile
-  Standardized Testing scores
-  Six weeks grades, semester grades
-  Progress reports
-  Behavioral change
-  If appropriate, evaluation of school psychological testing.
-  Student maturity
-  Student age
-  Attendance record
-  Previous retention(s)
-  Comprehensive faculty meeting(s) to discuss retentions

Parental concerns and input will be considered. However, teachers and school officials reserve the right make the final decision on retention and promotion.

Letters will be sent home at the beginning of the second semester on possible retention candidates. A parent conference will be requested. Program change will be discussed for any student retained, with emphasis on remediation.

The Rensselaer Central Middle School Guidelines in reference to retention and promotion are as follows:

## PROMOTION

The student has successfully completed the required course of study, has demonstrated sufficient progress and achievement and has been recommended by a majority of his/her teachers to advance to the next grade level. (Academic achievement, personal development, conduct, attendance, and effort are among major considerations.)

## ASSIGNMENT

Assignment is different from promotion in that students assigned to a grade level have not mastered required skills in two or more of their core subjects (math, science, social studies, reading, and English). Factors that are considered in this placement include standardized test scores (especially in the areas of reading and math), nine-week and semester grades, progress reports, behavior, maturity, age, attendance and previous retention(s).

## RETENTION




The student has been unsuccessful in completing the required course of study, has failed to demonstrate sufficient progress and achievement and has been recommended by a majority of his/her teachers not to advance to the next grade level. Semester failure of two or more academic courses (reading, language arts, English, mathematics, science or social studies) would constitute a recommendation for retention. (academic achievement, personal development, conduct, attendance, and effort are among major considerations.)

NOTE: The school administration reserves the right to retain any student who has been absent from school more than twenty-five days.

## Section 3

# Honor Roll

Students achieving Honor Roll status will meet the following requirements:

-  Academic proficiency in all subjects will be considered.
-  Students receiving a “C” in any course on their report card shall not be eligible for Honor Roll consideration for that grading period.
-  There will also be an all “A” Honor Roll.

# Advanced Classes

An advanced language arts and math class is offered at RCMS for each grade level. To promote the academic challenge of an advanced class, the math and English personnel have cited requirements for a student to maintain status in an advanced class.

## The REACH Program Description

The [REACH Program](#) is designed to include various identification instruments, assessments, and procedures that will equitably identify students of high ability.

The High Ability Coordinator, trained teachers and staff, with the advisement of the Broad Based Planning Committee, strive to provide high ability students with a curriculum and program that will challenge, at a level appropriate and in-line with, the intellectual strengths of such students.

## Definition

Rensselaer Central Schools Corporation, RCSC, in accordance with Indiana Code, defines the high ability program to include students who perform at or show the potential to perform at outstanding levels of accomplishment in at least one domain (general intellectual or specific academic in the areas of language

arts or mathematics) when compared to other students of the same age, experience, or environment.

High ability students are those whose academic needs would not be met adequately in the general education classroom setting and would benefit from specially designed programs and services that would challenge, accelerate, and enrich the learning of current grade level curriculum.

## Philosophy

Rensselaer Central Schools Corporation believes that it is important to recognize and meet the academic needs of high ability students. The mission is to provide appropriately challenging curriculum for these students, regardless of gender, ethnicity, language, culture, and socioeconomic status.

## Identification Procedures

Identification is an on-going process. Students in grades K-5 will be re-evaluated in the spring of each school year. Grade 7 will also serve as a checkpoint year. Placement for high ability services does not automatically qualify a student for services for each succeeding year.

## **Screening/Eligibility Determination Instruments**

ISTEP

STAR

Acuity

Teacher Input Form

Parent Input Form

## **Placement**

Students that are identified as high ability in language arts and/or math will be placed in advanced classes.

## **Timeline**

Identification will take place in the summer after all testing data from the current school year is received.

Placement determinations will be posted at registration.

## **Appeals (Due Process) Procedure:**

If a student's parents/guardians wish to appeal the non-selection of their child:

1) The parents may complete an appeals form and submit it to the coordinator. This form asks parents for specific information as to why their child should be reconsidered for selection.

2) The results of all data collected by the school and the parent/guardian will then be reviewed by the selection committee who will make final determination in placement for the child.

3) Parents may also seek out the services of a PhD level psychologist to administer other assessments. This data as well as other outside testing data may be presented to the selection committee for review.

4) All students will be eligible for reconsideration in the next identification cycle.

## **Advanced High School Placement**

A student's placement in advanced high school courses is based upon high school prerequisites and standards.

# Home Schooling

Any parent or guardian reserves the right to home school their student. If this decision is made, please contact the school counselor immediately. A statement in writing of your intent will be needed to place in the student's permanent file. More information on home schooling can be found on the Indiana Department of Education's website. In the event that a student, who has been home schooled, returns to RCMS, all educational records will be needed to assess where the student's needs best be met academically. Consideration of the student's academic record, the administration of a standardized test(s), and a conference with the parent/guardian is the procedure in determining the best placement for the student.

For more information please visit our School Board Policy site by clicking [here](#).




# Academic Honesty


Students are expected to be truthful in all academic relationships at RCMS; in all courses, each student has the responsibility to submit work that is uniquely the student's own. Students are also expected to maintain honest and ethical behavior.


The following are expressly forbidden by Rensselaer Central Middle School: Cheating, plagiarism, willful violation of RCMS/RCSC computer security, unauthorized or misrepresented copying of print/media information, and commercial term paper companies or pre-existing fields of term papers to produce assigned coursework.


RCMS defines plagiarism as using three or more consecutive words from another's work and claiming it as your own. Reasonable teacher discretion will be used.

Once a faculty member has sufficient reason to judge that a student has violated RCMS's Academic Honesty Policy, the faculty member will:

 In person, and if possible in private, discuss the violation and the evidence with the student.

 Give zero credit for the course work and submit a written report to School Administrator(s).

 Inform the student's parent or guardian either in writing, by phone, or in person.

 Repeat offenses to the policy will result in an automatic office referral.

Ignorance of the Academic Honesty Policy by any student, parent, or guardian is not an excuse for noncompliance.

# Report Cards

RCMS no longer provides paper report cards. All grades are accessible through PowerSchool. If you need any assistance accessing your student's PowerSchool information, contact the RCMS office or read the next section in this handbook.

There are four grading periods each school year. Semester grades will be given each semester. There are two semesters to each school year, each consisting of two grading periods. Students will receive a semester grade in each of their main subject areas (English, reading, math, science, and social studies). Students will receive a final grade in each elective at the end of that course.

# PowerSchool Parent Portal

## POWERSCHOOL PARENT PORTAL

The PowerSchool Parent Portal is a powerful tool for parents. Parents can see their student's grades and attendance. You can also sign up for email notifications, read the school bulletin, check your lunch account balance, and even view their discipline log. If you have not already created a PowerSchool account, following the instructions below to get started.

PowerSchool also has an app you can put on your smart phone. After you have created your PowerSchool account, you can use your login information to log into the PowerSchool App. The app sends you notifications every time a teacher puts a grade in their grade book. You can also email each teacher directly from the app. Click [here](#) for more information.

### **Instructions to Create a PowerSchool Account**

1. Open the Internet browser on your computer.
2. Type <http://portal.rcsc.k12.in.us/public> into the address bar.
3. If you do not already have a PowerSchool Parent Account, click the "Create Account" button at the bottom of the page. Complete the fields on the top half of the page.

4. To link a student to your account, enter the student's name, Access ID, and Access Password into the appropriate fields. Select your relationship to the student from the drop-down menu. (You can get this information from the RCMS of-fice staff.)

5. If you have other students in grades 5 through 12, add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time.

6. Click the blue "enter" button to finish creating your account.

7. Once your account is created, enter the username and password you chose for your parent account.

8. View your student's information.

9. Remember to log off when you are finished.

# Advisory Program

At RCMS, “Advisory” is short for Advisor-Advisee Program.

"Advisory" pairs caring adults with students.

Teacher/Advisors meet with the students on a weekly basis for the purpose of academic, career, and personal-social advising. The School Counselor prepares lessons and activities for Advisors to use during their Advisor/Advisee time and assists Advisors in implementing lessons as Advisors request. Advisors have basic training in the school's guidance curriculum, limits of confidentiality, referral procedures, and active listening.

Advisory activities help students master the guidance standards and indicators, help students set goals and monitor their progress toward those goals, and give students a chance to develop a guidance relationship with a caring adult at RCMS.

# Extra Help

Rensselaer Central Middle School recognizes the need for students to receive extra help with academics during the school year. Extra help is available to all RCMS students in the following formats.

## **Retake Quizzes and Tests**

Students may have the opportunity to retake tests and quizzes with an earned score of 80% or less. Students may retake tests and quizzes if they earn a grade better than 80% at the discretion of the teacher. Students will need a note from a parent/guardian or staff member indicating that they have restudied for the test or arrange a before or after school time with the teacher to restudy for the test. Students will be allowed to utilize the classroom phones to make arrangements with parents to participate in this opportunity. A teacher may deny a student this retake opportunity if the student exhibits any indication that they have not prepared for the initial testing. Students should not take this retake opportunity for granted by not preparing themselves for the initial test. Test and quizzes retakes will be allowed once. Teachers may approve additional retakes with evidence that this intervention is necessary for student success.

## **Homework Help**

Homework Help is an after-school program designed to help students with their homework. Homework Help has a licensed teacher who meets with students. All students who have parent permission are welcome to utilize this program. Call the office for details about the Homework Help Schedule.

# Grading Scale

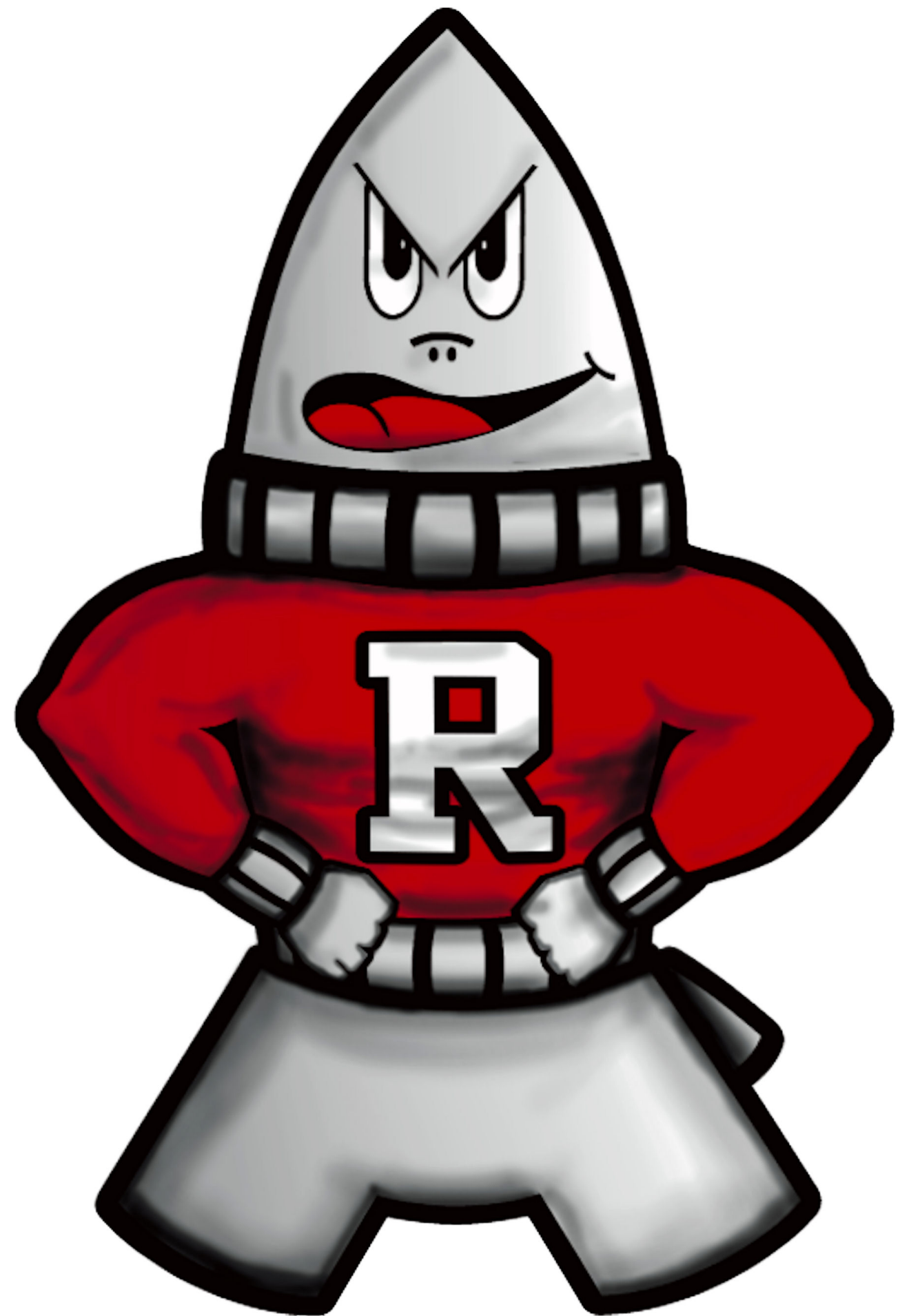
## Rensselaer Central Middle School Grading Scale

4.0 Scale		
Grade	Percentages	Points
A+	100-98	4.3
A	93-97	4
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1
D-	60-62	0.7
F	0-59	0



# Discipline

---



# Discipline Referrals

Student misconduct will be reported by teachers and staff members electronically through PowerSchool. Each electronic submission contains the student's name, the teacher's name, the time and date of the incident, and a description of the incident. Upon being received by a school administrator, the student will have the opportunity to hear the report from the teacher and have the opportunity to describe the incident from their own point of view. Once the school administrator has decided on a consequence, it will be added to the electronic submission. A message will be sent to parents indicating a new discipline referral has been submitted. All submissions can be viewed through PowerSchool, either through the [PowerSchool App](#) on the student iPad, or on the PowerSchool website via the [Parent Portal](#).

# Detention

## Lunch Detention

Students who are assigned a lunch detention will report to the Reset Room with their lunch during their regularly scheduled lunch period. Students will be assigned an isolated area to eat their lunch. Once they finish their lunch, they are to remain quiet and in their assigned area for the remainder of the lunch period. Misconduct during any lunch detention can result in additional consequences, as assigned by a school administrator.

## After-School Detention

Students who are assigned an after-school detention will report to the office after school. They will be escorted to a classroom by a staff member who will monitor the detention. Students are to remain quiet and busy during the detention. After-school detention runs from 3:15 to 4:15 p.m. Parents/guardians are to provide transportation home for the student.

## Reset Room (In-School Suspension)

The purpose of the Reset Room is to provide an educational alternative for a student who is having difficulties following school expectations. When students are isolated, their concentration is expected to center around their school work. Furthermore, students are expected to address the reason they have been assigned to the Reset Room. The Reset Room Monitor will give students assignments to guide them through identifying their own offenses, discover avenues to correct the behavior, and formulate ways students can avoid a similar situation in the future.

Being assigned to the Reset Room is a very serious situation. The support of the student's parent(s) is critical for students to learn from the experience. Rensselaer Central Middle School highly encourages parents to discuss the reason the student is in the Reset Room and what steps need to be taken to improve their behavior as they progress through the remainder of the school year.

Students may be assigned to the Reset Room for up to five consecutive days per incident. When students are assigned to the Reset Room, a letter to the parents will be sent home with the student describing the offense by the student, the rule and/or Indiana Code that has been violated, and the consequences. Furthermore, the same letter will be sent to parents via the mail. Ad-

ministrators will make every attempt to contact parents via the telephone on the day that the student receives the consequence.

Students are to report to the office at the beginning of the school day. Students who would normally eat breakfast may do so prior to reporting to the office. Students should bring all of their books, folders, paper, and writing utensils when they report to the office. Students will be provided with their school work for the day from each of their classes.

