

2007-08
*Student
Handbook/*



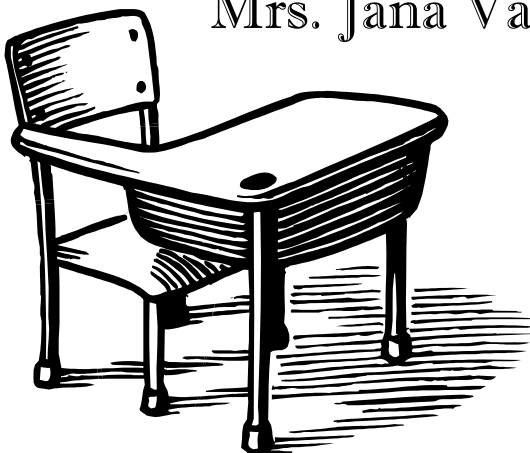
RHS Office Hours:
7:30 a.m. 3:45 p.m.

RHS Attendance Office: 223-1555

Dr. Debra Howe, Superintendent

Mr. Daniel Ronk, Principal

Mrs. Jana Vance, Assistant Principal



Mr. Mark Miller,
Athletic Director

Freshmen schedule

The combined English/geography class will combine two periods. It will be scheduled three times per day.

8:00	English	Period
8:48	Geography	1
8:53		Period
9:40	Block 1	2
9:45	English	Period
10:32	Geography	3
10:37		Period
11:25	Block 2	4
11:25	Freshmen	
11:55	Lunch	
12:00	Freshmen	
12:20	Reading (SSR)	
12:25	English	Period
1:12	Geography	5
1:17		Period
2:05	Block 3	6
2:10	Core 6	Period
3:00	Prep	7

Schedule for grades 10-12

8:00	SSR	Period
9:07		1

9:12		Period
9:59		2
10:04		Period
10:51		3
A Lunch 10:51-11:21		
10:56 11:51 4B class		
B Lunch 11:51-12:21		
11:26-12:21 4A class		

12:25		Period
1:12		5
1:17		Period
2:05		6
2:10		Period
3:00		7

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WELCOME TO ROCHESTER COMMUNITY HIGH SCHOOL

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

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

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

Rochester Community Schools...

inspiring individuals to

learn,

grow,

and give.

HISTORICAL BACKGROUND

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

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

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

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

Nickname: ZEBRAS

SCHOOL SONG

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

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

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

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

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

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

ROCHESTER COMMUNITY HIGH SCHOOL STAFF

Administrators, Teachers, Activity Sponsors, Coaches

Mr. Daniel Ronk -	Principal
Mrs. Jana Vance -	Assistant Principal
Mr. Mark Miller -	Athletic Director, Varsity Football Coach
Mrs. Alison Reinholt-	Guidance Counselor
Mr. Dave Apt -	Special Education (Department Chairperson), At-Risk Coordinator
Mrs. Linda Bean -	Special Education
Mrs. Amy Blackburn -	Biology
Miss Natasha Bonebrake -	Instructional Assistant
Mrs. Linda Brennan -	Mathematics (Department Chairperson), Calculus Club Sponsor, Chess Club Sponsor
Mr. Chad Carlson -	Social Studies
Miss Sue Clark -	Language Arts
Mr. Neal Cloud -	Girls' Soccer Coach
Mr. Steve Coplen -	Science Department Chairperson, Biology, Assistant Football Coach
Mr. Mike DuBois -	Cross Country Coach
Mrs. Penny Duncan -	Family and Consumer Science (Department Chairperson), I.C.E.
Mrs. Connie Dunn	Special Education
Mrs. Mary Eiler -	Peers Educating Peers Sponsor
Mrs. Katie Felke -	Physical Education & Health (Department Chairperson), Girls Varsity Volleyball Coach
Mrs. Kimi Fellers	Physics, Algebra, Statistics
Mrs. Ellen Felts -	Instructional Assistant
Mr. Barry Frisinger -	Band, Music Theory
Ms. Lori Fry -	Instructional Assistant
Mr. Clint Gard -	Mathematics
Mr. David Gudeman -	Instructional Assistant
Mrs. Tia Heishman -	Instructional Assistant
Mrs. Valerie Hoover -	English, Junior Magazine Sales Sponsor, Student Council Co-Sponsor
Mr. Kenneth Hughes -	Mathematics
Mr. Sean Kelly -	Mathematics, Assistant Football Coach, Assistant Baseball Coach
Mr. Tom Kelly -	Assistant Football Coach
Ms. Maria Kelsay -	English (Department Chairperson), Theater Arts, Tri-Epsilon Club Sponsor, Student Council Co-Sponsor
Mr. Kyle Lahman -	ISTEP Remediation
Mr. Joel Lowe -	Project Lead the Way, Technology
Mr. Justin Lunsford -	Chemistry
Mr. Alex Lute -	Spanish, Spanish Club Sponsor
Mr. Robert Malchow -	Social Studies, Varsity Boys Basketball Coach
Mr. Dan McCarthy -	English, Yearbook
Mrs. Cheri Meiser -	Business (Department Chairperson)
Mr. Joel Lowe -	Project Lead the Way
Mrs. Julie Molinaro -	Art (Department Chairperson), Art Club Sponsor
Mrs. Lois Morton -	Instructional Assistant
Mrs. Jody Newton -	Librarian, Key Club Sponsor
Mrs. Vallie Padilla	Science, Environmental Club Sponsor
Mr. Randy Paris	Swim Coach
Mr. Justin Pearson -	Agriculture, Future Farmers of America Sponsor, Adult Farmers

Mrs. Hope Showley -	Music Department Chair, Choir
Mr. Tony Stesiak -	Social Studies, Varsity Girls Basketball Coach
Mr. Theo Stevens	Track and Field Coach
Ms. Jenifer Stutzman -	Spanish
Mr. Chad Thomas -	Golf Coach
Mrs. Pat VonDerheide -	Language Arts, Prayer Group Sponsor
Mr. Mike Whirlledge -	Social Studies (Department Chairperson), Senior Class Sponsor
Mrs. Deborah Wolford -	Special Education
Mrs. Melanie Wright	German, German Club Sponsor, National Honor Society Sponsor, School Paper, Yearbook
Mr. Luke Zartman -	Physical Education, Assistant Varsity Boys Basketball Coach

Office Staff

Mrs. Ann Beehler -	Secretary
Mrs. Julie Calvert -	Treasurer
Mrs. Sue Cash -	Athletic Secretary
Mrs. Candy Hays -	Guidance Secretary
Mrs. Debi Leap -	Library Assistant
Mrs. Patti Paris -	Compliance Coordinator
Mrs. Lottie Smoker -	Attendance Secretary

School Nurse

Mrs. Mary Eiler -	Corporation Head Nurse
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Building Technicians

Mr. Art Bonebrake -	Head Technician
Mr. Jerry Bretzinger -	Technician
Mr. Don Cochran -	Technician
Mr. Delbert May -	Technician
Mr. Fred Sparks -	Technician

