

Table of Contents

| | | | |
|---|--------------|---|-------|
| • Table of Contents..... | 1 | • Breaking And Entering School Property..... | 15 |
| • Welcome..... | 2 | • Classroom Expectations..... | 15 |
| • Non-Discrimination Policy..... | 3 | • Bullying..... | 16-17 |
| • Acceptable Use..... | 3 | • Bus Rules..... | 17-18 |
| • Policy Statement..... | 3 | • Cellular Phones/Listening Devices..... | 18-19 |
| • Injury or Illness..... | 3 | • Cheating/ Plagiarism..... | 20 |
| • Civility Policy..... | 4 | • Dances..... | 20 |
| • School Vision & Mission Statements..... | 4 | • Energy Drinks..... | 20 |
| • Code of Spirit..... | 4 | • Disruptive Behavior..... | 20 |
| • School Colors..... | 5 | • Appearance..... | 21 |
| • River Forest School Song..... | 5 | • Dress Code..... | 21-22 |
| • Ingot Activities..... | 5 | • Drugs and Drug Paraphernalia..... | 22-23 |
| • School Procedures..... | 6 | • Fighting/Use of Physical Violence..... | 23 |
| • Hall Passes..... | 6 | • Gang Involvement..... | 23-27 |
| • School Day..... | 6 | • Habitual Offender..... | 27 |
| • School Connects and School Closings..... | 6 | • Harassment/Threats/Intimidation..... | 27 |
| • Language Assistance and Interpreters..... | 6-7 | • Homework Policy..... | 27-28 |
| • Use of the Telephone..... | 7 | • Illegal Actions..... | 28 |
| • Visitors..... | 7 | • Improper Use of Technology..... | 28 |
| • RF Middle School Grading System..... | 7 | • Insubordination..... | 28 |
| • Course Credit..... | 7 | • ILEARN..... | 28 |
| • After School Point Recovery..... | 7 | • Locker Usage..... | 29 |
| • Retention..... | 7 | • Lost and Found..... | 30 |
| • Grade Point Averages..... | 7 | • Lunch/Cafeteria..... | 30 |
| • Grading Scale..... | 8 | • Profanity/Pornography/Obscenity..... | 30 |
| • Honor Roll..... | 8 | • Public Display of Affection..... | 30 |
| • Methods of Keeping Track of Grades..... | 8 | • Theft/Vandalism..... | 30 |
| • Report Cards & Progress Reports..... | 8 | • Tobacco Products and Smoking..... | 30 |
| • Attendance/Tardies/Truancy..... | 9-13 | • Weapons/Dangerous Items..... | 30 |
| • Absences..... | 9-10 | • RF Middle School Discipline Procedures..... | 30-35 |
| • Report Student Absent..... | 11 | • Counseling Services..... | 35 |
| • Report Pre-Arranged Absence..... | 11 | • Withdraw From School..... | 35 |
| • Report Student late..... | 12 | • Transfer Students..... | 35 |
| • Signing Out Early..... | 12 | • Students Who Move During the School Year..... | 36 |
| • Truancy Policy..... | 13 | • Directory Information..... | 36 |
| • Tardy Policy..... | 13 | • Emergency Evacuations..... | 37 |
| • Assemblies..... | 14 | • Expectations of The Learner..... | 37 |
| • Authority of School Personnel..... | 14 | • Extracurricular/CoCocurricular Part..... | 37 |
| • Bulletin Boards, Posters, Hall Decorations..... | 14 | • Expulsions..... | 37 |
| • ELearning Proced. for Parents & Students..... | 14 | • Fan Buses..... | 37 |
| • RF MS Procedures & Discipline..... | 15-35 | • Grades..... | 38 |
| • Alcohol Possession and/or Consumption..... | 15 | • Health Services..... | 39-45 |

Welcome to River Forest Middle School

August 2019

Dear Parents and Students,

Welcome to River Forest Middle School! It's an honor to serve as your principal and I cherish the trust that you have instilled in me to help educate your children. It is my belief that the middle years of a child's education are the most vital to determining long term success as an adult. RFMS Staff are committed to the success of every child. We recognize that for many students, this is their first venture away from their neighborhood elementary school. I am here to reassure all parents that this transition will be handled with the care and compassion that your child deserves. For our eighth grade students, you are at the final stage of your journey before high school. Throughout this school year, we will help guide you in the best direction for whichever career path you eventually choose.

River Forest Middle School uses a team approach to middle school education in order to help students build relationships, cooperate with others, and learn the skills necessary to compete in the 21st century.