### **Reset Room Rules:**

1. Students will be quiet.
2. Students will complete all their assignments from teachers, staff members, and administrators.
3. Students will stay awake.
4. Students will turn in their school work to the Reset Room Monitor at the end of each day.

The inability to follow the Reset Room expectations can result in students being reassigned to an out-of-school suspension.

Students who have been assigned to the Reset Room will not be permitted to attend any school sponsored extra-curricular ac-

tivities on each of the days they have been assigned. This includes all athletic events or practices as an athlete or a spectator.

# Out-of-School Suspension

Out-of-school suspensions will be used as a last resort to change a student's behavior. Students are not permitted to be on school grounds for the entire day of the suspension. Furthermore, they are not permitted to attend any school sponsored extra-curricular activities on each of the days of the suspension. This includes all athletics as an athlete or a spectator. When it is possible, parents should request that the student's work to be sent home for the student to complete while suspended from school. It is the responsibility of the student to make up all assignments and turn them in to each of his or her teachers.

# Grounds for Suspension or Expulsion

The Rensselaer Central Middle School adheres to the following Indiana Code in regards to suspension and expulsion:

**I.C. 20-33-8-14** Grounds for Suspension or Expulsion  
Sec. 8.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection apply when a student is:

(1) on school grounds immediately before or during school hours, or 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;  
or

(3) traveling to or from school or a school activity, function, or event.

As added by P.L.131-1995, SEC.10.



## Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an INTERFERENCE WITH SCHOOL PURPOSES, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision.

a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.

c. Setting fire to or damaging any school building or property.

d. Possessing, firing, displaying, or threatening the use of firearms, explosives or other weapons on school premises.

e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, of any meeting or assembly on school property.

f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Furthermore, threatening or intimidating any student for the purpose of instilling fear within that individual.

5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician for said student is not a violation of this subdivision.



6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Engaging in the unlawful selling of controlled substances or engaging in a criminal law violation that constitutes a danger to other students or constitutes interference with school purposes or an educational function.
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property.
  - b. disobedience of administrative authority
  - c. willful absence or tardiness of students
  - d. 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; possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanola-

mine (PPA), or stimulants of any kind, be they with or without prescription.

## Insubordination by a Student

Rensselaer Central Middle School defines insubordination as defiance of authority or refusing to do what an adult requests. Insubordination interferes with the education of all students. Therefore, insubordination offenses can and will result in disciplinary action including, but not limited to after-school detention, in-school suspension, out of school suspension, referral to the Rensselaer Central Alternative Program, or even expulsion.



## Section 8

---

# Theft

Theft at RCMS will not be tolerated. Students who involve themselves in this criminal act will receive disciplinary action and may be reported to the Rensselaer Police Department.

# Possession of a Firearm or a Destructive Device

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

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver of any weapon described above
3. any firearm muffler or firearm silencer
4. 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.
5. 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.
6. 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.
7. an antique firearm

8. a rifle or shot gun that the owner intends to use solely for sporting, recreational, or cultural purposes.

For the purpose of this rule, a destructive device is:

- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is not a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

A student who is identified as bringing a firearm or destructive device to school, or onto school property or to a school function, or is in possession of a firearm on school property shall be expelled for a period not less than one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction. The superintendent shall notify the County Prosecuting Attorney's office when a student is expelled under this rule.

## Possessing a Deadly Weapon

No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8.

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used is readily capable of causing serious bodily injury.

- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

The consequence for possession of a deadly weapon is up to 10 days suspension and expulsion from school for a period of up to one calendar year. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule

## Unlawful Activity by a Student

According to I.C. 20-33-8-15, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

- the student's removal is necessary to restore order or protect persons on school property; 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.

## Classroom Discipline

The teachers at Rensselaer Central Middle School establish the rules and regulations for their classroom in accordance with this handbook and Indiana Code. According to I.C. 20-33-8-8 school personnel have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Furthermore, students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.



## Fighting and Confrontations

Proper conduct is expected of all students at Rensselaer Central Middle School and fighting is not permitted in any form. A student who intentionally causes or attempts to cause physical injury or behaves in a way that could cause physical injury to another individual will face disciplinary action. Students are expected to make every effort to remove themselves from a physical confrontation. Verbal confrontations or exchanges are disruptive and will also be subject to disciplinary action. Administrators will investigate and ALL participants could be subject to disciplinary actions as follows:

### First Offense

1-5 day suspension and/or expulsion

### Second Offense

3-5 day suspension and/or expulsion

### Third Offense

May be recommended for expulsion

A student who physically or verbally assaults another individual is subject to disciplinary action and civil authorities may be notified. Failure to comply with staff members' instructions to stop fighting in any circumstance can and will result in suspension and/or expulsion.

## Dangerous Situations

Putting yourself or others in danger of injury by violating safety policies will result in disciplinary action. Examples include playing pranks, hitting, pushing, kicking and shoving, horseplay, tripping, throwing any object and/or purposefully slamming or running into other individuals. Students are prohibited from throwing/kicking objects that could interrupt the educational process or that could cause physical harm or damage.

# Bullying

In compliance with [Indiana Code 20-33-8-0.2](#), the Rensselaer Central Middle School has a procedure in place to address the conduct of bullying. The State of Indiana and Rensselaer Central Middle School define bullying as “overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behavior committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” This law applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group, off school grounds at a school activity, function, or event, traveling to or from school or a school activity, function, or event or while using property or equipment provided by the school. This law also applies when a student is using a cell phone, school-issued device, or any other electronic device.

Students who experience bullying as defined above should report this action to a teacher as soon as possible. Repeated acts of bullying should be reported to a school administrator.

Students who are found in violation of this rule can and will be subject to a school consequence including, but not limited to, in-school suspension, out-of-school suspension, and expulsion from Rensselaer Central Schools. Furthermore, students will be

given an assignment to complete regarding the topic of bullying and its affects. This could include a reading or research assignment, a video to watch, or another assignment deemed appropriate by school administration.

## Harassment

It is the policy of the Rensselaer Central Schools Corporation to maintain learning and working environments that are free from sexual, physical, psychological, verbal, or any other form of harassment. Any student deemed harassing another person on school property, during regular school hours, or at any after-school activity, will be subject to suspension and/or due process for expulsion. Violations include reported allegation(s) of improper speech, writings, drawings, gestures and/or physical contact. Reported allegations will be fully investigated by school officials and disciplined accordingly. School officials will maintain victim confidentiality. Complaints of harassment should be reported immediately to any school official. School personnel will quickly investigate allegations of harassment. School officials' determination and/or punishments will be explained to the parent/guardian and student and the appeal process outlined.

## Disrespect Toward Staff

All students are expected to be respectful to teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, posturing, obscene language or gestures, and any other inappropriate writings or actions by students directed toward a staff member can and will result in suspension and request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and prosecution by authorities.

## Respect for Property

Everyone using the building should show genuine respect for it by keeping the building in excellent condition. Each student has the responsibility to report anyone observed showing disrespect for any school facility. Students who exhibit disrespect, damage, or destroy school property will be subject to disciplinary action. In the case of theft or destruction of school property or private property on school grounds, the individual student is responsible for restitution and seeing that it is carried out within a 6 week period. Defacement or other damage to school property shall require clean up or repair time outside of school hours. Financial payment will be required if damage is beyond repair. Consequences can and will include suspension and/or expulsion.

## Student Display of Affection

Kissing, embracing and other modes of affection are not permitted at Rensselaer Central Middle School. Further occurrences of affection can result in disciplinary action in accordance with the section titled Insubordination in this handbook.

## Due Process

I.C. 20-33-8-14, 15, & 16 et. sec. are the Indiana statutory provisions commonly referred to as the Student Due Process Law. The provisions were enacted to protect the student, the parent, and the school. The Rensselaer Central Schools Corporation does endorse these procedures and feels that they are a fair and equitable means of dealing with problems of a severe nature.



## Abuse of Controlled Substances

It is a violation of the disciplinary code of Rensselaer Central Schools to possess, provide to another person, or be under the influence of any substance, which is or contains: alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, an amphetamine, a barbiturate, caffeine based pills, phenylpropanolamine (PPA), and/or a hallucinogen whether prescription or sold “over the counter” on school grounds at any time or at any school sponsored activity at any location, including the school bus. Proper use by a student of medication prescribed by a medical doctor, dentist or other health care provider authorized by law to prescribe medication for the student, does not violate this rule. Improper use or possession of medication not prescribed for a student is a direct violation of this policy. Any student who is unsure if possession, use, or providing another person with any particular medicine, paraphernalia, or substance would violate this rule should contact the principal or person acting in his/her absence before possessing, using, or providing the medication or substance. Any substance that a student has with a prescription or written permission from a parent allowing use, must be brought to the school nurse or school office and administered and/or taken there.

Furthermore, it is a violation of the disciplinary code of Rensselaer Central Schools to possess or provide to any person anything used or designed to be used primarily for the storage, proc-

essing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, amphetamines, hallucinogens, barbiturates, caffeine based pills and/or phenylpropanolamine (PPA) on school premises at any time or at any school sponsored activity at any location, including the school bus. Things not to be possessed or provided to another person include, but are not limited to pipes, rolling papers, clips, and any device deemed inappropriate for school purposes. Additionally, students will be found in violation of the disciplinary code of Rensselaer Central Schools if they provide for sale or otherwise, any substance which a student represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students may not possess or use any substance, which the student has reason to believe or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

Lastly, it is a violation of the disciplinary code of the Rensselaer Central School Substance Abuse Policy for a student who, with intent to cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses, ingests or inhales the fumes of model glue, liquid white out or other substances that contains toluene, acetone, benzene, n-butyl nitrate,

any aliphatic nitrate, unless prescribed by physician, or butane. As used in this policy, “model glue” means a glue or cement containing: toluene or acetone or both, or another chemical having the property of releasing toxic vapors.

#### DISCIPLINARY ACTIONS FOR VIOLATION OF THE SUBSTANCE ABUSE POLICY

Students found in violation of the Rensselaer Central School Corporation’s Substance Abuse Policy will be suspended from school immediately pending due process procedures for recommending expulsion as set forth in Indiana Code 20-33-8-14.

At the request of parents/guardians, the principal may consider a probationary Continued Education Agreement following expulsion for the (1st) time offenders only and under the following conditions:

1. Students who wish to enter into this arrangement agree to enroll in an appropriate counseling/rehabilitation program offered through an organization approved by the Division of Addictive Services, Indiana Department of Mental Health.
2. Students and parents agree to disclose to Administration summaries of initial counseling sessions and a description of the proposed treatment program. Administration reserves the right to approve or reject the proposed treatment program. Please Note: If the proposed treatment program is rejected, the student and parent may approach a different institution for a second opinion and appraisal.
3. Parents who elect to enter their child into an approved drug/alcohol abuse program will do so at their own expense. An

approved program must be certified by the Division of Addiction Services, Indiana Department of Mental Health.

4. If the program is a residential program, the school corporation will readmit the student to classes upon completion of the program. If the program is one that counsels the student on evenings and/or weekends, the student will be readmitted to school after a TEN (10) day suspension upon proof of enrollment in the program.

5. Should the student FAIL to complete the requirements of his/her program and be considered “not rehabilitated” by the professionals employed within the institution, he/she will immediately be suspended with a recommendation to be expelled for the duration of the original expulsion period proposed.

6. The student will submit to no more than two (2) drug screening tests during the length of the original expulsion request. Drug screening tests will come at the discretion of the principal or his/her designee and also at the expense of the parent/guardian. Should the student fail either of the Drug Screens, the result will be the immediate expulsion for the original expulsion period.

7. No consideration for this alternative will be given to second time offenders of the Substance Abuse Policy.

8. No consideration for an alternative program will be given to students involved in selling and/or providing drugs/alcohol to others. Those students will be suspended and recommended for expulsion following due process procedures.

9. The student and parent must agree to all conditions stated above and sign a waiver of due process rights form.

## Tobacco and Smoking

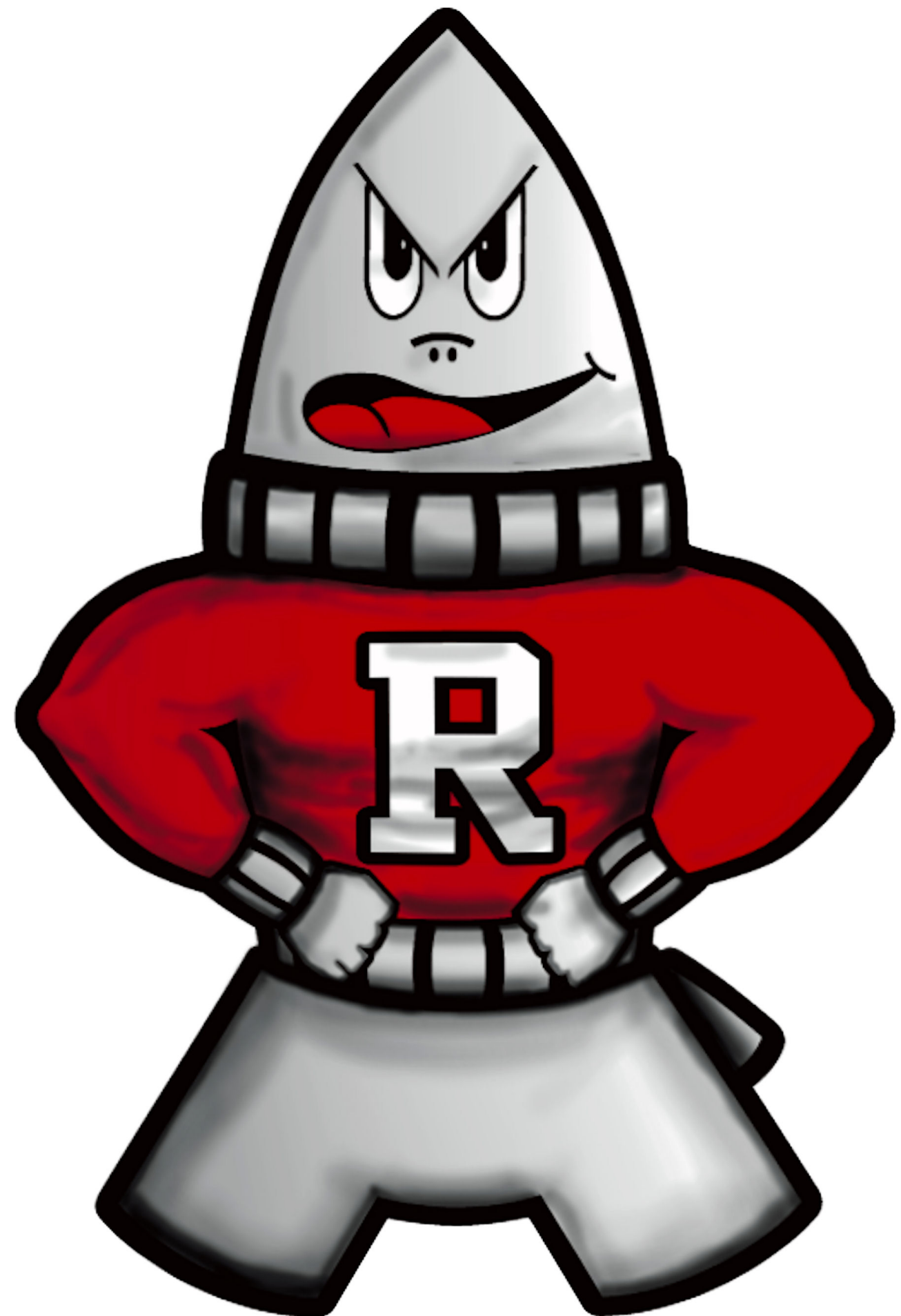
RCMS is a Smoke/Tobacco Free Campus.

Since possession of tobacco products by individuals under the age of 18 is a violation of Indiana Code, police will be notified in cases involving students under the age of 18. The possession, transferring, distributing, and/or use of tobacco products or paraphernalia, including lighters and matches, by students is prohibited in school buildings, in the immediate vicinity of the buildings, on school property at any time, or on school buses. Students found in violation of this policy will be subject to a suspension.