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

Fourteenth Amendment, U.S. Constitution

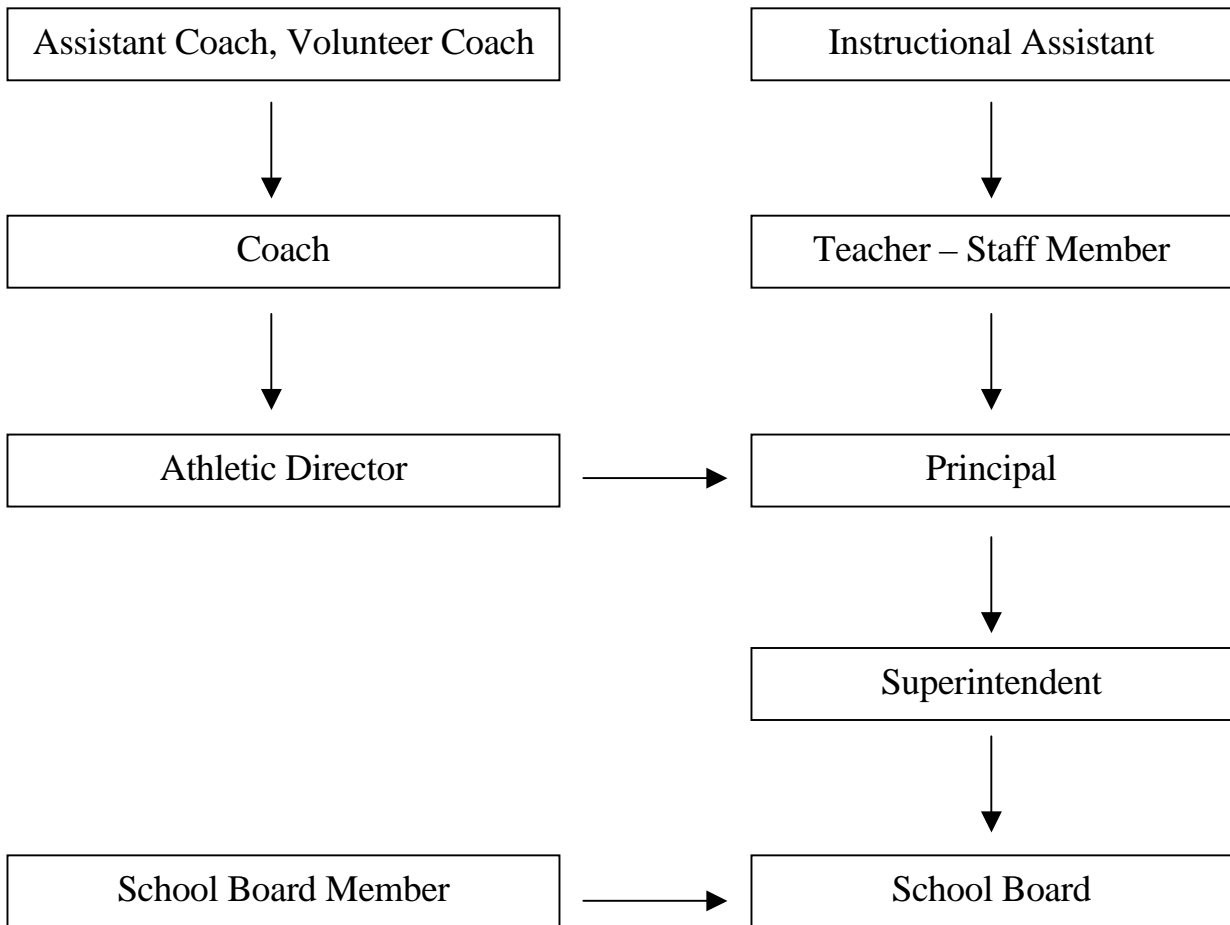
20 U.S.C. Section 1681

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

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

CHAIN OF COMMAND

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



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

(See page 47 Reporting Problems and Concerns)

ATTENDANCE PROCEDURES

ATTENDANCE STATUTORY BASIS AND LEGAL REQUIREMENTS:

511 IDC 6-2-1

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

INDIANA CODE 20-33-2-27

COMPULSORY ATTENDANCE:

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

INDIANA CODE 20-33-2-44

PENALTY:

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

INDIANA CODE 20-33-2-9b

EXIT INTERVIEWS; WITHDRAWAL FROM SCHOOL: See page 52

RHS ATTENDANCE POLICY

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

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

PROCEDURES FOR ROCHESTER COMMUNITY HIGH SCHOOL

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

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

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

ABSENCES

For purpose of this policy absences are classified as: Excused, Parent and/or School Approved, Unexcused, and Truant.

A. Excused

Excused absences are not included in the six (6) day limit outlined in part B below:

1. Court summons and subpoenas with written verification: Student needs to follow the appointment procedures outlined in *D below*.
2. Legislative page for or as an honoree of the General Assembly, with written verification. Student needs to follow the appointment procedures outlined in *D below*.
3. Orders for active duty with the Indiana National Guard for not more than ten days in a school year, with written verification. Student needs to follow the appointment procedures outlined in *D below*.
4. School sanctioned activities: fieldtrips, State Fair participant, etc.

B. Verified

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

1. Health related absences:

These require written verification from the health professional or the health professional's designee to be submitted to the attendance secretary. The verification must be turned in within two (2) school days after the student's return to school.

- a. Personal illness requiring health professional/physician's care. The health professional includes the school nurse.
 - b. Absences for any portion of the school day due to medical, dental, or other health professional appointments not possible outside of school time. These appointments are considered excused only if the following procedure is strictly observed.
 - i. Prior to the absence, *notification must be provided in writing or by phone*, from the parent or guardian *and* submitted to the principal or designee.
 - ii. A health professional appointment form is obtained by the student and completed by the professional or designee. The completed form serves as verification when returned to the attendance secretary. The form is available in the attendance office.
2. Illness or accidents verified by a doctor's note. A maximum of two (2) school days from the date of absence will be permitted for the student to produce written verification. Only the dates listed on the doctor's note will be acceptable. After two (2) days it will not be changed to a medical excused absence.
 - b. Medical and dental appointments. Parents should make every effort to schedule appointments during non-school hours. If it is necessary that a student must miss school for an appointment, **release from school must be requested in writing by the parent or guardian OR a parent must call the attendance office to request the release of the student from school.** The written request must state time of appointment and request the time for release from school. In order for the appointment to be approved as a medical absence, the student must provide the school with a medical slip showing the time of arrival at the doctor's

office, the departure time, and the proper signature. The student is expected to be in school prior to and/or following the appointment. This includes a student who is absent beyond the time of the appointment and reasonable travel time (as determined by the building administrator). Doctors may be contacted to verify appointments.