The River Forest Middle School's mission is to provide our sixth, seventh, and eighth grade students with an exceptional education that prepares each individual for the rigors of high school and beyond. An essential component of this mission is to incorporate the latest advances in technology to educate our students in preparation for competitive 21st Century careers. With the support of the Board of Trustees, Superintendent's Office, and RF Community, our middle school is now 1:1, meaning each student is able to use an e-learning device throughout the day. Our teachers use the latest in e-learning practices that provide an engaging, hands-on experience inside the classroom. At River Forest Middle School, your child will learn the digital citizenship necessary for success and will receive the quality education from our dedicated staff that all of our children deserve. You are an essential component to our school's mission. I welcome your feedback and respect your beliefs on what makes a great school.

Please take time to read this handbook with your child, as many of the school's policies and procedures are contained within.

Once again, thank you for trusting us with your child, and I look forward to many successes this upcoming school year!

Your Partners in Education,

Randall J. Horka
Principal

Derrick J. Milenkoff
Assistant Principal

General Information

Non-Discrimination Policy:

River Forest Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity as required by the Indiana Civil Rights Act (I.C. 22-9-2) I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

The non-discrimination policy applies to students' access to courses and programs, athletics and physical education, guidance and counseling, vocational programs, financial assistance, remuneration, and other matters related to personnel.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Assistant Superintendent, Mr. Kevin M. Trezak, of the River Forest Community School Corporation, 3334 Michigan Avenue, Hobart, Indiana, 46342. Any other information concerning the above policies may be obtained by contacting RFCSC Central Office.

Acceptable Use Policy:

River Forest Community School Corporation offers students' access to the Internet. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services which could result in unwanted financial obligations for which a student's parent/guardian would be liable. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Toward that end, the River Forest Community School Corporation Acceptable Use Policy is available on the NPUSC web site or from any school office upon request for review by all parents/guardians and other members of the community. This policy requires yearly signed acceptance of the terms and conditions of the Acceptable Use Policy by the student and the parent/guardian before any student is allowed access. Students who misuse the Internet and computer services will be disciplined and may be expelled. Students whose access to the network is terminated because of policy violations will be charged a \$50.00 reconnect fee each time.

Policy Statement:

The River Forest Community School Corporation Board of Trustees recognizes that a written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the River Forest Community School Corporation Board of Trustees authorizes the school administration to take the appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measures when needed.

Injury and Illness:

All injuries must be reported to a teacher, other school employee or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

CIVILITY POLICY:

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent of possible and reasonable, a safe, harassment-free workplace for students and staff. River Forest Community School Corporation encourages positive communications, but will not tolerate volatile or hostile actions and/or abusive language by any student, parent, or guardian.

Any person who disrupts or threatens to disrupt normal school day or school related events; threatens the health and safety of anyone through harassment; willfully causes property damage; uses offensive language; acts in a rude or disrespectful manner; or who otherwise establishes a continued pattern of unauthorized entry on school property, may be dealt with either according to the student disciplinary procedures, or if an adult, may be asked to cease such behavior or be directed to leave school property. If any person uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If the person does not take corrective action, the employee may verbally notify him/her that the meeting, conference or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action may be taken according to the school handbook. For persons other than corporation students, the Superintendent or designee may inform the person that he/she will not be allowed on school property for an amount of time determined by the administration.

VISION STATEMENT

River Forest Middle School prepares students for academic and social success where students accept responsibility, actively participate in their learning, and strive to become lifelong learners.

MISSION STATEMENT

River Forest Middle School is a safe, caring community that empowers each student to dream, explore, and achieve.

CODE OF SCHOOL SPIRIT

River Forest Middle School students are noted for their spirit of friendliness, courtesy, and cooperation. This spirit might be outlined as follows:

- School loyalty: Take pride in the school and its endeavors; Support all school policies.
- Good sportsmanship: Display good sportsmanship in classrooms, activities, and athletics.
- Courtesy, thoughtfulness, and good conduct that will reflect favorably on the pupil and the school.
- Personal pride in the appearance of the school.
- Preparedness: All pupils should have the necessary materials for class work at all times; all lessons and assignments should be prepared.
- Respect for the property of others.
- Promptness at all times.



SCHOOL COLORS

GOLD AND CARDINAL

RIVER FOREST SCHOOL SONG

River Forest, mighty Ingots, we are backing you
To the colors gold and cardinal we are ever true,
Dauntless we will never falter. We are proud and true.
Go, Ingots, fight, and you will win this game.