Students must accept responsibility for their actions. If they walk into a room and find that someone is, or has been, smoking in that room, the student should leave. If any person in authority walks into any room and discovers that someone is, or has been smoking and no one will accept responsibility, all students present in the room will be given a written disciplinary referral. If any student receives a second disciplinary referral in one school year, he/she may be assigned to additional disciplinary measures to remedy the problem.

# Dress Code







---













# Dress Code - Expectations and Consequences

Our middle school dress code has been designed to maintain the standards required to promote the appropriate atmosphere for learning and allow for individual expression. Appropriate dress is a subjective issue, but we must have written standards in accordance with [Indiana Code](#). Attire should not distract from the main objectives of the school day, which are to attend to instruction and to perform duties. For these reasons this dress code has been designed to be very specific in order that you may have guidelines in the purchase of school clothes.


The following items are a violation of our dress code at RCMS. Please see descriptions and explanations below:


-  Halter tops, spaghetti straps, tube tops without a shirt over the top. (Any strap thinner than 3 fingers wide)
-  Torn or ripped clothing to the point of disruption (showing skin). NO rips or tears above the knees
-  Open chest or arm pit muscle-man shirts
-  Short skirts (must be long enough to meet up with fingertips)
-  Bare midriff/ torso area (standing or sitting, from front or back)
-  Underwear showing


-  Hats or bandannas used as a hat (while in the building during school hours)
-  Chains of any type, including belts, wallet security, or pant decoration- if an item is in question, please refer to a teacher or administrator
-  Spiked jewelry
-  Clothing displaying tobacco, alcohol, or drug affiliation
-  Clothing displaying sexually inappropriate material.
-  Sunglasses in the school building
-  Pajama pants or slippers
-  Clothing, tops or pants, which are tight against the body to the point of being immodest. (tights/ spandex material).
-  For health and safety reasons, all student dress is expected to be reasonably clean.
-  Students may not wear clothing that would expose them to the point of indecency. Clothing which does not adequately provide appropriate coverage of the body is not allowed. Undergarments should not be visible. All shirts must have sleeves. Shorts, skirts and dresses must be of appropriate length. Shorts must be





long enough to reach below the student's fingertips when standing and with his or her arms at his or her side.


 Clothing advertising alcohol, tobacco, or drugs may not be worn. Clothing bearing profanity or suggestive inscriptions is not permitted. Clothing advertising or suggesting death, suicide, destruction, gangs, or satanic cults will not be permitted.

 Hats, caps, and other headgear may not be worn in the school building.


 Book bags, jackets and/or coats must be left in the locker during the day. Sweatshirts with hoods may not be worn with the hood upon the head while in the school building.

 Shoes must be worn at all times for protection, safety, and health reasons. Students may not wear slippers to school.

 Clothing designed for a specific discipline may be allowed pending, administrative approval.

 Students attending dances that require formal attire should carefully refer to the dress code. Parents are encouraged to guide their student's in choosing age- appropriate clothing for formal occasions within the middle school.


 Students should dress appropriately for the weather.

 Administrators and staff reserve the right to determine the appropriateness of any form of attire.

### **Consequences**

 The student may be asked to change.

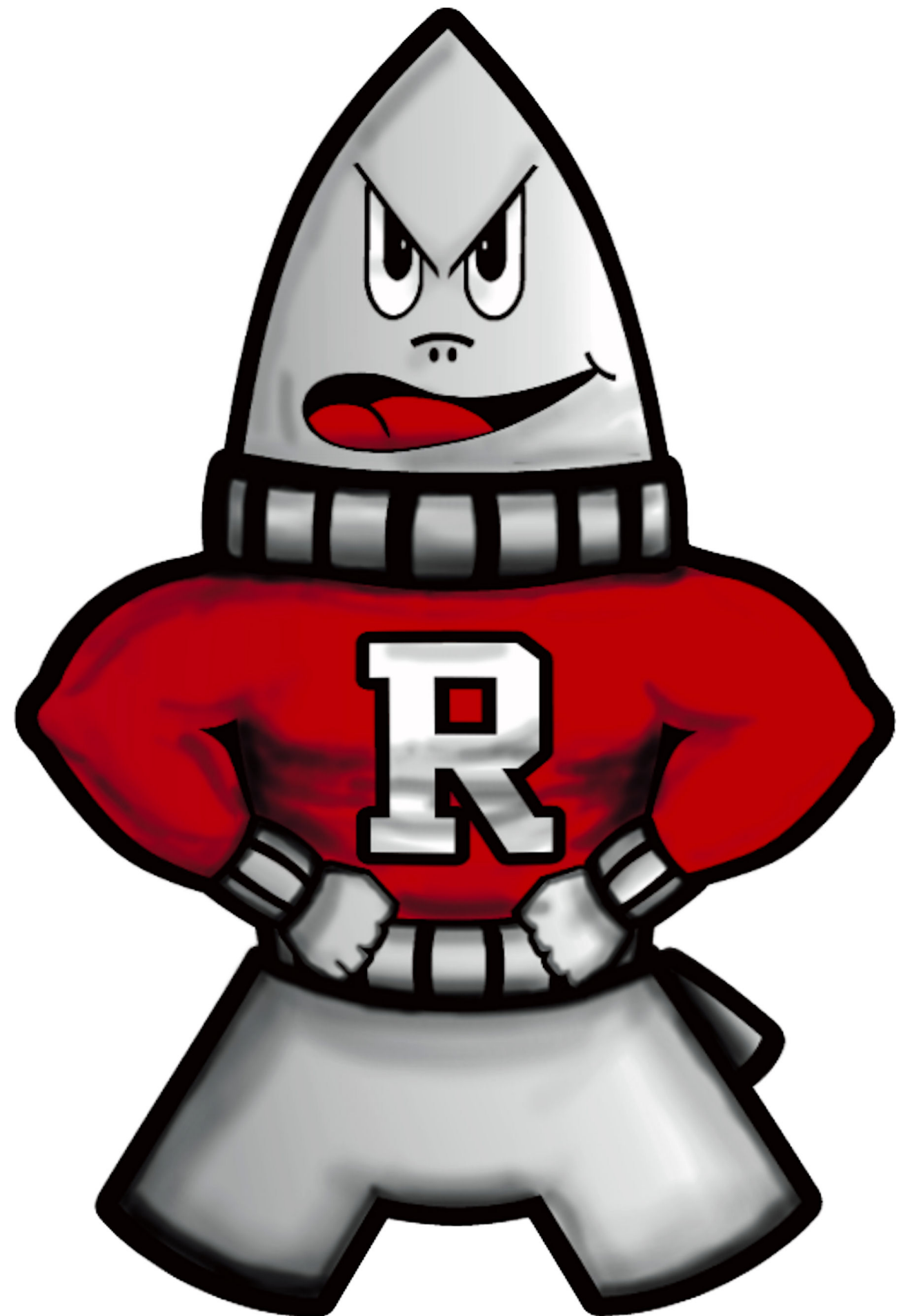
 The student may be asked not to wear the item again.

 The parent will be called if necessary to provide a change of clothes or appropriate clothing will be provided for the student. The intent of the RCMS administrative staff is to provide the least amount of interruption to the student's educational process.

Administrators and staff reserve the right to determine the appropriateness of any form of attire.

# Extra- Curricular Activities

---



# National Junior Honor Society

The National Junior Honor Society has been in existence for more than fifty years. Eligibility for membership is based on scholarship, citizenship, leadership, service and character. Members must be either a 7th or 8th grade student. Academic eligibility requires that each candidate achieve a minimum cumulative grade point average of 90% (A-). A cumulative grade point average includes all core subjects and rotation classes.

The National Junior Honor Society Faculty Council selects members. The Faculty Council consists of five voting faculty members appointed yearly by the principal. The chapter advisers are non-voting members of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.










The Faculty Council may wish to survey academically eligible students to determine interest in membership and to obtain information regarding service, leadership, and citizenship activities. Students surveyed should understand that such surveys are not applications for membership; one cannot apply for membership. Membership is an honor bestowed by the faculty, and review of information gathered does not guarantee selection.

Membership enables talented students to work together for the benefit of the school and community. The high standards set by National Junior Honor Society are a positive example for all students and the society applauds those students who consis-


tently exemplify outstanding achievement in school. Below is a list of the criteria for the four non-academic areas of membership selection.

## Leadership

The student who exercises leadership:


-  Demonstrates leadership in promoting school activities
-  Exercises influence on peers in upholding school ideals
-  Contributes ideas that improve the civic life of the school
-  Is able to delegate responsibilities
-  Exemplifies positive attitudes
-  Inspires positive behavior in others
-  Demonstrates academic initiative
-  Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, and without prodding, demonstrates reliability and dependability
-  Demonstrates leadership in the classroom, at work, and in school or community activities





 Is thoroughly dependable in any responsibility accepted


### **Service**


The student who serves:


 Is willing to uphold scholarship and maintain a loyal school attitude

 Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer service for the aged, poor or disadvantaged, family duties, 4-H, etc.


 Volunteers dependably, is well-organized, assistance is gladly available, and is willing to sacrifice to offer assistance

 Works well with others and is willing to take on difficult or inconspicuous responsibilities

 Cheerfully and enthusiastically renders any requested service to the school


 Is willing to represent the class or school in inter-class and interscholastic competition


 Does committee and staff work without complaining

 Shows courtesy by assisting visitors, teachers, and students


### **Character**


The student of character:

 Takes criticism willingly and accepts recommendations graciously


 Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)


 Upholds principles of morality and ethics


 Cooperates by complying with school regulations concerning property, programs, office, halls, etc.


 Demonstrates the highest standards of honesty and reliability


 Shows courtesy, concern, and respect for others

 Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom

 Has powers of concentration and sustained attention as shown by perseverance and application to studies

 Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others


 Actively helps rid the school of bad influences or environment


 Students should not have been expelled from school, in out-of-school suspension, or in-school suspension, and limited school detentions.

### **Citizenship**

The student who demonstrates citizenship:

 Understands the importance of civic involvement

 Has a high regard for freedom, justice, and respect of the American form of government

 Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs, school sports, field trips, and in/ or school-related activities

The above requirements are according to the National Junior Honor Society Handbook, copyright 1998 and the Rensselaer Central Middle School National Junior Honor Society Bylaws.

# Student Council

Student Council Membership will be determined by the Rensselaer Central Middle School Student Council Constitution. A copy of this can be obtained from the Student Council sponsor(s).

# RCMS Awards

## **Larry Brenneman Scholarship Award**

This award is presented to the eighth grade student who has the top academic grade point average during his/her Middle School years.

## **Loren Karns Award**

The Loren Karns Service Award is given each year to an eighth grade girl and an eighth grade boy. These students are chosen on the basis of service given to the Middle School, with consideration given to character and general conduct.

## **Brian Brandenburg 4-A Award**

This award is presented to an outstanding eighth grade student who has excelled in the areas of Academics, Activities, Athletics, and Attitude. He/she must be in the top ten students academically in his/her class.

## **Rodger Seats Most Improved Award**

This award goes to a student who has show tremendous improvement over the course of their middle school career. The

improvement comes not only in academics, but in their overall attitude toward school and their community.

## **Anusha Chaganti Science Award**

This award goes to an eighth grade student who has shown a remarkable aptitude for science. This person is intelligent, curious, observant, creative, and persistent.

## **Linda Shide Award**

This award goes to a student who has exceptional work ethic, strives to do their best, and is helpful and positive towards adults and students.

# School Dances

All school dances are only for the Rensselaer Middle students. If any RCMS student is in ISS, OSS, or Alternative School at the time of the sponsored dance, the student will NOT be allowed to attend this school event or be on school grounds at the time of the dance. If any student should display inappropriate behavior at or during the dance, the student must leave the dance and the school grounds. The parent will be called to pick up the student immediately.

The sponsor of any Middle School dance will announce the type of dress to be worn prior to the dance. The dress for the dance must be in accordance with the published and current RCMS School Dress Code. For the girls, this means that there will be no dresses/outfits worn that are off the shoulder, spaghetti straps, strapless, or low cut at the neckline. There are to be no high cut slits on skirts or pants attire worn to the dance. Suggested ideas for appropriate clothing at our Middle School dance for girls are casual dress slacks, skirts, pant suits, blouses, and sweaters. Boys should wear collared shirts with casual dress pants, such as khakis and sweaters. If students have questions regarding

appropriate attire for a dance, they should contact the sponsoring staff member or an administrator.

Students should consider the opportunity to attend these dances as a special privilege. The RCMS Administrators have the right to take away a student's privilege to attend a school-sponsored dance.

# Athletics

---



# Athletics

Rensselaer Central Athletic Department Regulations and Policies

The regulations and policies adopted and listed below shall become effective on the 1st day of August 2015 and shall remain in effect until revised by action of the Board of Trustees of Rensselaer Central Schools Corporation.

Rensselaer Central High School offers these sports for Boys:

- Cross Country
- Soccer
- Football
- Tennis
- Basketball
- Swimming

- Wrestling
- Track and Field
- Baseball
- Golf

Rensselaer Central High School offers these sports for Girls:

- Cross Country
- Soccer
- Volleyball
- Tennis
- Basketball

Swimming

Track and Field

Softball

Golf

Cheerleading

Rensselaer Central Middle School offers these sports for Boys:

Cross Country

Football

Basketball

Wrestling

Swimming

Track and Field

Rensselaer Central Middle School offers these sports for Girls:

Cross Country

Volleyball

Basketball

Swimming

Track and Field

Cheerleading

#### ACADEMIC ELIGIBILITY

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

RCHS Requirement – At the end of each grading period, a student/athlete, manager or support member must be passing all subjects to be eligible, with one exception. A student/athlete who has received one (1) F and is receiving all A's, B's and C's in all other classes is still eligible. Semester grades will take precedence over nine-weeks grades. Ineligibility will last for a period of



ten (10) student school days. The student/athlete may attend practices and contests, but may not participate in contests. The student/athlete may be re-instated at the end of the ten (10) student school days, if he/she has a passing grade in all subjects. If the student/athlete is not passing all subjects at the end of the ten (10) student school days, he/she will be ineligible for the remainder of the grading period. The ten (10) student school days begin the first student day of the school year, or the beginning of each grading period.

#### Rensselaer Central Middle School

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

#### Rensselaer Central High School and Middle School

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

#### ATTENDANCE

#### Rensselaer Central High School and Middle School

All student/athletes are expected to be at school by the start of the school day. If a student/athlete is not at school by the start of

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

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

#### CONSENT TO PARTICIPATE

#### Rensselaer Central High School and Middle School

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

- Physical Examination completed on IHSAA Form

Drug Testing Consent Form

Concussion Acknowledgement/Sudden Cardiac Arrest Form  
IHSAA

Rensselaer Central High School

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

Student/athlete must not have attained the age of twenty (20) prior to or on the scheduled date of the IHSAA State Finals Tournament in a sport.

Currently attending and passing at least 70% of the maximum courses offered at Rensselaer Central High School.

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

#### PARTICIPATION IN TWO SPORTS IN ONE SEASON

Rensselaer Central High School and Middle School

Rensselaer Central High School and Middle School do not support dual sports participation. Student/athletes are not permitted to participate in an in-season sport and condition in an out-of-season sport at the same time. The only exception to that policy would be for a manager or other support team member. In the event that an exception does apply, both Head Coaches and the

Athletic Director must approve the request.

#### CONFLICT BETWEEN ACTIVITIES

Rensselaer Central High School and Middle School

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

#### INSURANCE FOR ATHLETES

Rensselaer Central High School and Middle School

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

#### TRANSPORTATION

Rensselaer Central High School and Middle School

Transportation to all events by bus or minibus is the established policy of the Rensselaer Central School Corporation. The Athletic Director, with the help of the Transportation Secretary, will set up a schedule for departure times and mode of transportation. Athletes traveling to and from athletic contests are expected to ride

on the approved mode of transportation. Under no circumstances is a student/athlete to transport himself/herself or teammates to contests. In some cases, a student/athlete may be allowed to be transported by parents to the contest and/or from the contest as long as the "Travel Consent Form" has been approved by Administration for that contest. Coaches are to maintain discipline on the bus or minibus. Coaches are to see that athletes do not leave trash on the bus or other vehicle. When athletes arrive back at the school, coaches will remain until all athletes have left.