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

3. College and military visits (no more than one per semester for juniors and two per semester for seniors, **no visits during the month of May**). All visits must be scheduled through the director of guidance. All college and military forms must be completed and turned in at the attendance office before the visit. Verification of the college or military visit is required to be turned in to the attendance office upon the student's return to school.
4. Religious observances. Student needs to follow the appointment procedures outlined in **Section 2B above**.
5. Probation appointments. Student needs to follow the appointment procedures outlined in section Excused, Section B, 2B. *Student must provide verification from the probation department stating appointment start and finish time.*
6. Deaths and funerals of immediate family members (immediate family members are defined as father, mother, guardian, grandparents, aunt, uncle, brother, brother-in-law, sister, sister-in-law, child, spouse, or anyone living in the household).
7. Funeral of a friend (or relative not defined in #5)
8. Job interviews or applications (no more than one per semester for students reaching the age of 16). Student needs to follow the appointment procedures outlined in section Excused, Section B, 2B. *Student must provide verification from employer stating appointment start and finish time.*
9. Taking driving test for license
10. Vacations with parents. Family vacations should be planned for non-school time. Family trips are part of the six (6) total days of accumulated absences that are permitted per semester. When family circumstances necessitate removing the child from school for a family trip, the following criteria will be considered before approval is granted or denied:
 - a. All trips must be initiated by the student's parents or guardians. Requests must be made in writing to the principal.
 - b. Written request on the approved form must state the student's name, the first date of student absences and the last date of student absences. The request must be submitted at least five (5) school days prior to the first date of absence unless waived by the principal or his designee.
 - c. All trips must be with the student's family - (parents or guardians).
 - d. A student must turn in a Notice of Absence sheet prior to leaving on a vacation.

C. **Unexcused**

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

1. Truancy

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

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

D. Attendance Procedures for Late Arrival, Early Dismissal.

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

As agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by request of the student's parent or guardian, which shall state the reason for the early dismissal. Justifiable reasons shall be determined by the building administrator.

1. Tardy procedure.

- a. If a student is five (5) minutes or less late to any class, this will be counted as a tardy. The student is to report directly to his/her classroom. If a student is more than five (5) minutes late to a class, s/he will need to report to the attendance office for a pass. The student will be counted absent for the class period. This absence counts toward the six allotted absences per semester.
- b. Tardies/Passing Time: Students will have five (5) minutes to pass to their next class. Tardies are a disruption to the educational learning environment. Students are expected to be in their assigned seats when the late bell rings. Total tardies will be kept in the office for each semester. Tardies from all teachers will be combined for each student to determine the consequences.

E. Make-Up Work

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

Tardy Consequences:	2 tardies in same class: <ul style="list-style-type: none"> • One (1) working lunch assigned 4 tardies in same class: <ul style="list-style-type: none"> • Detention/Social Probation 		
1 st period Class: (even if student has directed study)	5 tardies or 3 unexcused absences: <ul style="list-style-type: none"> • Loss of driving privileges or social probation 	6 tardies in same class: <ul style="list-style-type: none"> • Friday school 10 tardies in same class: <ul style="list-style-type: none"> • Loss of credit 	20 tardies for all classes combined: <ul style="list-style-type: none"> • ASE 25 tardies for all classes combined: <ul style="list-style-type: none"> • Six to Six

*If a student accumulates his/her 13th absence, s/he will lose credit in that class. A student may sign an attendance contract to attend intersession to regain lost credit. However, upon reaching the 14th day of absence credit will be lost.

*Students who lose credit due to having 10 tardies in the same class may regain the credit by attending intersession. However, upon reaching the 12th tardy they will not be able to regain credit.

STANDARDS OF BEHAVIOR

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

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

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

(IC 35-44-2-2)

c) A person who;

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

2. Battery

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

3. Bomb Threat

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

(IC 35-44-2-2)

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

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

4. Building Security

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

5. Cell Phones

Cell phones, pagers, beepers, and other personal communication devices are not to be available to students in any part of RHS **upon entering the building before school until 3:00 PM**. If the devices are visible or there is evidence that text messaging is being done while the device is hidden, these items will be taken to the office and must be picked up by a parent. Students riding the bus to vocational programs should not have cell phones. Refusal to comply or insubordination will apply if a student refuses to cooperate with teachers or administrators. (It should be noted that there is a free telephone for student use before and after school.)

6. Cheating and Plagiarism

Cheating includes, but is not limited to the following:

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

7. Conspiracy

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

8. Disrespect

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

9. Dress Code

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

- Shorts, skirts, and dresses should be no shorter than the tip of the index finger with arms fully extended.
- Blouses and shirts must have sleeves. Pants must not have holes above the knee.
- No tank tops are permitted.
- No strapless tops are permitted.
- There must be no visible cleavage or midriffs.
- Backs must be covered.
- No see-through apparel or fishnet garments are permitted.
- No sagging pants are permitted. All pants and slacks must be worn at the waist.
- No hats, caps, sunglasses, and any other head coverings are permitted. However, at the discretion of teacher, coach, administrator, or other school official, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
- No attire that may damage RHS property or cause personal injury to others (such as chains or studded items) is permitted.
- No clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances is permitted.
- No clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is permitted.
- No apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages is permitted.
- No lounging or sleeping apparel is permitted. This includes, but is not limited to, pajamas, robes, and slippers.

10. Driving and Parking Violations

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

Students will not be assigned specific parking places; however, students must park in the student lot on school property only between the designated lines, unless permission to park somewhere else is given by the principal. If vehicles are not parked properly in the student lot (i.e. outside the lines, blocking other cars, etc.) student drivers will be warned. Continued violations will result in a loss of driving privileges and/or towing at the owner's expense. Students are not allowed to park in the front of the building or next to the tennis courts as these are reserved for faculty, staff, and visitors. Student-drivers must comply with vehicle search and seizure rules (see Search and Seizure, page 47).

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

Moving and parking violations:

- Contingent on the seriousness of the violation, the penalty will range from a warning to suspension of driving privileges. If a student is suspended from driving, another student may not drive the suspended student's car to school.

- Passing a stopped bus with the stop arm “out” will result in a loss of driving privileges for 45 school days. The violation will be reported to the police.

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

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

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

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

11. Drugs and Alcohol

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. (Please see Substance Abuse Policy, page 49).

(IC 35-48-4-4.5) – Dealing

(IC 35-48-4-4.6) - Possession

12. Electronic Equipment

Students are **STRONGLY** discouraged from bringing electronic devices (CD players, gameboys, MP3 players, etc.) to school. Students who choose to bring such items to school are **SOLEY** responsible for them. Upon entering the building, earphones should be removed and any electronic devices should be put in the student locker and remain there until 3:00 PM. **ANY** electronic device that is out of a locker before 3:00 PM will be confiscated. Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item after school from 3:00 PM to 4:00 PM. Repeat offenders will suffer insubordination consequences.

13. Extortion

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

14. Failure to Comply

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

15. Fighting

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

16. Food and Beverage

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

17. Forgery

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

18. Gambling

Gambling or wagering on RHS property is not permitted.

19. Gang Activity

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

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

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

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

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

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

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

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

Bullying is prohibited IC 20-33-8-13.5

This rule applies when a student is:

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

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is not permitted.

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

All schools in RCSC are encouraged to engage students, staff, and parent/guardians in meaningful discussions about the negative aspects of bullying. The parent/guardian involvement may be through organizations already in place in each school.

Sexual Harassment

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

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

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

Gender/Ethnic/Religious/Disability Harassment

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

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

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

Harassment Complaint Procedure

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

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

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

The purpose of this provision is to:

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

(IC 20-33-8-0.2). As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

(IC 35-45-2-1).