INGOT ACTIVITIES

Sponsors and teachers will provide safe, caring, positive, and enjoyable activities that students may participate in to enhance their middle school Ingot experience such as:

- Student Council
- National Junior Honor Society
- Lego Robotics Club
- Athletics
- Junior Achievement
- Academic Teams
- Rewards and incentives
- Field trips
- Character Counts Assemblies

SCHOOL PROCEDURES

HALL PASSES

There should be no student traffic in non-instructional areas in the building unless authorized by a staff member. Any student in the hallway during class must have a pass from his/her teacher or staff member. **Students, when not in the classroom, are expected to carry school approved passes signed and dated in their student planner, or an official pass from the office. Students must have passes when in the hallway except during passing periods and announced meetings or convocations.**

SCHOOL DAY

Our school day is from **7:50 AM – 2:41 PM every day except Wednesday. “Late Start Wednesdays” are from 8:30 AM – 2:41 PM.** Students are allowed to go to their lockers beginning at 7:40 every day except Wednesday. Wednesdays they are allowed to go to their lockers at 8:20. The day is made up of multiple classes. All students are to exit the building by **2:50 PM** unless supervised by a coach, sponsor or teacher. River Forest Middle School is a **CLOSED CAMPUS**; students are to remain on campus from the beginning to the end of the school day. Students must be present at least during 4, 5, 6, & 7 periods of the day to participate in/attend any extracurricular activity. Any student sent home during the day by the school nurse cannot return to school for any extracurricular activity held that day.

SCHOOL CONNECTS AND SCHOOL CLOSING

River Forest Schools have a subscription to School Connects Automated Notification Service provided through Synrevoice Technologies Inc. School Connects can deliver a wide variety of messages by phone and email to parents and our staff at a very high speed. It helps enhance overall communication within our school community and improve our emergency preparedness.

To ensure correct delivery of all school messages to you, please make sure that your contact phone numbers and e-mail addresses are updated when your children register each school year. Whenever your contact phone numbers or e-mail addresses change, please let us know as well.

All schools in the River Forest Community School Corporation will be open all regularly scheduled days unless closed by the Superintendent of schools because of an emergency. When schools are confronted with an emergency, such as extreme conditions of snow, ice, or mechanical failure which necessitates the closing of school, an announcement will be given by School Connects Automated Notification Service and to the radio and television stations.

PLEASE DO NOT CALL THE SCHOOL TO VERIFY CLOSINGS.

Emergency closings or early dismissals during the day will be announced as soon as possible. The following stations will be notified:

*WJOB AM 1230 HAMMOND

*INDIANA 105 FM 105.5 VALPARAISO

LANGUAGE ASSISTANCE AND INTERPRETERS

The River Forest Schools and the Bilingual Education Program Staff regularly provide translation services for parents regarding school issues. If a parent needs an interpreter for Spanish, or any other language, please call 962-7551 for assistance.

Las escuelas de River Forest y el personal del programa de Educacion Bilingue normalmente prevén servicios de traducción a los padres de los estudiantes con respect a cosas relacionadas con la escuela. Si usted necesita un intérprete en español e otro idiomas, favor de llamar 962-7551.

USE OF THE TELEPHONE

The school telephones are for the transaction of school business. Only in the case of an emergency will students be given permission to use the school telephones. Any such phone call should be made in the main office or a classroom phone with teacher permission. The use of cell phones during the school day is never allowed. Parents should refrain from calling in or sending messages to their students during the school day. **Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

VISITORS

Visitors are welcome to make an appointment to visit with staff members. All visitors must report to the main office upon entering the building, be approved by an administrator, and wear a visitor's pass at all times while in the building.

RIVER FOREST MIDDLE SCHOOL GRADING SYSTEM

COURSE CREDIT

Academic achievement is very important and promotion to the next grade level is not guaranteed. One point is assigned for each core course (English, Math, Science, Social Studies, and Reading) a student passes with a D or higher. A 6th grade student can obtain a maximum of 20 points. 7th and 8th grade students can obtain a maximum of 16 points. Less than 15 points for 6th grade students and less than 12 points for 7th and 8th grade students may result in retention at the present grade level. Summer school and/or credit recovery (for a fee) will be offered to obtain missed points in order to prevent retention.

AFTER SCHOOL POINT RECOVERY

Students who are point deficient or are in jeopardy of losing a point after the progress report time, will be placed in the River Forest Middle School Course Recovery Program. Students will stay after school from 2:45-4:00 (late bus will take students home) and will primarily use the various online educational programs that are available to RFMS students. With the help input of teachers, students attending the course recovery program will have a program geared towards their individual needs and deficits. Students may "recover" their lost point in one of their core classes by attending the after school program with fidelity.