### WEATHER CANCELLATIONS/DELAYS

#### Rensselaer Central High School

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

#### Rensselaer Central Middle School

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

### STUDENT/ATHLETE DRUG TESTING

#### Rensselaer Central High School and Middle School

The Board of School Trustees of Rensselaer Central Schools Corporation recognizes the health risks and dangers associated with

the use of unlawful, illicit drugs, alcohol and/or tobacco products. All student/athletes, including those trying out for a team will be subject to a mandatory random drug testing program.

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

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

### ROSTER SELECTION

#### Rensselaer Central High School and Middle School

The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be on their team. At times, it will be necessary to release student/athletes trying out for the team. If a student/athlete is cut from a team he/she may join another team or program in that sport season with the approval of the second sport coach. This will not be allowed if the sport that the student/athlete is requesting to join has already held their first contest and/or that sport has administered cuts. A student/athlete cannot quit one sport to join another sport until that sport season has concluded. (Example: a player cannot quit football to go out for basketball until football is over. This includes pre-season training and weight training.) All questions and extenuating circumstances will be handled by the coaches involved and the Athletic Director. All athletes, including suspended athletes, will be released by the

coach at the end of the season before they may begin a new season.

## HOMESCHOOL STUDENTS

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

- o The student, in conjunction with the school, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised including passing a physical examination and participating in the required number of practices in a given sport

- o The student must have been home schooled for the previous three consecutive years

- o The student completes all state-wide examinations as authorized by the Indiana Department of Education

- o The student's family must submit grade information to the school to affirm the student is passing all courses

- o The student must be enrolled in the school for which the student is participating for a minimum of one class per day.

RCHS/RCMS Requirement – Additionally, the Board of School Trustees of Rensselaer Central Schools Corporation has also mandated that each Homeschool student/athlete be enrolled in 50% of the maximum number of classes offered to be eligible to participate in Athletics.

## DISCIPLINE

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

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

- o ALCOHOL – POSSESSION, USE AND/OR CONSUMPTION. The student/athlete shall not possess, use, or consume any alcoholic beverage, in any form or quantity.

- o ILLEGAL DRUGS – POSSESSION, USE AND/OR CONSUMPTION. The student/athlete shall not possess, use, or consume any form of illegal drug including, but not limited to non-prescriptive or counterfeit drugs.

- o NICOTINE AND/OR TOBACCO PRODUCTS – POSSESSION, USE AND/OR CONSUMPTION. The student/athlete shall not possess, use or consume any type of nicotine, nicotine products, tobacco or tobacco products.

- o THEFT AND/OR VANDALISM.

- o The student/athlete shall not commit any act of theft or vandalism, wherever it may occur.

☐ Payment or replacement of stolen or damaged equipment, facilities, etc., shall be the responsibility of those student/athlete(s) involved.

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

Rensselaer Central Middle School – Violations occurring as a Middle School

student/athlete

1st offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season.

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

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

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

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

1st offense: Suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season.

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

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

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

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

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

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

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

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

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

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

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

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

DISCIPLINE COMMITTEE. Under these regulations, certain violations, namely, possession, use and/or consumption of alcohol, tobacco or illegal drugs, and theft and vandalism, have specified penalties or discipline for each such violation. However, other violations of these regulations do not carry set penalties or disci-

pline. Therefore, if, after investigation, the Athletic Director believes that the athlete may have violated regulations that do not carry set penalties, a discipline committee shall convene to determine whether the student/athlete should be disciplined. The discipline committee shall consist of the Athletic Director, the Principal and the student/athlete's head coach. Any member of the committee may request the student/athlete to speak to the committee regarding the alleged violation. Further, if the student/athlete requests, the student/athlete shall have the right to address and speak to the committee concerning the alleged violation. After a review of all circumstances surrounding the alleged violation, the committee shall then make a determination as to the discipline to be administered by a majority vote. The range of discipline may range from no action, to a suspension for the student/athlete's entire athletic career at the High School or Middle School level. The discipline may also include a requirement that the student/athlete make restitution if damages are sustained as a result of the misconduct. Further, the discipline may include counseling such as the discipline committee deems necessary. The discipline administered shall be consistent with the seriousness and nature of the alleged misconduct, and the student/athlete's prior disciplinary record.

Each student/athlete should bear in mind that he/she represents himself or herself, his/her family as well as his/her teammates and his/her school more places and in front of more people than the other student/athletes at the High School or Middle School. A Bomber student/athlete's actions and conduct at all times reflects directly on all of the above.

The student/athlete shall also understand that they are a High School or Middle School student/athlete 24 hours a day, 7 days a

week and 365 days a year. This commitment to the Rensselaer Central Athletic Department is a complete commitment to a positive lifestyle. Questionable conduct by a student/athlete can ruin the pride and favorable image that student/athletes create for our school and community.

### COACHES RULES

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

### ATHLETIC AWARDS POLICY

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

Point Structure: Varsity Letter

Junior Varsity Award Freshman Award

Three –Sport Athlete Conference Champ Team Conference  
Champ Sectional Champ

100 points 65 points 45 points 50 points 15 points 15 points  
25 points 25 points

Team Sectional Champ  
Individual and Team IHSAA Tournament Advancement

Individual Regional Qualifier

Semi-State Qualifier State Qualifier

15 points 30 points 75 points

Team Regional Qualifier

Semi-State Qualifier State Qualifier

15 points 30 points 75 points

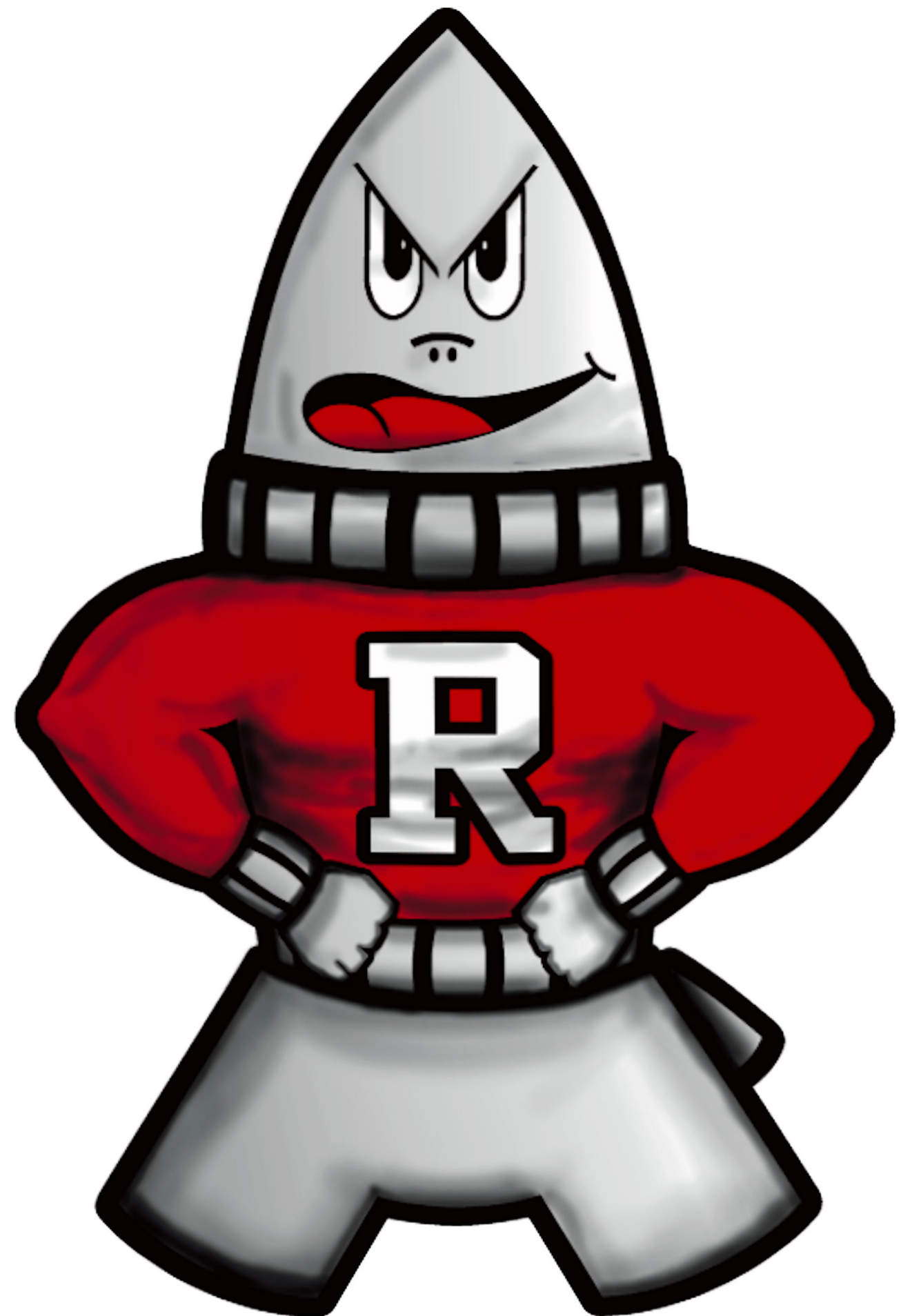
A student/athlete will receive the point value of the highest level attained. For example, a State Qualifier gets 75 points, not 15 for Regional + 30 for Semi-State + 75 for State.

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

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

# Contact Information

---





## Section 1

---

# List of Contact Information

### Rensselaer Central Schools Corporation

900 E. Washington St.

Rensselaer, IN 47978

219.866.7822

### Rensselaer Central Middle School

1106 Bomber Boulevard

Rensselaer, IN 47978

219.866.4661

### RCMS Teacher Websites

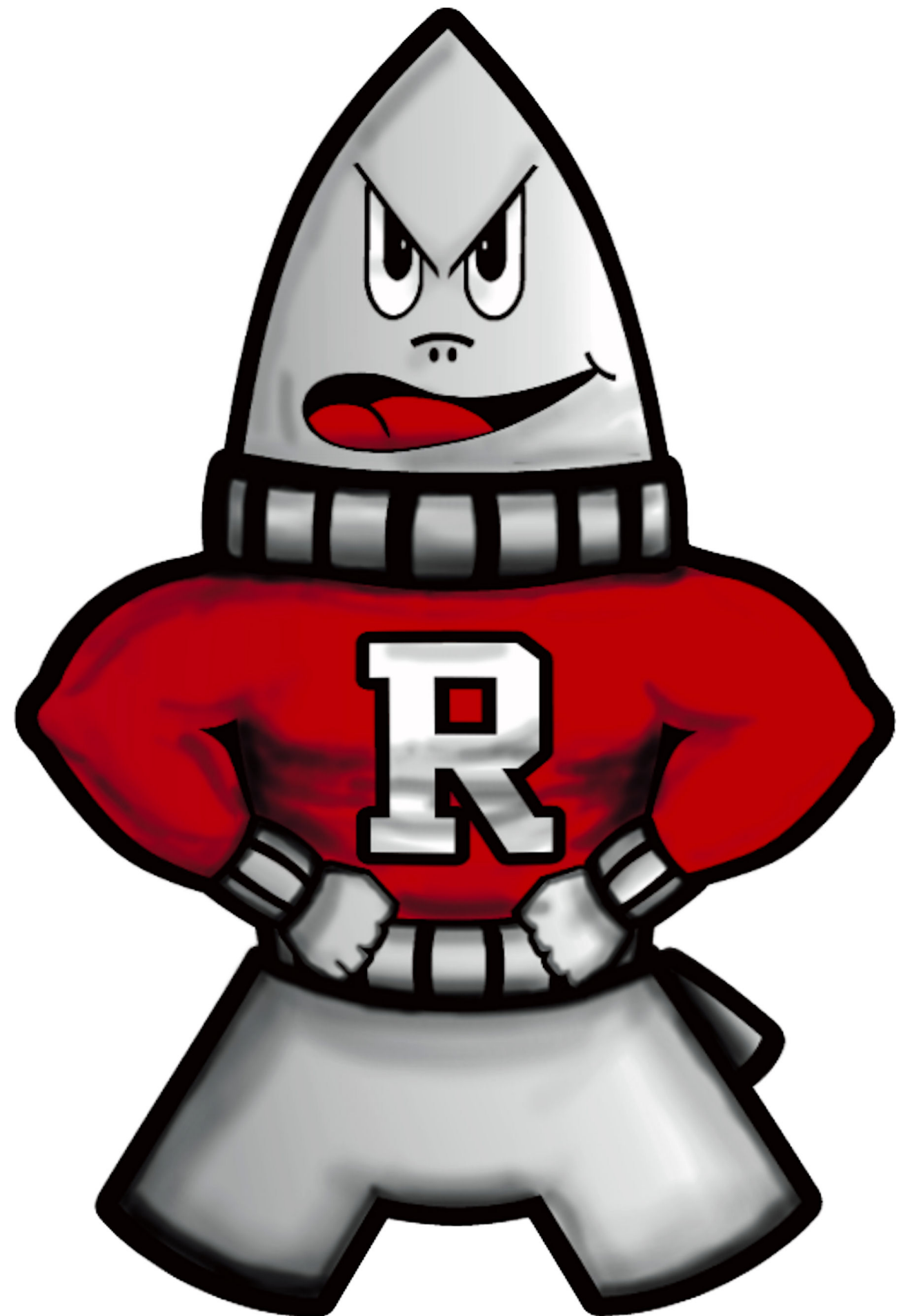
### PowerSchool Parent Portal

### Rensselaer Central Athletics Website

### All Sports Calendar

# Health Questions

---



# Immunization

In accordance with [IC 20-8. 1-7-9.5](#), every child in Indiana shall be immunized against: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, meningitis, chicken pox, and mumps. The State Department of Health may expand or otherwise modify the list of communicable diseases that require documentation of immunity. A student could be excluded from school if their immunizations are not up to date. If your child is not immunized due to religious beliefs, there must be a current immunization exempt form on file every year. If your child is not immunized due to medical concerns, there also must be an immunization exempt on file with a doctor's signature on a yearly basis. A chiropractor cannot sign off for medical reasons to exempt from being immunized.

# Communicable Disease or Illnesses

Students who are examined by the nurse and deemed to have a possible communicable disease, including but not limited to, lice, scabies, ringworm, will be removed from the classroom until a parent can pick them up.

Any student sent home with “pink eye” must have a Doctor’s note to return to school and must have been on antibiotics for at least twenty-four hours before returning to school.

Any student sent home with an unexplainable rash must also return with a Doctor’s note.

If a child was diagnosed with Strep throat, they must be on antibiotics for at least twenty-four hours and fever free before returning.

# Medications

There may be a time when your child needs to take medications at school. Whenever possible, medications should be taken at home. If your child needs to take medications at school please follow these steps:

1. Send in or bring in the medication in the original container. No medications will be accepted in plastic baggies or envelopes.
2. Medication must be sent with a note from the parent/guardian. If the medication is “over the counter”, the note must contain the following:
  - A. Student’s first and last name
  - B. Name of the medication
  - C. The date the medication is to be started
  - D. The date the medication is to be stopped
  - E. The dosage
  - F. The time to be given
  - G. What the medication is being given for

The school nurse will send a medication form home to be filled out by the parent and sent in the next school day.

3. The above requirements apply when sending in medication prescribed by a Physician.

Medications will not be sent home with any student. If medications are not picked up by the end of the school year, they will be safely thrown away.

Rensselaer Central Middle School encourages parents/guardians to exhibit caution when sending medication to school with their student. Rensselaer Central Schools Corporation is not responsible for the medication until it is turned into the nurse or front office.

# Inhalers and Epi-Pens

If your student requires the use or possible use of an inhaler or an epi-pen, he/she must keep it in the nurse's office. In order for a student to carry an inhaler or epi-pen on their person, a doctor's note regarding this must be on file in the nurse's office. The doctor's note must be renewed yearly.