(a) A person who communicates a threat to another person, with the intent that:

1. the other person engage in conduct against his will: or
2. the other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a Class A misdemeanor.

(b) However, the offense is a:

1. Class D felony if:
 - A. the threat is to commit a forcible felony;
 - B. the person to whom the threat is communicated:
 - (i) is a law enforcement officer
 - (ii) (iv) is an employee of a school corporation

(c) “Threat” means an expression, by words or action, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;
2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;

4. Expose the person threatened to hatred, contempt, disgrace, or ridicule;

(IC 35-45-32-2).

- (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;
 1. makes a telephone call, whether or not a conversation ensues;
 2. communicates with a person by telegraph, mail, or other form of written communication;
 3. uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to:
 - a. communicate with a person;
 - b. transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

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

21. Hazing

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

22. Homework Practices

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

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

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

23. Illegal Activity

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is not permitted.

24. Insubordination

Any school personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, bus drivers, cafeteria workers, and hall monitors are responsible for the

supervision and direction of students during any RHS activities. Students are expected to comply with directions given by any school personnel. Failure to do so will result in an immediate disciplinary consequence.

25. Profanity/Abusive Language

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

26. Theft

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

27. Tobacco

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

28. Vandalism

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

29. Weapons

Possession of a Weapon:

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

Use Of An Object As A Weapon

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

A Deadly Or Dangerous Weapon Is Defined As:

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

Knowledge of Deadly or Dangerous Weapons or Threats of Violence

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

Firearms Possession:

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

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

DISCIPLINE ALTERNATIVES

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

BEHAVIOR CONTRACT

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

WORKING LUNCH

When students behavior warrants, students may be assigned a working lunch. Students will be dismissed early to get their lunch and work. They will then proceed to the assigned area to eat and do school work. Students will be required to follow strict guidelines while in working lunch. This program is designed to replace negative student behavior with positive work habits..

DETENTION

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

FRIDAY SCHOOL

We at Rochester Community Schools strongly believe school attendance directly affects student success. Friday School is an alternative program designed to take the place of in-or out-of-school

suspensions. It is a program to change student behavior and eliminate the negative effects of missing classes.

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

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

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

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

SOCIAL PROBATION

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

IN-SCHOOL ASSIGNMENT (ISA)

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

EXTENDED DAY (SIX-TO-SIX)

Six-to-Six is a new program for students in grades 6-12., This court ordered educational program allows students with behavior problems to attend their regular classes in their own school building, but also extends their daily schedule to include before and after school sessions. **Therefore, students in the Six-to-Six program will be in school from 6:00 AM until 6:00 PM for a minimum of five (5) days.**

ALTERNATIVE TO SUSPENSION AND EXPULSION (ASE)

The ASE program is an educational alternative to out-of-school suspension and expulsion for students in grades 6 to 12. Facilitated by a licensed teacher and an assistant, ASE is held each day from 12:00 pm to 3:00 pm in the Community Education Center at 727 Main Street, downtown Rochester.

OUT OF SCHOOL SUSPENSION (OSS)

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

SUSPENSION PROCEDURE

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

procedures will be followed:

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

EXPULSION FROM SCHOOL

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

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. ***An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.***
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

DISCIPLINE RULES FOR RHS

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

RHS discipline matrix.

The following matrix is intended to serve as a guide that administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) for inappropriate behavior as they deem appropriate.			
Behavior	1st Intervention	2nd Intervention	3rd Intervention
1. Arson/Fireworks/ Fire Alarm Tampering/False Reporting	10 day OSS and Recommendation for Expulsion	*****	*****
2. Battery	5 day ASE, RPD notified, possible recommendation for extended day (Six to Six).	5 day ASE, RPD notified, recommendation to extended day (Six to Six).	10 day OSS, RPD notified, Recommendation for expulsion.
3. Bomb Threat	10 day OSS, RPD notified, recommendation for expulsion.	*****	*****
4. Building Security	5 day ISA, notice of possible extended day (Six to Six)	5 day ASE, recommendation to extended day (Six to Six).	10 day OSS, recommendation for expulsion
5. Cell phones/personal communication devices	Verbal warning, confiscation of device, parent must pick up after regular school hours and sign notice of violation.	Parent must pick up after regular school hours and sign notice of violation, insubordination consequences will apply (see no. 24)	Parent must pick up after regular school hours, insubordination consequences apply (see no. 24)
6. Cheating/Plagiari sm	Zero for assignment	Zero for assignment, 3 day ISA	Zero for assignment, 5 day ISA, notice of possible placement to extended day (Six to Six).

7. Conspiracy	1-3 day ISA	3-5 day ISA, notice of possible extended day placement (Six to Six)	Recommendation for extended day (Six to Six) placement.
8. Disrespect	Verbal warning and 1 Working lunch	1-3 working lunches, possible Friday school, possible social probation	3-5 working lunches, social probation, possible Friday school
9. Dress Code Violations	Change to school issued clothing or ISA	Change to school issued clothing or ISA, Friday School	Change to school issued clothing or ISA, possible recommendation to extended day (Six to Six)
10. Driving/Parking Violations	Verbal Warning	Loss of driving privileges for 5 days	Loss of driving privileges for remainder of nine-weeks or 20 school days (whichever is the greater of the two)
11. Drugs/Alcohol	Up to 10 day OSS, possible recommendation for expulsion (see pg. 49 Substance Abuse Policy)	10 day OSS, recommendation for expulsion; RPD notified	*****
12. Electronic Equipment	Verbal warning, confiscation of device Parent pick up required	Confiscation of device for 5 school days, insubordination consequences apply (see no. 24)	Confiscation of device for 30 school days, insubordination consequences apply (see no. 24)
13. Extortion	5 day ISA, or 5 day ASE	5 day ASE or 5 day OSS	10 day OSS, Recommendation for expulsion.
14. Failure to Comply with RHS Rules	School/Community service, Friday school	Friday school, 1-3 days ISA	3-5 days ISA, possible recommendation to extended day (Six to Six)
15. Fighting	3-5 day ISA, RPD notified, possible recommendation to extended day (Six to Six)	5 day ISA/OSS, recommendation to extended day (Six to Six)	10 day OSS, recommendation for expulsion
16. Food and Beverages	Verbal warning, confiscation of food or beverage	See no. 14	See no. 14
17. Forgery	School/Community service, possible ISA	3-5 days ISA, RPD notified, possible recommendation to extended day (Six to Six)	5 day OSS, recommendation to extended day (Six to Six)