RETENTION

Administration reserves the right to retain a student if they have habitually failed classes, performed poorly on the ISTEP, or has not obtained their core class points.

GRADE POINT AVERAGES

Grade point averages may be compiled each grading period. Grade point averages are used to determine honor roll.

Grade point averages are as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

GRADING SCALE

The following is the grading scale for all classes:

| | | | | | |
|----|---------------|---|---------------|----|---------------|
| A+ | 100% - 99.5% | A | 99.4% - 91.5% | A- | 91.4% - 89.5% |
| B+ | 89.4% - 87.5% | B | 87.4% - 81.5% | B- | 81.4% - 79.5% |
| C+ | 79.4% - 77.5% | C | 77.4% - 71.5% | C- | 71.4% - 69.5% |
| D+ | 69.4% - 67.5% | D | 67.4% - 61.5% | D- | 61.4% - 59.5% |
| F | 59.4% - 0.0% | | | | |

HONOR ROLL

The honor roll is based on the nine week's grades. A student must have a combination of grades equal to a "B" or 3.0 grade point average. Students receiving an "I" or incomplete will not be recognized until the grade has been changed. No student with a "D/F" will be included on the honor roll.

METHODS OF KEEPING TRACK OF GRADES

We also encourage students and parents to keep track of homework and grades throughout the school year by using the following methods:

- Assignments Books/Planner. We encourage students to keep track of assignments and tests by using his/her assignment book. We encourage parents to check the assignment books on a daily basis.
- Record Grades. We encourage students and parents to keep track of all grades for each class. When a teacher returns graded assignments and tests, the student can record his/her score in one column and the points possible in another column. To figure out his/her grade, the student can add up the points for his/her her score, and add up the points possible. The student then divides his/her score by the points possible. This will give the student an approximate average.
- Weekly Progress Reports (Fridays Only) A student may pick up a weekly Progress Report in the main office. The student takes this report to all of his classes. The student requests that the teacher writes on the report an approximate grade and whether the student has completed all assignments for the week.
- Harmony Parent Portal. Parents can access students' grades and assignments through the school website and parent portal link. This can only be accessed with the use of student ID and Password.

These methods can be very effective if used consistently. If you would like more information about these strategies, please contact the office.

REPORT CARDS & PROGRESS REPORTS

Report cards are available every nine weeks and progress reports every four to five weeks. Report cards and progress reports may be issued directly to the students during homeroom, may be sent home in the mail, or may be accessed online through the Harmony Parent Portal. The purpose of the progress report is to alert parents of their student's progress prior to report card distribution. Parents are encouraged to call the school if they have not received progress reports, report cards, or if they have a concern about their student.

ATTENDANCE/TARDIES/TRUANCY

ATTENDANCE:

Regular attendance is necessary if a student is to succeed in school. Early identification of attendance problems is essential to assure that students will receive counseling and have every opportunity to solve the problem. It is the purpose of this regulation to stimulate both students and parents to assume the responsibility of maintaining good school attendance. Notification of a student's absence from school is the parent's responsibility. **If a student must be absent, it is the duty of the parent to call the attendance office by 8:30 a.m. the day of the absence and state the reason for the absence.** If prior contact is not possible, the parent or guardian must provide a written excuse on the day the student returns to school. If the absence of the student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. Excessive absences will be reported to the appropriate county agency and a legal alternative may be pursued. The River Forest Middle School number is 962-7551.

20-33-2-14-17 Compulsory attendance exception; these are the only absences that will ever be considered excused and will not show up on the student's attendance record as an *unexcused absence*.

Sec. 18

- (a) Service as a page for or as an honoree of the Indiana general assembly constitutes a lawful excuse for a pupil to be absent from school. For each day of page service or as an honoree of the Indiana general assembly, verified by the certificate of the secretary of the senate or the chief clerk of the house of representatives, a student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The section applies to all pupils, whether they attend public, private, or parochial schools.
- (b) The governing body of each school corporation and the chief administrative official of each private secondary school system shall authorize the absence and excuse of each secondary school student who serves on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. A student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner.
- (c) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.
- (d) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance

under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. *(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1977, P.L. 243, SEC.1; P.L.211-1983, SEC.1; P.L.197-1985, SEC.4; P.L.200-1995, SEC.1; P.L.146-1999, SEC.3.*

20-33-2-20 Attendance records

Sec. 23.

- (a) An accurate daily record of the attendance of each child who is subject to compulsory school attendance under section 17 of this chapter shall be kept by every public and private school.
- (b) In a public school, the record shall be open at all times for inspection by attendance officers, school officials, and agents of the department of labor. Every teacher shall answer fully all lawful inquiries made by an attendance officer, school official, or agent of the department of labor.