## Illness at Home or School

There may be a time when your child becomes ill while at school. A parent/guardian will be notified if the nurse feels that it is necessary to send your child home. The parent should make sure that current emergency contact information is available in the office at all times. If the parent contact is made by the child via text, email or call home without prior notification from the nurse or another staff member it can result in an unexcused absence.

Please use your best judgment on when to send your sick child to school.

## Visiting the Nurse's Office

If a student needs to see the nurse during school, they should use the passing time between classes, or they can obtain a hall pass from their teacher. If it is an extreme emergency, they should go directly to the Nurse's office. However, the nurse, school administrator, or school administrator designee has the right to send the student back to class to return at a later time if the need is not an emergency. During class, students must have a yellow school pass from their teacher in order to visit the nurse's office. Passes will be given out at the teachers' discretion.



# Chronic Health Conditions

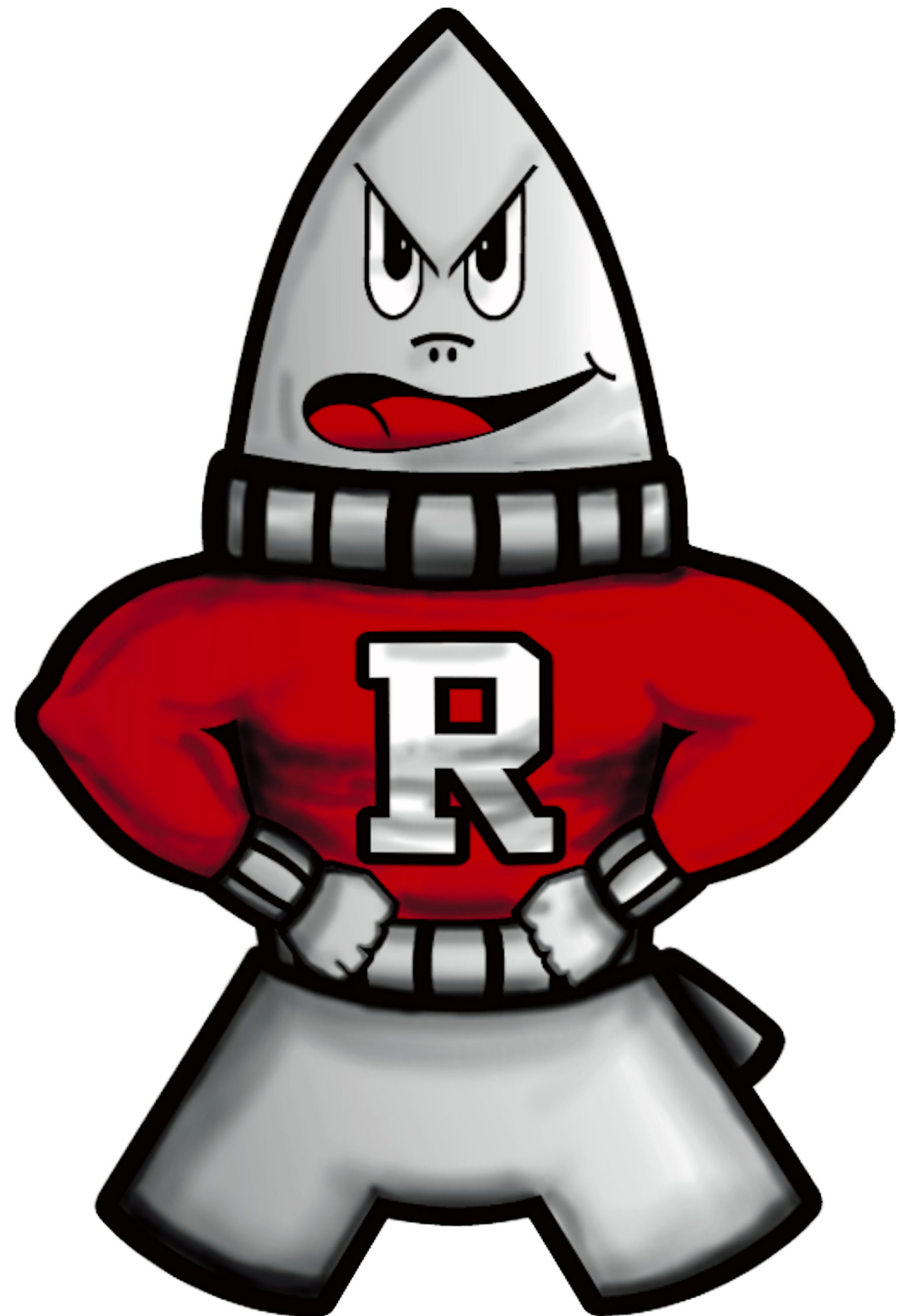
If your child has any chronic health condition or special medical needs, please contact the school nurse to set up an appointment to discuss these needs, so we can make any special arrangements that might be needed. It is recommended that you set up a meeting with the nurse prior to the beginning of the school year if possible.

# Lice

Please let the School Nurse know if your child has head lice. This information will be kept confidential and help prevent the spread of lice. If your child is sent home due to head lice, he/she must be treated with a lice treatment and all lice eggs must be removed before returning to school. The Nurse must check your child before being allowed to return to class.

# Instrumental and Choral Classes

---





## Section 1

---

# Band and Choir

Students may enroll in Band or Choir at the beginning of each semester with the approval of the teachers and administration. Band and Choir performance classes are set up as year-long or semester classes for continuity and success for ensembles.

# Band

Band is constructed as a 3-year course of study with emphasis toward continuing in the High School Band. Band is a cumulative course and student participation is crucial to the success of band. Sixth grade band covers the basic fundamentals of playing instruments, while seventh and eighth grade bands are designed for more advance music.

You can access the Rensselaer Central Bands website [here](#).

Band seeks to develop sound fundamentals, proper attitude, as well as gaining the necessary practice and experience in helping students learn to discipline themselves to become more successful in life.

Band concerts are presented during the school year for parents, families, students and the general public. Throughout the year, the Indiana State School Music Association provides opportunities for various instrumental contests (solos, ensembles, and full bands) in which RCMS Bands participate and receive awards based on their performances.

Students enrolled in band may not have the opportunity to have a study hall in their school day due to schedule restraints.

## Section 3

# Choir

The sixth grade choir is a preparatory chorus and focuses on the fundamentals of music reading, proper use of the singing voice, unison, singing in 2-part harmony, and learning how to perform successfully as an ensemble. The seventh and eighth grade choirs emphasize learning to sing in 3-part harmony, particularly focusing on the changing voices of both girls and boys.

Repertoire for all choirs includes music suitable for developing young voices and introduces students to singing in foreign languages. All Choirs support the school wide literacy goals and will include lessons in other fine art areas as well as writing/speech performance projects. All Choirs participate in movement and sometimes dance lessons for performance.

Classes are a combination of learning experiences and practice for the concerts, contests, and musical drama, which are held during the school year for parents, families, students, and the general public. Throughout the year, the Indiana State School Music Association provides opportunities for choral students to participate in various vocal contests (solos, ensembles, and full choirs) in which RCMS Choirs participate and receive awards

based on their performances. More information concerning the Middle School Choir may be obtained from the Choral Director.

Students enrolled in choir may not have the opportunity to have a zone (study hall) in their day due to schedule restraints. If principals or the school counselor feel students grades in their core classes are less than average, students may be removed from the choir and put into the zone for extra help in the subject needed. Returning to choir is based on improvement of grades and is at the digression of the principals or school counselor.

You can access the Rensselaer Central Choral website [here](#).










# Cafeteria Information


---




# Cafeteria Information

Recognizing that proper nutrition is essential for maintaining good health and optimal learning conditions. The management and the staff of the cafeteria service strive to provide wholesome foods in a clean and pleasant environment. Everyone in the RCMS community has a responsibility and a vested interest in preserving and maintaining these conditions. To that end, a few simple, common sense rules and guidelines apply.

-  Students must enter the cafeteria and move through the serving line in a quiet and orderly fashion.
-  Students may not switch seats upon being seated at the lunch table.
-  Students must ask permission from a cafeteria monitor before they may get up from their seat for any reason, including using the restroom.
-  Students must follow the directions of the cafeteria monitors at all times in the cafeteria.
-  Picking up and keeping the eating area of each student is the responsibility of the student.
-  No food may be taken or eaten out of the cafeteria.
-  Students may not throw any item in the cafeteria including, but not limited to, food, eating utensils, etc.

 All other school rules apply while students are in the cafeteria.

 Students are not allowed to share food.

## FREE AND REDUCED LUNCHES

Our cafeteria participates in the United States Department of Agriculture (USDA) School Lunch Program.

Some students may qualify for free or reduced lunches. This determination is made following the completion of the appropriate forms that are distributed to students at the beginning of the school year. The cashier's terminal in the lunch line is set up to process students on the free and reduced lunch program in a manner that prevents individuals from being identified or recognized by others as participants in the program. Parents having questions about the free and reduced lunch program should contact the RCMS office. Additional information is also available at:

[Division of School and Community Nutrition Programs](#)

Room 229, State House

Indianapolis, IN 46204-2798

317-232-0850 or 800-537-1142



## **BANK-A-MEAL**

The “Bank-A-Meal” system is provided to make it easier for students and parents to pay for school lunches. Paying for lunches on a weekly, monthly or school term basis is easier to manage and it eliminates the need for students to carry money to buy lunch. Students must keep their Bank-A-Meal account secure by remembering their account Personal Identification Number (PIN) and never revealing their PIN to another student. Processing students through the lunch line is much faster for those who use the Bank-A-Meal system rather than cash. On days when students bring checks for their lunches we ask that you place your payment in a Bank-A- Meal envelope and put the signed and sealed envelope in the Bank-A-Meal drop box just outside the gym door. This should be done in the morning before first hour class so that the cafeteria staff can enter your payment into the computer system before the lunch periods begin. Students who do not bring their money to the box prior to school starting should take their money directly to the cafeteria if the school day has already started.

Parents: Please keep your student’s account balance current. Cafeteria staff will monitor the Bank- A-Meal accounts and we will try to inform students and parents when funds are low. Students will be given a reminder of a low account balance. Students should pass this information on to parents in a timely manner. Parents/guardians of students whose accounts drop below \$3.00 will be notified by the school.

RCSC will allow K-12 students to charge their lunches up to (5) school days. A memo will be sent to the families/parents of these students on the fourth (4th) day of charges that their son/

daughter has now charged his/her lunch for four (4) days and that beginning on the (6th) school day the student will be provided a cheese sandwich and carton of milk for \$.50. Once all prior charges have been paid, then the students will be allowed to resume eating their regular lunches as stated on the daily/weekly menu. Should a student resort to charging again the process will start over until all prior charges have been paid in full.

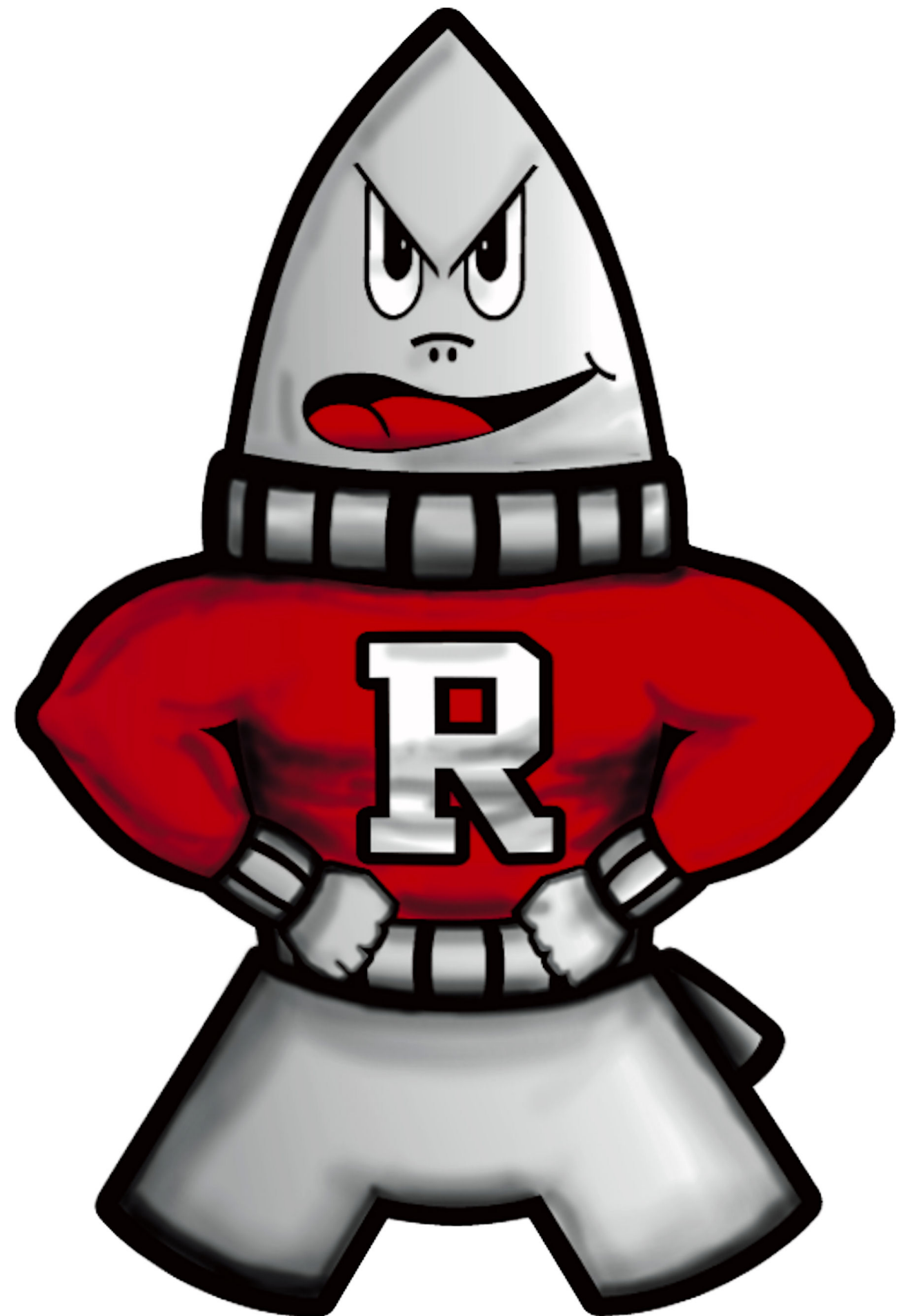
Parents can also put money in their student’s account through our [e~Funds for Schools](#) website.

Chapter 12

---

# Media Center

---



# Media Center Expectations

## **GUIDELINES FOR USING THE MEDIA CENTER**

The media center is a valuable educational tool for all students. Use of the media center is encouraged on a regular basis. The media center is a quiet place for independent research. The following rules and procedures apply when using the media center:

### **CHECKING OUT BOOKS**

Students may check out three books at a time. Reference books and periodicals (magazines) may not be checked out. They may be used in the media center only.

All materials taken from the Media Center must be checked out at the circulation desk. Failure to check out materials will result in a loss of library privileges.

### **OVERDUE BOOKS**

Students are expected to return their books in a timely fashion. Students having an overdue book will not be permitted to check out any additional books until the overdue book is returned or

until the student pays for the missing book in full. Students still having overdue books upon graduating the eighth grade will not be permitted to check out books at the high school until the middle school books are returned or a replacement fee is paid.

## **HOURS OF OPERATION**

The media center is not open before or after the regular school hours. Prior arrangements should be made for use of the media center before or after school and must be supervised by an adult.

## **PASSES TO THE LIBRARY**

Passes are required to use the media center at all times. A student should have a pass from the teacher requiring him or her to use the media center. For example, a pass to do a science assignment should be from the science teacher to avoid a student spending unnecessary time on one assignment and missing other classes. Students are not permitted to cut one class to work on another class' assignment. This will be considered an act of truancy and will be disciplined as such. No more than four students from one class should be sent on a pass to the media center. Prior arrangements and a teacher

accompanying the students to assist with supervision are needed if more than four students from a single classroom are sent to the media center.

center will result in the student being sent back to the classroom and/or the office to meet with a school administrator.