18. Gambling	Warning/ Parent Contact, possible 1-3 days ISA	3-5 days ISA	5 days ISA, recommendation to extended day (Six to Six)
19. Gang Activity	3-5 days ISA, Notify RPD	5 day ASE, notify RPD	10 day OSS, notify RPD, recommendation for expulsion
20. Harassment/Threats/ Intimidation/ Bullying/	1-3 days ISA, RPD notified	5 day ISA, recommendation to extended day (Six to Six)	5-10 days OSS, possible recommendation for expulsion
21. Hazing	See no. 20		
22. Failure to complete assigned homework	Verbal warning from teacher, see grade level consequences	Student assigned working lunch and grade level consequences apply	If a student has accumulated three working lunch detentions for three different missing assignments (same teacher or otherwise) after school detentions will be assigned each time.
23. Illegal Activity	RPD notified, possible recommendation for extended day (Six to Six) or expulsion	*****	*****
24. Insubordination	1-3 days Working lunch, possible social probation	3-5 days working lunch, social probation, possible school/community service, possible ISA	3-5 days ISA, possible recommendation for extended day (Six to Six)
25. Profanity	Verbal Warning or 1-3 days working lunch, possible school/community service, possible social probation	1-3 days ISA, social probation, possible school/community service	3-5 days ISA, possible recommendation to extended day (Six to Six)
26. Theft	1-5 days ISA, RPD notified, social probation	5 days ISA, RPD notified, recommendation to extended day (Six to Six)	10 day OSS, RPD notified, recommendation for expulsion
27. Tobacco	1-5 days ISA, social probation, possible recommendation to extended day (Six to Six)	5 days ISA, recommendation for extended day (Six to Six)	10 days OSS, recommendation for expulsion

28. Vandalism	School/community service, RPD, notified, social probation, possible: Friday school, ISA, extended day (Six to Six), OSS, expulsion	5 days ISA, RPD notified, recommendation for extended day (Six to Six), possible: OSS, expulsion	10 days OSS, RPD notified, recommendation for expulsion
29. Weapons	10 day OSS, RPD notified, recommendation for expulsion	*****	*****

ACTIVITIES

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

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

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

Art Club

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

Band

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

There is a rental charge of \$10.00 per year on school-owned instruments and \$10.00 per year on band uniforms. Each student receives two credits per year while in band. There are, also, awards for senior band members who have given four years of service, and awards are presented to outstanding band members each year.

Bowling Club

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

Calculus Club

Calculus Club is an excellent opportunity for students to explore the intriguing concepts of advanced mathematics. In this club, students will have numerous opportunities to test mathematical phenomena and develop hypotheses of their own. In all, Calculus Club is what the members make of it.

Cheerleaders

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

Chess Club

Chess Club is open to all students at Rochester High School. The purpose of the club is to promote interest in chess. Games are played during activity period in the sponsor's classroom.

Class Officers

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

Dance Team

Tryouts and selection for the RHS Dance Team occur each spring. Dance Team will meet during band class for practice. The purpose of the Dance Team is four-fold: to provide color and visual interpretation for the Zebra Band, to develop skill in the "Performing Arts" through the medium of dance, to set an example of good behavior at all times, and to promote friendship between members of the squad and schools with whom we compete, perform and go to camp.

Environmental Club

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

FALL SPORTS

- Cross-Country*. . . Any student interested in athletics, who is not enrolled in the football or tennis program should consider participation in this sport. Practice may begin in early August.
- Football* Practice begins in early August. Any high school boy may try out for the team whether or not he has previously participated.
- Girls Golf* greatest proficiency in this sport. Practice usually begins in August.
- Girls Soccer* . . . Soccer provides athletes a positive environment with strong leadership in which to learn the values of teamwork, self-discipline, and sportsmanship.
- Boys Tennis*. . . . Participation is open to any student displaying an interest. Competition limits the squad to those with the best potential. Practice begins in early August.

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

F.C.A. - Fellowship of Christian Athletes

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

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

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

F.FA.

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

German Club

The purpose of this club is to learn more about Germany, its language, and it's people. Membership is open to any student presently or previously enrolled in German class.

Interscholastic Athletics

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

Key Club

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

National Honor Society

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

Peer Helpers

A peer helper is someone who has compassion for others and who talks with them about their thoughts and feelings. Rather than being an "advice-giver" or "problem-solver", a peer helper is a sensitive listener who uses communication skills to encourage self-exploration and decision-making.

The Rochester High School Peer Helpers consist of students in grades 9-12 who really care about helping others who have problems with school, home, relationships, careers, etc. In the fall the group goes on a retreat to Geneva Center and learns communication and listening skills. Throughout the school year other students call upon peer helpers in times of personal crisis. Peer helpers are also responsible for getting information to the student body on teen issues such as depression, suicide, drug/alcohol abuse, referral agencies, etc.

Peers Educating Peers (PEP)

Peers Educating Peers is a relatively new program (existing three years), which involves trained RHS students who speak to middle school students about healthy decision-making involving sexual behavior. RHS students volunteer or are nominated by school staff, interview for a position, train with an adult mentor leader, and then present their core area to middle school students two or three times per semester. Preference is given to Junior/Senior students. Satisfactory academic performance and attendance are required. Students must demonstrate a belief in abstinence from sex until marriage. Interested in public speaking? Want to make a difference and enrich a young adolescent's life? Looking for other RHS students who share your views? Then, consider serving as a PEP role model. Contact the RHS school nurse or a RMS Health teacher for more details.

Problem Solvers

Problem Solvers is an extension of the mathematics curriculum during the junior and senior years of school. Members of Problem Solvers compete during the school year in a variety of mathematics contests, including Junior Engineering Talent Search (JETS) and Purdue Engineering Expo Design Contest. The Huntington College and Tri-State Mathematics competitions are part of the program as well. Problem Solvers are also actively involved in sponsoring the American High School Mathematics Exam, held in February each year at RHS.

School Newspaper (ZEBRA TALES)

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

School Yearbook (MANITOU RIPPLES)

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

Spanish Club

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

SPRING SPORTS

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

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

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

Student Council

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

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

Tri-Epsilon

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

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

Vocal Music

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

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

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

WINTER SPORTS

- Boys Basketball. .* Basketball practice usually begins in October. The season ends with the State Tournament finals in March. Students who wish to participate in basketball are encouraged to enroll in a fall sport.

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

ACADEMIC LETTERS

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

AMERICAN DISABILITIES ACT

The 504/ADA (American Disabilities Act) Compliance Officer is Loretta Deardorff, 574-223-2159.

ASBESTOS PLAN

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

These include but are not limited to:

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

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under the act are available for review upon their request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building, which is located at 690 Zebra Lane, Rochester, Indiana 46975; telephone number 223-2159. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be reviewed by any

person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

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

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

Required periodic surveillance was performed in November 2006 and May 2007.

Acoustical plaster was removed during the renovation.

Next activity scheduled is a six-month surveillance in November 2007.

ATHLETICS AND COLLEGE ELIGIBILITY

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

AWARDS JACKETS

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

BOOK BAGS

In an effort to promote school safety and building security, book bags are restricted. Book bags may only be used to transport books and materials to and from school. Book bags must remain in the students' lockers during school hours. Book bags may not be carried to classrooms or other school areas during the school day.* (Girls may carry small purses or handbags for personal items, but the purse may not be so large as to carry books.)

*Students with physical limitations (wheelchair, crutches) may carry bags as long as they store them out of the aisles in the classroom.)