## **CLASSES IN THE MEDIA CENTER**

Often times, teachers will take an entire class to the media center for an assignment. All rules and regulations discussed in this handbook apply while with a class in the media center. Prior scheduling of a class to use the media center is helpful. Teachers should check with the media specialist, or send a student to the media center to check if the need to use the media center arises suddenly. When several students are assigned the same research topic, the media specialist needs to be contacted so that the books may be put on reserve or circulation is limited by the number of books that may be checked out and the number of days a student may keep the books.

## **BEHAVIOR IN THE MEDIA CENTER**

Students are expected to follow all RCMS rules, regulations and guidelines when in the media center. Activities which involve noise may not be conducted in the media center. Any activity too loud for a classroom is too loud for the media center. Students who have misbehaved in the classroom should not be sent to the media center for detention or discipline. Misconduct in the media

Chapter 13

---

# Internet Policy and Digital Devices

---





# Student Network and Internet Acceptable Use and Safety

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Rensselaer Central Schools Corporation offers internet access for student and staff use. This document contains the Acceptable Use Policy for staff and student use of Corporation's Internet Access and Computer Access. Rensselaer Central uses Internet filtering as required by law. This is a measure to restrict minors' access to materials harmful to minors.

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

### A.. Educational Purpose

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

## B. Internet Access

1. All students are encouraged to use the Internet World Wide Web information resources through the classroom, library, or school computer lab, unless written exemption is given from the parents.

2. Staff will use an individual school sponsored e-mail account.

3. The acceptable use policy is printed in the Student and Faculty Handbooks. By signing for this handbook the student agrees to the rules and regulations set forth in the Acceptable Use Policy. This includes Internet use, computer use, posting of information on the school web page (including group picture without names), and broadcasting or participating in videoconferences.

## C. Unacceptable Uses

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

### 1. Personal Safety

a. Students will not post personal contact information about themselves or other people. Personal contact information in-

cludes one's address, telephone, school address, work address, etc.

b. Students will not meet with someone they have met online.

c. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate.

### 2. Illegal Activities

a. Students and staff will not attempt to gain unauthorized access to the corporation's Internet or to any other computer system through the Corporation's internet or go beyond an authorized access. This includes attempting to log in through another person's account or ace another person's files. These actions are illegal, even if only for the purpose of "browsing."

b. Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Students and staff will not use the Corporation's Internet to engage in any other illegal act, such as arranging for the purchase or sale of alcohol, tobacco, or other drugs (ATOD), engaging in criminal gang activity, or threatening the safety of person, etc.

### 3. System Security

a. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account.

b. Under no conditions should one provide his/her password to another person.

c. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

#### 4. Inappropriate Language and Material

a. Restrictions against inappropriate language apply to public messages, private messages, email, and material posted on Web pages.

b. Students will not”

i. use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

ii. post information that could cause damage, a danger, or disruption.

iii. engage in personal attacks, including prejudicial or discriminatory attacks. iv. harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When told by a person to stop sending them messages, it must be stopped.

v. knowingly or recklessly post false or defamatory information about a person or organization.

vi. visit sites deemed unacceptable. The term “unacceptable; is any material viewed as obscene, pornographic, gambling or otherwise inappropriate. See section 8.

#### 5. Respect for Privacy

a. Students will not

i. re-post a message that was sent to them privately without permission of the person who sent the message.

ii. post private information about another person.

#### 6. Respecting Resource Limits

a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.

b. Students will check e-mail frequently, delete unwanted messages promptly, and stay within network storage limits.

c. Internet bandwidth is a limited resource. Download materials as needed being mindful of others needs for bandwidth concurrently.

#### 7. Plagiarism and Copyright Infringement

a. Students and staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

b. Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If one is unsure whether or not a work can be used, one should request permission from the copyright



owner. Copyright law can be very confusing. If a student has questions he or she should ask a teacher.

## 8. Inappropriate Access to Material

a. Students and staff will not use the corporation's Internet to access material that is profane or obscene (pornography), gambling, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parent/guardian have approved.

b. If the student mistakenly accesses inappropriate information, he/she should IMMEDIATELY tell the teacher or another corporation employee. This will protect him/her against a claim of intentionally violating this policy.

## D. Your Rights

### 1. Free Speech

The corporation's Internet is considered a limited forum, similar to a school newspaper, and therefore the Corporation may restrict speech for valid educational reasons. The corporation will not restrict speech on the basis of a disagreement with the opinions being expressed.

### 2. Search and Seizure

a. Students should expect only limited privacy in the contents of personal files on the corporation system. b. The situation is similar to the rights students have in the privacy of their locker.

c. Routine maintenance and monitoring of the Corporation's Internet may lead to discovery that one may have violated this policy, the handbook, or the law.

d. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the handbook, or the law. The investigation will be reasonable and related to the suspected violation.

e. Parents/guardians have the right at any time to request to see the contents of their student's network account

f. Logs of internet use will be kept for a non-specified time and deleted by the system administrator

## 3. Due Process

a. The Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Corporation's Internet.

b. In the event there is a claim that a student has violated this Policy or handbook while using the corporation's network, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

c. If the violation also involves a violation of other provisions of the handbook, it will be handled in a manner described in the

handbook. Additional restrictions may be placed on ones use of his/her account.

d. Violations of this policy are subject to disciplinary measures set forth in the student handbook. All disciplinary consequences will be based on comparable violations, subject to review, and at the discretion of the building administrator.

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

#### 4. Limitation of Liability

The corporation makes no guarantee that the functions of the service provided by or through the Corporation system will be error-free or without defect. The Corporation will not be responsible for any damage one may suffer. Including but not limited to, loss of data or interruptions of service. The Corporation is not responsible for the accuracy of quality of the information obtained through or stored on the system. The Corporation will not be responsible for financial obligations arising through the unauthorized use of the system.

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

# iPad Policies

### Social Networking

Although social networking apps are not banned from being on a student's device, there are many things to consider when deciding whether or not to have them loaded onto a student's device. First of all, social networking apps are blocked on the school corporation's network. They will not work when attached to the school's network. Snapchat, and other apps like snapchat are prohibited from being installed on any RCSC device. Secondly, most social networks require the creation of an account that clearly states that a person must be 13 years old or older to legally create the account. Finally, since the apps will only work while students are on a network that is not filtered by the school, the decision of whether or not to allow students to have and create social networking accounts is that of the student's parents. RCMS recommends parental examination of the student's maturity level, along with the ability of the parent to have full access to all social networking accounts to maintain safe and healthy online behaviors.


### Digital Citizenship


Students are expected to learn and demonstrate healthy and safe digital citizenship habits. RCMS uses [Common Sense Media](#)


as a resources for teaching students about digital citizenship. Digital Citizenship is expected and taught in all classrooms. However, specific lessons will also be taught to students periodically throughout the year. There are many great resources for parents as well at Common Sense Media. This is a new age of parenting in the digital and virtual world, and Common Sense Media has great tips and advice for parents when it comes to addressing issues such as screen time, social media, cyberbullying, cyber predators, etc.

### Screen Time


There is no specific policy in regards to the amount of screen time a student should spend on a device, but there are some recommendations that can help you lead a healthier lifestyle.

 Find an even balance between digital and real-life interactions.

 Reduce the amount of screen-time in the time leading up to bed. The digital world stimulates the brain and makes it difficult for students to fall asleep at night.

 Do not leave the device in the student's room overnight. There are many reasons for this recommendation. The devices

light up, chime, vibrate, and do all kinds of other things to notify the owner that something is happening. It could be something as simple as a game notification to a text from friend. Either way, these notifications are very disruptive to the sleep patterns of students. Also, the use of the device should be supervised at all times, and allowing a student to have their iPad in their room at night allows unsupervised use of the iPad.

 For more information about reducing screen time for your student, click [here](#).

### **iPad Behavior System**

The iPads are issued with full access to the App Store, camera, FaceTime, and other features RCSC sees useful to the educational process. However, misuse of any of these options can result in loss of privileges on a student's iPad. When a student is using their iPad in a way that is deemed inappropriate by a faculty or staff member, that student may receive an office referral. Administration will meet with the student and the student may be moved to level 2 restrictions. A student shall retain Level 2 restrictions until his/her teachers report that the student has demonstrated the maturity and academic achievement necessary to warrant the return of their privileges.

### **iPad Restrictions (loss of Games, Social Networking Apps, FaceTime, Camera, and App Store)**

In some cases, depending on the severity of the infraction, it may be necessary for administration to restrict a student's iPad immediately after the first infraction. This would apply to any situation where a student has used their iPad in a way that could harm themselves or others either physically or mentally. In some ex-

treme cases, it may be necessary for a student to have to leave their iPad at school overnight.

Parents are welcome to ask for restrictions to be added to their student's iPad at anytime. It is the goal of RCMS to work directly with parent in making decisions that are in the best interest of a student's academic and social success.

# Personal Electronic Device Policy

The use of personal electronic devices will be allowed at Rensselaer Central Middle School. We recognize the need for parent/student communication and the role cell phones play in that communication process. Therefore, cell phones are allowed at school. Students are asked to leave their phones in their lockers when they go to class. We also ask that they set their phones to silence mode at all times. Necessary communication on these devices may take place before school, after school, during passing periods, and during lunch time. Students who are found to be using cell phones and other personal electronic devices during any of the times not mention (for example: in the classroom) may receive a warning to put the device away, or the staff member can confiscate the device. The device will only be returned to the student's parent(s)/guardian(s), and can be picked up in the front office. Further offenses can result in further disciplinary action as described in the section of this handbook titled Insubordination and/or in accordance with [RCSC School Board Policy](#). Students are prohibited from using electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or on school property. These rules

apply when students are on field trips or other school sponsored events during the school day. RCSC will not be held responsible for the loss/theft of portable electronic devices that are lost at school or on school grounds.

# Use of Electronic Devices on School Buses

Students are allowed to use electronic devices on school buses. Electronic devices must be kept at an acceptable volume level and headphones are encouraged. Students will be asked to put distracting devices away. Failure to do so may result in the item being confiscated. The use of electronic devices is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver. RCSC will not be held responsible for the loss/theft of portable electronic devices that are left on school buses.

# Video Surveillance and Electronic Monitoring

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



Chapter 14

---

# Counseling Department

---





# Counseling Information

## A. PROGRAM FOCUS

### Mission Statement

The mission of RCMS' School Counseling Program is to provide a data-driven, trauma-informed, comprehensive school counseling program that collaboratively addresses the developmental needs of ALL students in responsive, preventative, and innovative ways. The school counseling program partners with all stakeholders to create equitable access and opportunities for all students to gain academic, college & career, personal and social skills that are significant, durable, and transferable and together work to mold lifelong learners who are an active part of the global society.

School counseling program goals and objectives will be reviewed and modified each year to establish the priorities and direction for school counseling and support services provided to students in grades in 6-8.

Program goals guide the delivery of the program and the development of school counseling core curriculum, targeted and intensive interventions, and closing the gap activities. Goal statements include desirable outcomes for students, are based on data, and focus on opportunity, attainment and achievement gaps. Program goals are aligned with the Rensselaer Central Schools Corporation Strategic Plan and the Corporation goals and objectives.

### Yearly Goals and Objectives

School counseling program goals are aligned with the corporation's multi-tiered systems of support (MTSS) focus on improving academics, attendance, and behavior. The school counseling program has SMART goals directly aligned with attendance, behavior, and supports their school's academic goals. The middle school has SMART goals align with attendance, behavior, academics, and college/career readiness.

## B. STUDENT COMPETENCIES

Three broad domains of student development will guide school counseling program: Academic, College/Career, and Social/Emotional.

Student standards and competencies guide the development of the program for all students and align with local, state and national initiatives. In Rensselaer Central Schools Corporation, three broad domains guide school counseling and support services' activities: academic, college/career, and social/emotional. These domains of student development include a list of what all students should know, understand, and be able to do as a result of participating in a school counseling program. Student competency attainment assures equitable access to school counseling services.

The following documents (Links) guide and influence the selection of competencies: \* Indiana School Counseling Competencies for Students \* ASCA Mindsets and Behaviors for Student Success

### C. PROFESSIONAL COMPETENCIES

ASCA's National Model, professional competencies, ASCA Mindsets and Behaviors, ethical standards, position statements, Indiana School Counseling Competencies, and Indiana School Code will guide the school counselors' program, practice and professionalism.

Professional competencies ensure school counselors are equipped to meet the demands and rigor of the professional practice. Professional competencies outline the attitudes, knowledge, and skills that guide and advise the daily practice of the school counselor. The following foundational documents serve to guide expectations for the school counseling program and the practice and professionalism of the school counselor at RCMS.

Indiana Content Standards for School Counselors, February 2012 is a guide for the areas of necessary growth for students being served in the school counseling program

ASCA School Counselor Competencies serve as a guide for school counselor self-evaluation and formulation of professional development plans.

ASCA Ethical Standards for School Counselors specify the principles of ethical behavior and serve as standards of accepted practice, guiding the school counselor's decision-making process to protect both the students and school counselor.

ASCA Position Statements guide and support the recommended role of the school counselor and are approved each year by the Governing Board of the American School Counseling Association.

ASCA National Model Executive Summary is the abbreviated version of the defining publication for the school counseling profession.

### OVERVIEW

The delivery model for program activities is focused on services and strategies provided to students. These include interactions with students and others as they seek to provide equity and access to support achievement for all students.

Direct Services include interactions with students through:

- \* Core Curriculum (structured lessons designed to ensure students gain agreed upon competencies);
- \* Individual Students Planning (activities to ensure students develop future goals and plans); and
- \* Responsive Services (interventions designed to meet students' immediate data-driven needs).

Indirect Services include interactions with others within/outside school settings on behalf of students through:

- \* Consultation/Collaboration
- \* Referrals

#### MULTI-TIERED, MULTI-DOMAIN SYSTEM OF SUPPORT (MTMDSS)

Multi-Tiered System of Support (MTSS) is a comprehensive framework that addresses the academic and behavioral needs of all students within the educational system. Research shows that schools benefit from having available multiple evidence-based interventions of varying intensity to meet the range of behavioral,

social-emotional, and academic needs of all students. While MTSS is focused on two areas (academic and behavioral), the school counselor focuses on three domains: 1) academic, 2) college/career, and 3) social/emotional. To align with the work of the school counselor and other support personnel, a Multi-Tiered, Multi-Domain System of Supports (MTMDSS) can be utilized.

MTMDSS is a framework for organizing a continuum of core instruction and interventions to meet students' needs with the goals of: 1) Ensuring all students receive developmentally appropriate instruction; 2) Maximizing student achievement; and 3) Increasing the social and behavioral competencies of students. The MTMDSS Model organizes school instruction and intervention services into three levels, or Tiers. As stakeholders in the development of students' academic, college/career, and social/emotional development, school counselors and other support personnel (school psychologists, social workers, etc.) provide components of and support in the MTMDSS process.

#### TIER 1: CORE [UNIVERSAL] PROGRAM FOR ALL STUDENTS (100%)

The core program is comprised of the delivery of services that all students receive (core curriculum,

individual student planning, and school-wide events). Core curriculum (e.g. School

Counseling Core Curriculum) is standards- and competency-based, developmental in nature, preventative

and proactive in design, and comprehensive in scope. Individual Student Planning includes college and

career readiness and 4-6 year planning. Corporation/school-wide activities for all students and families

such as national awareness campaigns and parent education support this work.

#### TIER 2: TARGETED INTERVENTIONS FOR SOME STUDENTS (20%)

Targeted data driven interventions (small group counseling/instruction, referral to interventions on campus,

etc.) are designed for students who are identified by pre-scheduled and predetermined data screening

elements. These include, for example, attendance, behavior, work skills and study habits (report card

marks), course failure, credit deficiency and/or equity and access issues. Tier 2 includes short term

progress monitoring and collaboration among teachers, parents/guardians, and the school counselor until

improvement and/or referral to appropriate services can be found and implemented. Tier 2 activities are

designed for students who: 1) exhibit barriers to learning; 2) are struggling to achieve academic success;

and/or 3) who are identified as deserving of instruction and/or supports in addition to Tier 1 curriculum

activities (foster youth, dual language learners, etc.).

#### TIER 3: INTENSIVE INTERVENTIONS FOR A FEW STUDENTS (5-10%)

Individualized student interventions (e.g. 1:1 counseling) are designed for students to address additional

needs, including emergency and crisis response events. These include short-term solution focused

counseling to address life change events (divorce, death, imprisonment of parent, etc.) and unresolved

challenges unaffected within Tier 1 and 2. Tier 3 intensive interventions are provided on a limited basis

and, if unresolved, lead to referrals to outside services. This includes short-term consultation and

collaboration among teachers, parents/guardians, and the school counselor until the concern or crisis is

resolved and/or referral to appropriate responsive services can be identified and implemented.

# General Information

---



# Change of Address, Phone or Email

Parents are asked to inform the office secretary if there is a change in the home address, phone number or email address. Furthermore, if the contact numbers for emergency contacts change, parents should contact the school to relay these changes.

# Visitors

## VISITS TO THE SCHOOL (Board Policy - 9150)

A. Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.

B. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.

C. Students may not bring guests to School unless permission to do so has been granted by the principal.

D. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and

received authorization to be present for the purpose of conducting business.

## Classroom Visitations

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

B. Visitations will not be allowed during examinations and independent study periods.

C. A visitation should be no longer than sixty (60) minutes or one (1) class periods.

D. The number of visitors at any one (1) time should not exceed two (2) parents.

E. The frequency of visits for any student's parents should be no more than five (5) every eighteen (18) weeks and the aggregate number of visits per week should not exceed one (1).

F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.

G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.

H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.

I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.

J. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal.

K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.


L. Visitors are encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.



# Office Phone Use

The telephones in the School Office on the secretary's desks are not to be used by students, unless it is an emergency, and they have prior approval by office personnel. Forgotten gym shoes, textbooks, library books and homework do not, however, fall in the category of emergencies. The use of office phones to make after school plans is not allowed. Students should remember to make all after school plans prior to coming to school in the morning. Students cannot be called to the phone during class, unless it is an absolute emergency. Messages will be delivered to students as necessary. A student phone is located in the school office. Students may use this phone in the following situations only:

 In the morning, before the bell rings to begin first period

 If a classroom teacher requires the student to call home and the student presents a written pass stating such from the teacher

 After school has ended

Please note: Individual abuse of this phone will result in termination of that individual's use of the student office counter phone.

# Convocations

## CONVOICATIONS

Convocations will be held periodically throughout the school year for student's information and enjoyment. All students are expected to conduct themselves in a respectful manner.

# Deliveries to School

RCMS does not allow the delivery of flowers, balloons, etc. to students at school during the school day. This takes away from the school day. Furthermore, these items cause a safety risk when students ride the bus and these items are not permitted on the school bus.

Bringing lunch from a restaurant to students during the school day is prohibited.

# Accidents

Every student accident or injury occurring in the school complex (building and grounds), at athletic practice sessions, or any other event sponsored by the school must be reported immediately to the person in charge. This person will then report the accident to the school office and complete the accident report form. During school hours the school nurse will evaluate the student.

# Student Insurance

Students are not required to purchase accident insurance, although it is strongly recommended that each student do so. Athletes must carry insurance. This includes both the intramural athlete as well as interscholastic athlete.

Students purchasing school insurance must complete and submit insurance forms with the proper money enclosed to the school office within one week after school starts. In the event of an accident resulting in a claim, it shall be the student or parent's responsibility to file the claim in the School Office. The school has absolutely no financial interest in the insurance program.

# Lost and Found

Lost and found articles are kept in the School Office. Please check periodically if you are missing an article. Articles not claimed at the end of each semester will be given to a charitable organization.

# Assigned Areas and Hall Passes

Students are required to be in their assigned area at all times during the school day. Students in areas that are not assigned to them must carry a signed pass from their teacher or teacher made pass. Students found in the hallway without the proper pass will be subject to disciplinary action that may include, but is not limited to a lunch detention, after-school detention, or in-school suspension.

Students who are not in their assigned area on a habitual basis will be subject to disciplinary measures listed in this handbook under Insubordination. Students also need to have a pass when they are to be with a teacher during lunch.



# Bookstore

The bookstore is located across the hallway from the gym and is open daily from 7:40 a.m. to 8:00 a.m. and 3:15 p.m. to 3:25 p.m. Most of the materials students will need can be purchased at the bookstore. Available items include: gym suits, gym bags, folders, pens, pencils, paper, erasers, rulers, compass, colored map pencils, Kleenex, etc.

# Lockers

Each student shall be assigned a locker. All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use for storing school supplies and personal items necessary for use at school. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school retains the right to inspect the lockers and its contents, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited materials. The following rules apply to all students and their lockers:

1. Students will be assigned a locker at the beginning of the school year and will be expected to keep that locker unless permission to change is obtained from the administration.

2. Lockers should be locked at all times, leaving valuables or money in lockers.

3. Students must not give their locker combination to anyone else!!!! The school is not responsible for lost or stolen items. However, if anyone is caught opening another's locker or taking anything out of another's locker, immediate action will be taken by an administrator, which could include but is not limited to ISS, OSS, or expulsion.

4. Use of a locker is a privilege. The administration has the authority to examine the contents of any locker when sufficient reason exists. The athletic director, coaches, and classroom teachers who have lockers in their areas of responsibility are authorized to make appropriate locker inspections. Sufficient reason may include, but is not limited to the following:

- when contents may present an immediate threat to health, safety, and welfare of the student body.
- when the contents are illegal to possess.
- when the contents would contribute to the disruption of the normal educational program.
- when the contents have been reported stolen or lost.

5. Rules concerning lockers are as follows:

- Do not mark on either the inside or outside of any locker.
- Do not kick or abuse lockers
- Do not use glue or contact paper on the inside of the lockers.

6. Any student who places a lock on his/her locker other than the assigned school lock will have that lock cut off at the owner's expense unless approved by an administrator. As previ-

ously stated, the assignment of a locker is a privilege at Rensselaer Central Middle School. Chronic abuse and/or misconduct in relation to a student's assigned locker or any other locker in the building can and will result in having the student's locker privileges revoked.

## **LOCKER SEARCHES**

The Rensselaer Central Middle School complies with [Indiana Code 20-33-8-32](#) regarding the search of student lockers. That code is as follows:

1. 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.
2. 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.
3. 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.
4. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - ⦿ at the request of the school principal; and
  - ⦿ 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.

As added by P.L.131-1995, SEC.10.

# Field Trips

Field trips taken by the Rensselaer Central Middle School students are an opportunity to enhance and enrich the school curriculum. Teachers for the students at each grade level plan these trips. Local field trips may be taken with administrative approval. Often times, parents will be contacted to be chaperones on these field trip experiences. Parent chaperones need to have current limited criminal history search paperwork completed and on file in the RCMS office.

Each grade level determines what trips will be taken prior to the beginning of the school year so that the trips can be placed on the up-coming school calendar. However, there are times that dates may need to be changed due to scheduling. Please contact the school if you have questions regarding a field trip.

Students are required to have a signed permission slip in order to leave the building on any type of field trip. Parents may give verbal permission for their child to go on a field trip with approval from a building administrator.

Students are required to be enrolled in the class that is sponsoring the field trip. For example, if the 8th grade science class is taking a field trip, the student must be enrolled in an 8th grade science class and be studying the 8th grade curriculum that corresponds with the field trip in order to go on the trip.

Students must follow the RCMS dress code while on a field trip. Furthermore, they are to be properly dressed for the occasion. Teachers will inform the students of the type of dress required for the trip.

Students are required to be well-behaved on a field trip. Students, who have been assigned an in-school-suspension, out-of-school suspension or are in the Alternative Program at the time of the scheduled trip, will not be permitted to go on the field trip.

Teachers and administrators reserve the right to prohibit any student from a field trip due to discipline infractions prior to the student going on the trip. Additionally, if students engage in inappropriate behavior on a field trip that does not comply with school rules, parents will be called by school administration to pick up their child.

## Gum and Candy Policy

### CHEWING GUM/CANDY

Chewing gum is a privilege for students. However, teachers and administrators may take away this privilege for a particular student in their classrooms if the student is disruptive, does not dispose of chewing gum appropriately, or if they violate the presentations expectation of chewing gum. Proper disposal for chewing gum is to be placed into a tissue and then into a trash can.

**Presentations:** In recognition of proper decorum, which will be expected of students in interviews and professional settings, chewing gum is to be removed and properly thrown away prior to classroom presentations.

**Gym:** Students are not permitted to eat candy or chew gum in the gym during school hours at any time.

## Laser Pointers

Students are not to have laser pointers in school, on school buses, or at school activities. Possession or use of these devices will result in disciplinary action in accordance with the section titled Insubordination in this handbook.

## Directory Information

### Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name, address; photograph; major field of study; grade level; 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; honor rolls; and scholarships. For additional information on student records refer to RCSC Board Policy 8330.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within thirty (30) days after receipt of the Superintendent’s annual notice.

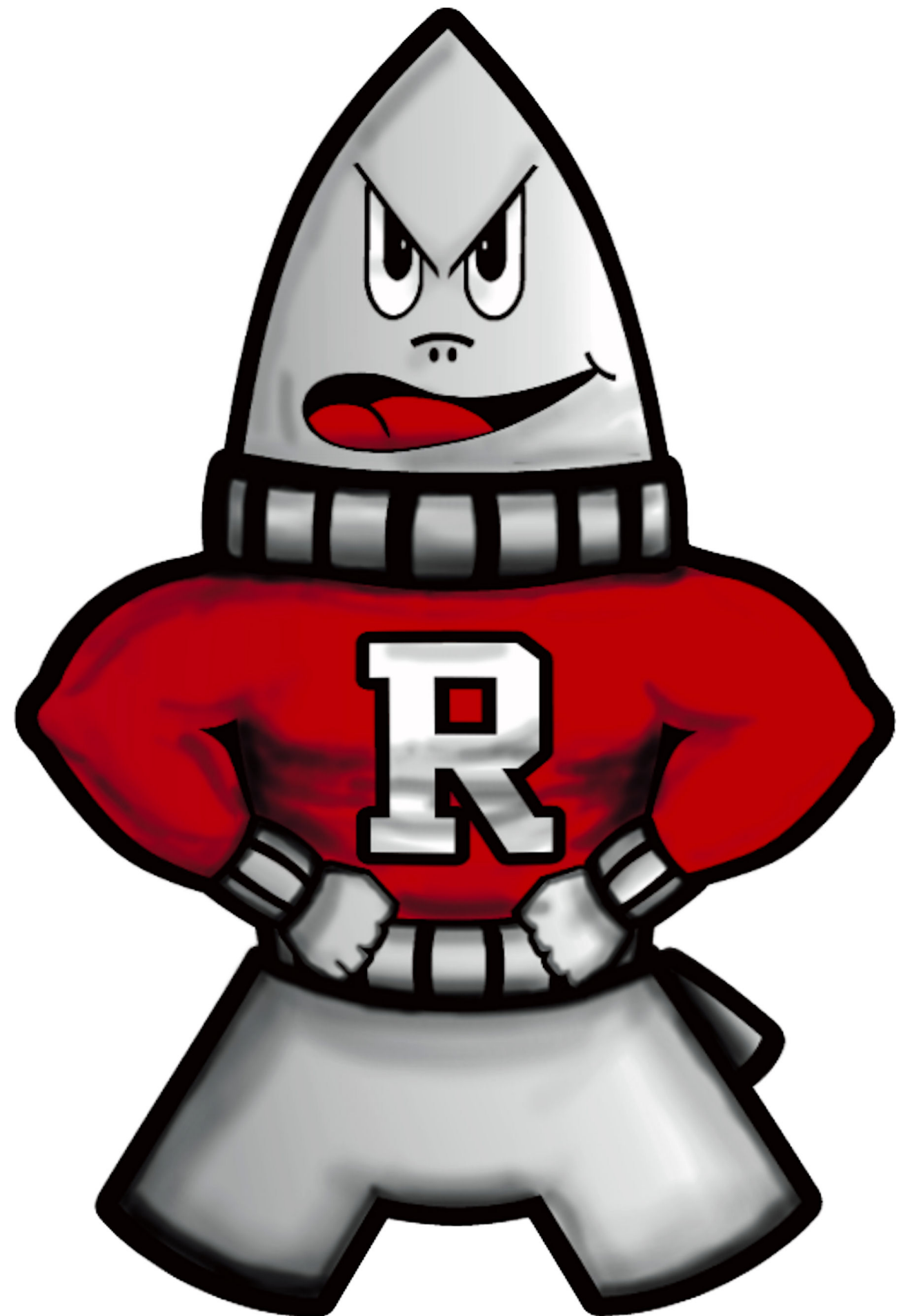


# Therapeutic Crisis Intervention Team

Rensselaer Central Middle School organizes and utilizes a Therapeutic Crisis Intervention (TCI) Team. This team of school faculty has undergone extensive training in assisting students in a crisis situation. Should a student become a threat to himself/herself or others, the team is called to assist with the student. The members of the team will take steps to “de-escalate” a student and has been trained to use physical restraint only when needed in an extremely emergent situation. Should the steps taken by the team as per their training fail to de-escalate the situation with the student, The police will be called to assist with the student.

# Schedules

---



# Building Hours

The building will be open at 7:30 a.m. and will close at 4:00 p.m. Students are encouraged not to arrive to school before 7:45 a.m. A member of the RCMS faculty must supervise any student or group of students remaining in the building after 3:30 p.m. Custodians are not to be asked to assume this responsibility. Supervision is crucial to provide for the safety of our students. Students may not remain in the building, nor may they congregate outside the building unless they are under proper supervision and are involved in an academic or extra-curricular activity. If athletic practices do not begin immediately following school, students are to go home and return for practice. Therefore, parents should make arrangements for their student(s) after school. Furthermore, students should be picked up immediately following an after-school event. This includes sporting events, dances, and other events held outside of normal school hours.

# Daily Schedule

	Daily Schedule	Two-Hour Delay
1st Period	8:05-8:55	10:05-10:37
2nd Period	8:59-9:47	10:41-11:12
3rd Period	9:51-10:39	11:16-11:47
4th Period	10:43-11:31	11:51-12:21
5th Period	11:35-12:05	12:25-12:55
6th Period	12:09-12:39	12:59-1:30
7th Period	12:43-1:31	1:34-2:05
8th Period	1:35-2:23	2:09-2:40
9th Period	2:27 - 3:15	2:44-3:15

# School Closing Procedures

## Twitter

Cancellations will be posted on our Twitter account. Follow us at [RCSC\\_Bombers](#).

The screenshot shows the Twitter profile for RCSC\_Bombers. The profile header includes the account name "RCSC\_Bombers" with the handle "@RCSC\_Bombers", a bio "Rensselaer Central Schools Corporation Updates, Fog Delays, and Cancellation Notifications", and the website "rchs". The profile statistics show 213 tweets, 2 following, and 843 followers. A "Follow" button is visible. Below the profile are four tweets from May 6, April 27, April 17, and March 11, 2015, all reporting school delays or cancellations.