BOOKS

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

BOOKSTORE

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

CLASS CHANGES

Change of Student Schedules

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

Withdrawal from Class

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

CLASS STANDING

We must report to the State class standings. In order to be considered a Sophomore, a student must have earned at least 9 credits and attended/been enrolled 2 semesters; to be considered a Junior 18 credits and attended/enrolled 4 semesters; and to be considered a member of the senior class 26 credits must be earned and attended/enrolled for 6 semesters. State testing, locker assignments, yearbook pictures, and prom attendance will be based on years of high school enrollment.

COURSE FAILURES

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

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

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

may need to use Credit Recovery or summer school to make up failed courses in order to graduate on time.

CREDIT RECOVERY

Rochester High School has available a course curriculum (A+LS courseware) on our computer system. If a student needs credits to graduate or if a student is unable to schedule a course due to scheduling conflicts, they may ask their guidance counselor about scheduling a computer course. These courses can be done during directed study or after school if necessary. The guidance office and the administration must approve the scheduling of these courses.

CREDITS FROM OTHER SCHOOLS

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

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

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

DANCE PERMISSION FORMS/GUEST PASSES

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

DIRECTED STUDY

Traditional study halls have not served students well. Students will be assigned to "Directed Study" for the 2006-07 school year. Students will bring their books and assignments to DS. Computers in the classroom will be available to check for assignments and tests. Students will be expected to work on schoolwork unless they can demonstrate that work is completed. The administration will work with Student Council to develop guidelines for "Honors" directed study. Criteria (grades, discipline referrals, and cooperation with staff, etc.) will be developed to allow students to go to the computer labs, library, and the cafeteria during directed study on an "honor system" in which the student will determine their own use of time. Teachers assigned to directed study will be active in providing help to students who need assistance with assignments.

DUAL CREDIT CLASSES

Rochester High School is committed to creating “early college” classes that would allow RHS students to leave high school with a strong start on college. Currently students may take senior English classes for college credit from Indiana University (these credits can be transferred to other colleges). Students pay a reduced tuition to get the IU credits. An effort is being made to offer dual credit classes through Ivy Tech Community College. The advantage for parents and students is that no tuition payment would be required. Our goal is for RHS students to be able to earn enough dual credits to finish one or more years of college while still in high school.

ELEVATOR USE

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

EMERGENCY DRILLS

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

EMERGENCY MEDICAL AUTHORIZATION

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

EXTRACURRICULAR PARTICIPATION CODE OF ETHICS

All students who choose to participate in Extracurriculars (athletics, clubs, school performance or academic teams, school officers, honorary organizations, etc.) will be held to a "higher standard" in terms of behavior because they represent RHS. Any behavior (whether on or off school property, during or not

during school time) deemed inappropriate by the principal or his designee is grounds for disqualification or dismissal from Extracurriculars. Students must be passing five (5) classes to participate in extracurriculars.

FIELD TRIPS

Anytime a student is absent from school due to a school sponsored activity, he is considered to be on a field trip. Students who are going on a field trip must get an **Advanced Assignment Sheet** and present it to each of his teachers. **Students must also get a parent's signature on a Field Trip Permission Form.** These completed forms must be turned in to the teacher who is sponsoring the field trip prior to leaving on the field trip. **WE WILL NO LONGER PERMIT PHONE CALL PERMISSION.** The teacher will turn in a list of those students who are going on the field trip to the attendance office and place lists in all teachers' mailboxes before the trip. Students do not need an admit to class slip when they return from a field trip.

GRADING SCALE

A+	12.0	98% - 100%	C+	6.0	78% - 79%
A	11.0	93% - 97%	C	5.0	73% - 77%
A-	10.0	90% - 92%	C-	4.0	70% - 72%
B+	9.0	88% - 89%	D+	3.0	68% - 69%
B	8.0	83% - 87%	D	2.0	63% - 67%
B-	7.0	80% - 82%	D-	1.0	60% - 62%
			F	0.00	0% - 59%

GRADING PROCEDURES

Informational Note- New Tech students will have grades determined under a new system adopted separately by the RCSC school board.

Determining Grades for Grades 10-12 and other non-New Tech classes

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

Report Cards, Progress Reports and Confidential Reports

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

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

Incomplete Grade in a Course

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

Grade Replacement

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

Top Ten Seniors (figuring of ranking)

The top ten senior awards will be based on class standing after the seventh (7th) semester rather than the eighth (8th) semester. **In order to be considered for Top Ten honors, students must have attended RHS both semesters of their junior and senior years and have completed at least 18 credits in classes taken at RHS by the end of the first semester of their senior year (this excludes correspondence classes taken while in residence).**

Grade Period Sentinel Scholars

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

GRADUATION EXERCISES

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

Students are required to wear the traditional cap and gown for the graduation ceremony. Men should wear dress shirt, tie, dress slacks, dark socks, and dress shoes. Ladies should wear a dress or nice pantsuit and dress shoes.

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

A portion of the expenses for graduation are paid for by the class treasury. Because these expenses are paid for by Junior Class magazine sales, students who do not sell magazines will be charged an additional fee. See Junior Class Magazine Sales, page 43.

GUIDANCE COUNSELORS

Two counselors are available to assist you with concerns involving your educational, vocational

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

HANDBOOK/PLANNER

Each student will receive a Handbook/Planner that contains the handbook, a calendar for recording assignments, and pass sheets. **All** teacher passes from the classroom must be made in the H/P and the student will carry the H/P to all classes and as they go to the restroom, library, Guidance, etc. **If students do not bring their H/P to class, the teacher will not be able to write them a pass.** Students going to the library should also have a completed library pass that details the purpose of the library visit so that library workers will know how to help students. If parents wish to monitor assignments or write a note to a teacher, the H/P can be used. If a student loses his/her H/P, s/he may purchase a new H/P in the office.

HEALTH ROOM/NURSE PROCEDURES

A student must have a pass from his/her teacher to go to the health room. During passing periods, a student must get a pass from the teacher of the next period class to go to the health room. A student must check in with the nurse or the attendance office, or the absence will be considered no make-up.

The purpose of the health room is to provide care to students who are ill or injured. Because of our limited facilities, students who are not seriously ill or injured will be treated and returned to class immediately. A student who is seriously ill or injured will be allowed to stay in the health suite until s/he is picked up by a parent. Visits to the health room in excess of five must result in treatment by a physician, or the student will be assigned no make-up absences. Any student who is ill or injured seriously enough to go home should check out through the health room. This will ensure the safety and proper care of the student.

MEDICATION: CONSENT AND ADMINISTRATION

To enable the nurse to administer medication, a parent or guardian must send the following information: the student's instructions as to the day, time and dosage to be administered. This includes: Tylenol, vitamins, minerals and natural herbs. If the medication is a prescription drug, we must have the doctor's verification of the above (this is on the medication label). The school has forms for this information, or you may write a note with all the necessary information listed.

Prescription medication must be left in the original container with the patient's name and instructions on it.

Medication will not be given without written consent and instructions. This includes cough syrups and over-the-counter medications. Any medication container sent to school must be clearly marked with the student's name. Students should be instructed to bring all medication to the nurse's office as soon as they arrive at school. NO MEDICATION MAY BE KEPT IN LOCKERS, CLASSROOMS OR IN SCHOOL BAGS. All medicine, doctor prescribed or over-the-counter, will be dispensed from the nurse's office according to the instructions received.

The intent of this rule is to avoid any medicine-taking in hallways, bathrooms, and the like. In so doing, school personnel can more efficiently monitor and report the possible use of illegal drugs. Students must leave Tylenol, analgesics, cough syrups, cold medications, as well as other prescribed or over the counter medicines in the Nurse's office. This rule is especially designed to protect all students and strict compliance is required. Failure to comply with this policy constitutes grounds for Friday School assignment or suspension/expulsion from RHS.

*A students may carry a "rescue inhaler" with physician approval. The school nurse must be notified and the physician's note will be placed in the student's file.

VACCINATIONS

1. It is strongly recommended that all students entering the 9th and 12th grades receive the Hepatitis B vaccine.
2. All parents and students should receive a handout of the new law regarding the Meingococal disease.

In all cases, these vaccinations should be discussed with your health care provider.

AUTOMATED EXTERNAL DEFIBRILATOR

For emergency use, an Automated External Defibrillator (AED) and pocket mask are available for trained rescuers. (located in wall cabinet outside RHS auditorium doors)

HONOR ROLL

An honor roll is published at the end of each grading period. In order to be eligible for the honor roll, a student must be enrolled in **a minimum of five (5) full-credit courses**. An eligible student will be listed on the honor roll if s/he achieves a grade index of 8.0 or better, and does not receive a grade lower than a "C-" in any course. All letter grades will be counted when determining the student's grade index. Students who receive all "A's" will be listed separately for additional recognition

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

HONORS PROGRAM

Each spring a Senior Honors Program is conducted to recognize the accomplishments of RHS seniors. School and community scholarships are awarded. Underclass departmental awards (certificates, trophies, etc.) are presented during a school-day ceremony late in the school year. Arrangements for these awards are coordinated through the guidance department.

INTERSESSION/REMEDIATION POLICY

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

As part of the balanced calendar program adopted for the 2007-2008 academic year, and thereafter, the school corporation renews its goal to provide full and adequate remediation of at-risk students. In order to

meet the goal of full and adequate remediation, the corporation has determined that the remediation program shall be mandatory for all students needing remediation.

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

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

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

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

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

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

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

Rochester High School - Intersession and Enrichment Program

Remediation -

English – Grades 9-12

Math – Pre-Algebra, Algebra, Geometry

Qualifying students:

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

Student gain:

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

Enrichment -

May include:

- 1) Educational trips

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

INTERNET/COMPUTER USE POLICY

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

ISTEP TESTING

Each fall sophomore class members are required to take the ISTEP+ Graduation Qualifying Exam (GQE). Students are required to take and pass the ISTEP+ Graduation Qualifying Exam (GQE) to receive a high school diploma. The results of the tests are received early in the second semester and are mailed home. If your student has taken and not passed the ISTEP+ Graduation Qualifying Exam (GQE) by his/her senior year, s/he may qualify for one of two waivers.

Waiver #1 - A student may qualify for graduation without passing the ISTEP+ Graduation Qualifying Exam (GQE) if s/he completes the Core 40 program with a "C" or higher in each required and directed elective course.

Waiver #2 - A student may qualify for graduation without passing the ISTEP+ Graduation Qualifying Exam (GQE) if s/he: takes the GQE every time it is offered during the school year; AND attends and participates in a minimum of 95% of remediation courses and assistance offered; AND maintains a 95% attendance rate over the four years of high school; AND earns 40 credits while maintaining a "C" average in the 22 credits specifically required by the state (8 credits in English, 4 credits in Social Studies, 4 credits in Math, 4 credits in Science, 1 credit in Health, 1 credit in P.E.); AND FINALLY, show at least 75% mastery on the performance test given, which demonstrates to the student's math teachers, English teachers, and principal that the student has grade 9 knowledge in math and English.

****Special Needs Students (EH, LD, MiMH)** should see their counselor or teacher of record to discuss their requirements for a waiver.

JUNIOR CLASS MAGAZINE SALES

The Junior Class Magazine Sales is a class activity to raise funds which assist with the prom and graduation. In order to participate in these activities without paying a fee, all junior students must sell the minimum (\$50.00) in magazine subscriptions. If a student does not sell the minimum, s/he will be required to pay \$25.00 to attend the prom his/her junior year and pay \$10.00 to attend the prom his/her senior year.

LIBRARY USAGE

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

LOCKERS

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

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

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

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

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

LOST AND FOUND

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

LUNCH PROGRAM

The school lunch program provides a regular plate lunch in accordance with the Federal School Lunch Program. Menus will be posted monthly. For those students who desire a different type of lunch, snacks and a salad/soup bar will be available. The cost of a Class A lunch is established by the school

board each year. Students not wishing to participate in the school lunch program may carry their lunch. All food must be eaten in the cafeteria.

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

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

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

MESSAGES TO STUDENTS AT SCHOOL

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

PARTIES/TREATS

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

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

PASSES

Passes are located in the back of the Handbook/Planner. Teachers should record date/time/destination in the planner. The student must go to areas listed on the pass only. Passes to leave study halls will normally not be written by the study hall teachers; these passes should be obtained from the teacher assigning work or requesting the student's assistance before coming to study hall. Teachers are required to ask students who are in the hallways for a pass.

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

RELEASE OF STUDENT INFORMATION

Directory Information

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

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fourteen (14) days after receipt of the Corporation's public notice.

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

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

Non-custodial parent rights to information

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate interest in the information. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student's health and educational records unless specifically stated otherwise by court order. *Copies of any restrictive court orders must be available to the school before such access will be denied.* In the case of adult students (eighteen [18] and older), the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

RELEASE OF STUDENTS

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

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

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

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

REPORTING PROBLEMS AND CONCERNS

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

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

RESTROOM USAGE

The south restrooms on the first and second floor of the academic wing will be open for student use. Students should refrain from socializing or loitering in the restrooms. Staff members will supervise restrooms regularly. Students congregating or loitering in the restrooms will be asked to leave the restrooms so that immediate access to the facilities will be available for those who need them. If a student fails to leave when asked or is repeatedly involved in incidents of congregating or loitering in the restroom, s/he will be subject to disciplinary action.

SCHOLARSHIPS

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

SEARCH AND SEIZURE

IC 20-33-8:

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

1. at the request of the school principal; and
2. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

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

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

A. School Property

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

B. Student Person and Possessions

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student if the student consents. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

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

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

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

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

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

SILENT SUSTAINED READING

Rochester teachers and administrators have spent the last year looking at schools that have been highly successful working with all students, not just high achieving students. The most important tool the schools have provided to their students has been literacy (improved reading and writing skills). Reading improves just like any other skill through practice. We are setting aside 20 minutes during each day to allow our students to read for pleasure. This simple action will improve vocabulary and a student's ability to write well. We visited some local high technology machine shops and these businesses ask operators to read the technical manuals (more difficult than college textbooks). Good jobs require the ability to read and comprehend what is read. We want to help students to be highly literate. Other programs will be put in place to improve reading levels. We will begin this program during the first week of school.