Category	Count
TWEETS	213
FOLLOWING	2
FOLLOWERS	843

**RCSC\_Bombers** @RCSC\_Bombers · May 6  
RCSC is on a 2 hour delay for 5/6/15.  
Details

**RCSC\_Bombers** @RCSC\_Bombers · Apr 27  
RCSC is collecting input on Calendar options for 2016-2017. Click on the link to add your input. [docs.google.com/forms/d/1dZ9cs...](https://docs.google.com/forms/d/1dZ9cs...)  
Details

**RCSC\_Bombers** @RCSC\_Bombers · Apr 17  
RCSC is on a 2 hour delay. 4-17-15.  
Details

**RCSC\_Bombers** @RCSC\_Bombers · Mar 11  
[@RCSC\\_Bombers](#) is on a 2 hour delay due to fog- 3/11/15.  
Details

## Radio and Television

School cancellations and/or delays will be made on TV-18 (Lafayette), Radio stations WLQI (97.7 FM), and WRIN (1560 AM), WASK (98.7 FM - Lafayette), WVLI (95.1 FM) Bourbonnais and WIVR (101.7 FM) Bourbonnais between 6:00 a.m. and 8:00 a.m. Information may also be obtained via the school website. This will be done as necessary on a day-by-day basis.

## RCSC Website

You can also access school cancellations on the [Rensselaer Central Schools Corporation website](#).

# Bookstore

The bookstore is located across the hallway from the gym and is open daily from 7:40 a.m. to 8:00 a.m. and 3:15 p.m. to 3:25 p.m. Most of the materials students will need can be purchased at the bookstore. Available items include: gym suits, gym bags, folders, pens, pencils, paper, erasers, rulers, compass, colored map pencils, Kleenex, etc.



Chapter 17

---

# Transportation

---





## Section 1

---

# Buses

**Indiana Code 20-27-10-2** Discipline on bus (2014 Indiana School Laws and Rules), Sec. 2

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

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

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

# Transportation Related Information

A. Arrival of busses in the morning:

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

B. School Closing or Delay at the start of the school day:

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

C. High School/Middle School Bus Shuttle Parking Lot:

If a parent must take his/her child off a bus in the afternoon, the parent should not drive into the bus shuttle lot. Please park your vehicle along the curb on Bomber Blvd. and walk into the lot. It is dangerous to have vehicles in and out of the shuttle lot while the students are changing and boarding busses.

D. Guidelines Concerning Bus Transportation:

1. Students will be transported from their homes to school and back to their homes.
2. Students that need to be transported on a bus other than his/her regular bus must have a note, from home, signed by the principal of his/her building.
3. In the case where a parent or guardian wishes the student to ride home on a different route or bus and an emergency does

not exist, the parent/guardian must contact the Transportation Office concerning the procedure.

4. Buses will NOT travel on any roads other than those that are presently assigned as the designated route by the Transportation Office.

5. At the Shuttle Lot, students will be released to other busses when all busses have arrived and are parked.

E. Assigned Bus:

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal/assistant principal, and/or Director of Transportation. Any change in a student's regular assigned bus route and/or stop may be granted for a special need, if a signed note from a parent is submitted to the building principal/assistant principal stating the reason for the request and the duration of the request and the principal approves. A copy of the signed note will be kept on file at the school and a copy given to the bus driver.

F. Use of Electronic Devices on School Buses:

Students are allowed to use MP3 players, CD players, iPads, iPads, cell phones and other similar electronic devices on school buses. Electronic devices must be kept at an acceptable volume

level and headphones are encouraged. Students will be asked to put distracting devices away. Failure to do so may result in the item being confiscated. The use of electronic devices is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver. RCSC will not be held responsible for the loss/theft of portable electronic devices that are lot on school buses.

# Bus Rules and Discipline Procedures

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

## Level I Violations

1. Students shall be respectful to others and follow the rules and procedures the bus driver has in place.
2. The driver is in charge at all times while on the bus. The driver has the right to assign seats. All driver directives should be followed promptly.
3. Each student will take his/her seat or assigned seat immediately upon entering the bus. Older students are advised to be seated at the rear of the bus so that, in the event of an emergency, they are to assist smaller and younger students exit the bus through the rear door.
4. Students are to stay seated at all times until it is time to get off the bus and the bus has come to a complete stop. Seated means facing forward with feet on the floor.
5. No student will enter or exit the bus until it has come to a complete stop and the door has been opened by the bus driver.
6. Windows and doors will not be opened or closed without permission of the bus driver.
7. Video/audio recordings and pictures are not allowed to be taken by students riding district buses. This includes regular routes and extracurricular trips. Any device used to take pictures, videos, or other types of recordings on the bus will be confiscated and disciplinary consequences may be assigned.
8. Squirt guns, large portable radios, “jam boxes”, toys, collectible cards, laser pointers, balloons or any objects determined to be dangerous by the bus driver, are prohibited on the school bus.
9. Skateboards and rollerblades are not permitted on school buses or any other school property.

10. Snowball throwing is not allowed in the bus parking lot nor will snowballs be allowed on the busses.

11. Food, “pop”, candy and gum are not to be consumed on the bus.

12. Students are not allowed to tease, scuffle, trip, hold or use their hands, feet or body in any objectionable manner.

#### Disciplinary Action for Level I Violations

First Offense—the driver calls the parent(s) and completes a Bus Conduct Report (and gives it to the principal/assistant principal of the student’s school). A conference will be held with the student, parent, principal and bus driver. (Disciplinary action for additional infractions will be explained.)

Second Offense—bus riding privileges may be suspended for 3-5 school days.

Third Offense—bus riding privileges may be revoked for remainder of the semester.

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

#### Level II Rule Violations and Disciplinary Consequences

1. Alcohol and/or Drugs: Any student in possession of, using, dispensing and/or selling drugs or alcoholic beverages on a school bus shall be in violation of State law and School Board Policy.

Disciplinary Action: bus riding privileges revoked for the remainder of the school year.

Student will be suspended from school for ten (10) days and recommended for expulsion.

2. Smoking-Tobacco-Nicotine: (including smokeless tobacco and other items containing nicotine): Indiana statutory law prohibits the sale and use of tobacco to minors and the School Corporation does not permit its use or possession on school property, including school buses.

Disciplinary Action: bus riding privileges suspended for 5-10 school days. The City Police will be notified for them to issue a citation/ticket to the offender

3. Fighting: Fighting is prohibited while on school property. Disciplinary Action: First offense—bus riding privileges suspended for 3-5 school days. Second offense—bus riding

privileges revoked for the remainder of the school year.

4. Possession of Dangerous Items: Students will not possess: weapons, fireworks, lighters, combustibles or any other item prohibited in the student handbook. Possession of these items may violate Indiana statutory law and or the School Corporation policy.

Disciplinary Action: loss of bus riding privileges for an indefinite period of time to be decided by school officials.

5. Use of Abusive Language, Profanity and/or Defiant Insubordination:

Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material is prohibited.

Disciplinary Action: First offense—bus riding privileges may be suspended for 3-5 school days. Second offense—bus riding privileges may be revoked for the remainder of the school year.

6. Stealing from the School Bus or Another Student, Damaging or Destroying School Bus Property:

Disciplinary Action: First offense—bus riding privileges may be suspended for 3-5 school days and student(s) or School

Corporation reimbursed for stolen or damaged/destroyed item(s). Second offense—bus riding privileges may be revoked for the remainder of the school year. Reimbursement is the same as above.

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

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

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

School bus drivers may invoke a one (1) day suspension from the bus for any student.

The driver will follow a procedure that notifies all parties of the disciplinary action.

The student and parents will be informed that he/she will not be riding the bus the next day. Parents need to make transportation arrangements for the student.

All rule violations and disciplinary actions will be documented in writing (using the Bus Conduct Report) and kept on file in the student's respective school office and at the office of the Transportation Secretary.

Through your support and cooperation, the RCSC will continue to provide the finest and safest transportation system in the state.



# Skateboards

Skateboards and their use are not allowed at Rensselaer Central Middle School. Skateboards brought to school will be confiscated and will only be returned to the student's parent(s). Second offenses will be considered an act of insubordination and disciplinary action will be taken by administrators. Ongoing offenses will be considered habitual offenses and will result in consequences described in that section of this handbook.

# Bicycles

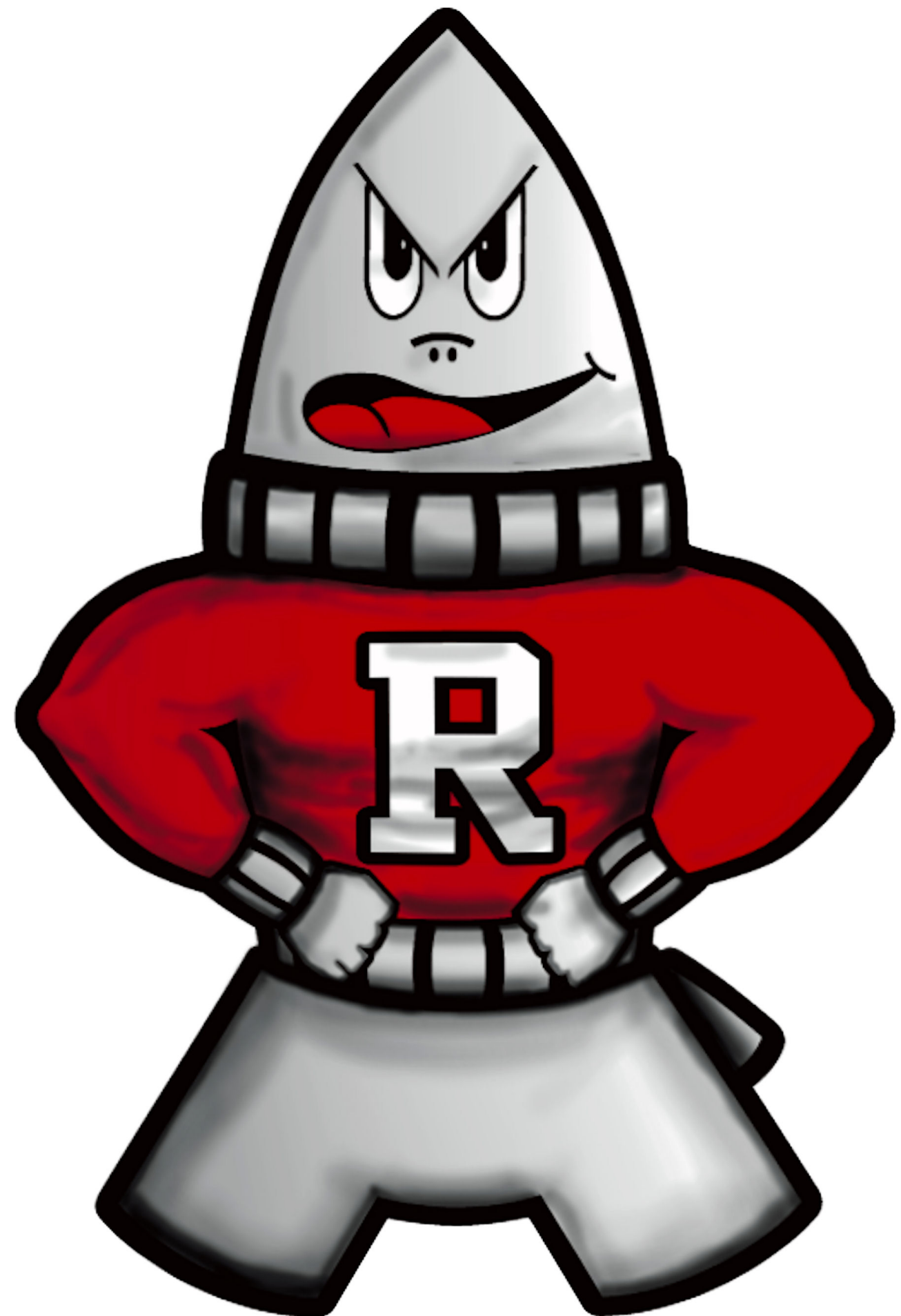
Bicycles are to be parked in the bicycle racks on the west side of the school building. Students riding bicycles to school are subject to the same basic traffic regulations as automobile drivers. Upon entering the immediate grounds around the Middle School, students are to get off their bicycles and walk them to the racks on the west side of the building. Riding bicycles on the sidewalks, in front of, or along the sides of the school building, shall not be tolerated. A copy of basic bicycle traffic safety rules and permits are available in the school office. Students who do not comply with the above mentioned rules will have their privilege to ride a bike to school revoked.

# Student Driving

No middle school student shall drive to school in an automobile, motorcycle, motorbike, moped, or any other motorized vehicle.

# Legal Issues

---



# FERPA

## NOTIFICATION OF RIGHTS UNDER FERPA

For Elementary and Secondary Institutions:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen years of age (eligible students) certain rights with respect to the student's educational record.

They are:

The right to inspect and review the student's educational record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents and/or eligible students have the right to request the amendment of the student's education records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the school corporation will notify the parent or the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA, authorizes disclosure without consent. An exception permitting disclosure without consent would be disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the School corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school corporation discloses education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

A parent and/or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. To file a complaint, click [here](#).

## RELEASE OF RECORDS

In accordance with the Family Educational Rights and Privacy Act, school records for a student may be released only by the parent's permission if the child is under eighteen. If the student is eighteen or older, he/she may grant permission. Request forms are available in the Office.

# Student Records

Federal law and regulation govern educational records. Generally, this policy provides for the following:

🚀 Records are confidential and may be disclosed only as provided in the policy.

🚀 The policy concerns both elementary and secondary student educational records. Parents have the right to examine their child's records at reasonable times if the child is less than eighteen years of age and not attending a post secondary institution, or if the child is a dependent student as defined by section 152 of the Internal Revenue Code.

🚀 Students have a right to examine their records at reasonable times.

🚀 Before educational records are disclosed to third parties, the school requires a signed and dated request. Written consent of (a) a parent of a student who is less than eighteen years of age and not attending a post-secondary institution, or (b) a student who is at least eighteen years of age or attending a post-secondary institution. Certain persons may examine educational records without a parent's or student's consent as provided in the

above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post secondary education where the student seeks or intends to enroll. This school corporation forwards educational records to another school corporation, school system, or institution of post secondary education where the student seeks or intends to enroll without prior notification of the parent or student.

🚀 Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations, and state or local governmental agencies without the consent of parent or student as provided in the fifth paragraph checked above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weights of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered



harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age may object to disclosure of any of the categories of directory information by filing a “Denial of Permission to Release Certain Directory Information Without Prior Written Consent” with the Principal’s office no later than fourteen calendar days from the beginning of the school year.

# Disabled Individuals Policy

## DISABLED INDIVIDUALS POLICY STATEMENT

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

Inquiries regarding compliance with this policy should be directed to the [Superintendent of the Rensselaer Central Schools Corporation](#), or to the [Office for Civil Rights](#).

A copy of all applicable policies and laws concerning students' and parents' educational rights can be obtained at the Superintendent's office.

[Rensselaer Central Schools Corporation](#)

900 East Washington Street

Rensselaer, IN 47978

# Nondiscrimination Policy

## NONDISCRIMINATION POLICY NOTIFICATION STATEMENTS

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

Inquiries regarding compliance with Title IX (1972 Education Amendments) Section 504 or the Americans with Disabilities Act should be directed to the **Superintendent** of the Rensselaer Central Schools Corporation, or to the **Office for Civil Rights**.

### **Full Nondiscrimination Statement**

#### USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and

provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400

Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# Pesticide Application

## PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external and internal areas of the school building and grounds. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be given a form to fill out requesting notification of pesticide application. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing to be received no later than two school days prior to the application unless an emergency is declared. When possible, pesticide applications will be done during non-instructional time or during vacation periods. Any pesticide application is prohibited when in the presence of children while they are in the room or on school grounds in or near the area to be treated. Refer to [RCSC School Board Policy 8432](#) for additional information.

# Drug Violation Reporting

In accordance with the Drug Violation Reporting Act, which was passed by the 1987 Indiana General Assembly, teachers and other school personnel now have a duty to report to school administrators all drug violations that occur on school property or within 1,000 feet of school property.

Drug violations provided for in the Act include dealing in, possessing, or manufacturing narcotic drugs, controlled substances, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia. School administrators must report, in writing, all drug violations of which they have personal knowledge or for which they have received a report from law enforcement officials.

## Exclusion

Any student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts that possess a substantial threat to the health and safety of the school community.
2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purpose.
3. If the student's legal residence or settlement is not in the attendance area of the school corporation, if transfer has not been granted by the school corporation or has been ordered by the State Board of Education, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.