The reading program will have these simple guidelines:

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

STUDENT HELPERS

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

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

SUBSTANCE ABUSE POLICY

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

PROCEDURES

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

SELF-REFERRAL: A student who seeks help from a school official and who follows the recommendations of a school counselor, school nurse and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred

prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand or if the student is making the self-referral knowing that a report may be made to the school.

CONTROLLED SUBSTANCES/MEDICATIONS

- I. A student shall not use, consume, possess, transport or be under the influence of any alcoholic beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalants, prescription medication that is not prescribed for the student, controlled substance (including marijuana, cocaine, or “crack”, methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances. This policy shall not knowingly apply to any student who properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage. These medications must be kept in the Health and First Aid room. See Medication policy.
 - A. **FIRST VIOLATION**
 1. Up to (10) day Out-of-School suspension and a possible recommendation of expulsion to the superintendent.
 2. School administrators, the school nurse and a school counselor may recommend to the superintendent the waiving of the expulsion process only if the following criteria are agreed to and successfully completed by the student and the parents/guardians:
 - a. The student will meet with a school counselor for a preliminary assessment of chemical use.
 - b. The student cannot return to school until s/he is in compliance with recommendations of a school counselor, school nurse and administrator.
Possible recommendations*
 - (1) Return to school after the suspension (up to 10 days)
 - (2) Chemical use assessment administered by a certified out patient drug/alcohol counselor
 - (3) Participate in an out patient counseling program
 - (4) Participate in an inpatient program
 - (5) Participate in an education program
 - c. Parents/Guardians must meet with school officials before the student will be admitted back into school.
 3. Proper legal authorities will be notified.
 - B. **SECOND VIOLATIONS**
 1. Up to (10) day out-of-school suspension and a recommendation for expulsion.
 2. Proper legal authorities will be notified.
- II. **DEALING:** Dealing is defined to mean selling or sharing any of the unauthorized substances listed in Section I, above.
 - A. **FIRST VIOLATION**
 1. Up to (10) day Out-of-School suspension and recommendation of expulsion.
 2. School administrators, school nurse and a school counselor will meet with student and parent/guardian to determine if the substance abuse procedure will be offered to the student.
 3. Proper legal authorities will be notified.

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

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

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

TRANSCRIPTS

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

TRANSFER TO ANOTHER SCHOOL/HOMESCHOOL

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

TRANSPORTATION

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

VIDEO CAMERAS

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

VISITORS

Patrons are always welcome, especially parents. We ask that parents please call to make prior arrangements for visiting classroom areas. All visitors must report to the office to pick up a "visitors pass", as well as secure permission to visit the area of interest. Every effort will be made to accommodate these requests. Students should not invite friends or school-age relatives to spend the day attending classes or to eat lunch. ***NON-CUSTODIAL PARENT VISITATION IS OUTLINED UNDER "RELEASE OF STUDENTS", PAGE 46.***

VOCATIONAL OPPORTUNITIES

Rochester High School is seeking new career opportunities for all interested students. Currently students may attend vocational classes at Logansport or schools that make up the North Central Area Vocational Cooperative. This is a planning year to find job site vocational training in Rochester. As part of that effort, RHS wants to offer internships and job shadowing in our community.

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

1. Vocational students should miss no more than three (3) days of parent/school approved absences per semester. Students must follow both the Rochester and vocational school calendar. There will be days that the student will attend vocational school when Rochester will not have school. If a student has excessive absences the first semester, they will be withdrawn from the program. "Skipping school" at the vocational school after attending morning classes at Rochester will be considered a truancy and will be unexcused. If a student will not be attending vocational classes after attending morning classes at RHS, prior arrangements must be made or the school nurse must confirm an illness. Vocational absences will be unexcused if they occur on days that Rochester is not in session.
2. All school rules are in effect while attending vocational classes. A higher standard of behavior is expected in the work environment and problems on the bus or in vocational classes will result in removal from the program. A student may not drive to Logansport without written permission from the administration and parents.
3. The vocational school sites do not allow cell phones. Rochester students should not take cell phones with them on the bus to Logansport. In case of an emergency, the bus driver can make a call for students.

WITHDRAWING FROM SCHOOL/EXIT INTERVIEW

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

1. be at least 16 years of age and complete the GED practice test and attend an exit interview
2. prove that the withdrawal is due to:
 - a. financial hardship and that it is necessary to be employed to support the individual's family or a dependent
 - b. illness
 - c. an order by a court that has jurisdiction over the student
3. the student and the parent must receive and sign off on an agreement that
 - a. the student's withdrawal may prevent the student from receiving or keeping a driver's learner permit or driver's license
 - b. the student's withdrawal may result in a loss of the student's Indiana work permit
 - c. life without a high school diploma is likely to result in reduced future earnings and the likelihood of being unemployed in the future

4. the parent must sign off on and agree to all of the above
5. the principal of the school must agree to the withdrawal

Possible results:

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

WORK ETHIC CERTIFICATION

Indiana has developed a new program to help young people understand the attitudes and habits that make any person a valuable employee. Ten characteristics have been identified and seniors will be eligible to receive this certificate from the Governor's office. A senior student who plans to work upon graduation would find this to be a valuable tool for applying for jobs. Juniors may choose to participate to earn their certificate over two years. Students will sign an intent to participate form. Each participating student will identify teachers that they want to work with on this project.

April 15 will be the determination date for qualification for a certificate.

A student that earns 19 of the 21 points will receive a gold level certificate.

A student that earns 17 of the 21 points will receive a blue level certificate.

Standards:

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| DISCIPLINE – | 1 point if the student has only 1 discipline referral for the year
2 points if the student has no discipline referrals for the year |
| ATTENDANCE – | 1 point if the student achieves 95% attendance for the year
2 points if the student achieves 97% attendance for the year |
| ABSENCES – | 1 point if the student has only one unexcused absence for the year
2 points if the student has no unexcused absence for the year |
| TARDY – | 1 point if the student has only one unexcused tardy for the year
2 points if the student has no unexcused tardies for the year |
| COMMUNITY SERVICE – | 1 point for 6 hours of community service
2 points for 12 hours of community service |
| OVERALL GRADE POINT AVERAGE – | 1 point for a “C” average for the year
2 points for a “B” average for the year
3 points for an “A” average for the year |

For the next four standards, the student chooses which teachers to work with to determine the achievement of these standards. “Always” earns 2 points and “often” earns 1 point.

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| ORGANIZATION - | Student demonstrates strong personal management, time management, and flexibility. |
| PUNCTUALITY – | Student demonstrates punctuality in completing assignments. |

RESPECTFULNESS – Student demonstrates respect to students, teachers, and administration

TEAM WORK – Student demonstrates team cooperation to fellow students, teachers, and administrators

WORK PERMITS

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

Work permits may be secured from the secretary in the guidance office during the school year. In order to receive your work permit the same day you present your Intent to Employ form, you must turn in the completed form to the guidance secretary between 8:00 a.m. and 11:00 a.m. If the Intent to Employ form is turned in after 11:00 a.m., the work permit will not be ready until the following day. During the summer work permits may be secured from the secretary in the main office.

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

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

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

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