20-33-2-27 Compulsory attendance; parent’s responsibility

Sec. 33

- (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.

20-33-2-44 Penalty

Sec. 37. Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor. *(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2006.*

Chapter 13. Verifying Student Absences

20-33-2-47 System for parental notification of nonattendance of students; development and implementation

Sec. 1. A school corporation may develop and implement a system of notifying the parent or guardian of a student when:

- (1) the student fails to attend school; and
- (2) the student does not have an excused absence for that day.

As added by P.L.12-1994, SEC.13.

20-33-2-47 Telephone notification to parents of student nonattendance

Sec. 2. If a school corporation implements a notification system under this chapter, the attendance officer or the attendance officer’s designee shall make a reasonable effort to contact by telephone the parent or guardian of each student who has failed to attend school and does not have an excused absence for that day. *As added by P.L.12-1994, SEC.13.*

20-33-2-47 Immunity from liability where reasonable efforts to notify are made

Sec. 3. If an attendance officer or an attendance officer’s designee has made a reasonable effort to contact a parent or guardian under section 2 of this chapter, the school corporation is immune from liability for any damages suffered by the parent or guardian claimed because of failure to contact the parent or guardian. *As added by P.L.12-1994, SEC.13.*

ATTENDANCE/ABSENCES CONTINUED

Absence is defined as missing the entire day or any part (period) of it for any reason. An hourly and daily record is kept for each student on a semester basis. Students must be present at least during 4th, 5th, 6th, and 7th periods of the day to participate in/attend any extracurricular activity.

A student with five (5) or more unexcused absences in a semester may be referred to the Lake County Juvenile Court Division for Truancy from the school.

EXCUSED ABSENCES INCLUDE THE FOLLOWING:

1. Participation in school-related activities.
2. Military examinations.
3. Student serves as a page in the Indiana General Assembly.
4. Students, who are registered Lake Station voters, who will serve on a Precinct Election Board, or a student who will act as a helper to a political candidate or to a political party. Prior notice and parent/guardian approval are required.
5. Deaths and funerals of household members or immediate family. Students who are absent for this reason must have a parent call the school or bring in a note from a parent explaining the absence.
6. Appointments requiring that the student is seen by a licensed physician. We encourage parents to make these appointments outside of school hours. Only appointment and travel time shall be excused. Absences ~~will~~ may be waived for a doctor's appointment ONLY. The doctor's note should be received within 48 hours after the absence and must indicate the date and specific time frame of, and reason for the appointment. Please note that by IC 20-33-2-18 if a student is issued a Certificate of Incapacity they student and parent have 6 business days to return it to the school nurse or may be turned into Child Protective Services. Additionally, this note must be on the physician's letterhead or office form, must be signed by physician or his/her office personnel and be verifiable by the school. (Per Indiana Code 20-33-2-18)
7. Absences occurring because a student is issued a subpoena to appear in court as a witness in a judicial proceeding, or is detained by authorities.
8. Students with continuous attendance issues may be referred to the Lake Station Attendance Court.
9. Religious holidays verified by parent.

WHAT TO DO IF...

You are absent...

Your parent/guardian must call the school by 8:30a.m. on the day of your absence to report your absence. The River Forest Middle School number is 219-962-7551. If a parent calls in for the student, he/she will be considered excused for that day. If no phone call is received, the student's absence is considered unexcused for the day. Without a phone contact an absence can only be excused by bringing a signed note from a parent/guardian upon returning to school. If you have been absent five (5) or more consecutive days, you must bring a note from your doctor. The principal may also request a doctor's note if your absences are considered excessive. A student with 5 (five) or more unexcused absences in a semester may be referred to the Juvenile Court Division for truancy from school.

You are late to school...

Report to the guidance office staff to obtain a pass to class BEFORE going to your locker.

You need an early dismissal...

1. Present a written request for early dismissal from your parent/guardian stating the reason for dismissal and the time dismissal is needed to the administrative assistant for approval.
2. If approval is given, an early dismissal form will be issued. Present this form to your teacher at the BEGINNING of the class period in which you are scheduled for dismissal.
3. Meet your parent/guardian in the main office to sign out at your appointed time. You may not leave until your PARENT/GUARDIAN has signed you out with the attendance secretary.
4. Students are encouraged not to make appointments which will conflict with their school day whenever possible so that valuable class time is not lost.
5. Students will only be dismissed to adults on their emergency contact information page.

You need to sign out...

You must receive permission from the main office staff to leave the campus. Leaving the campus without permission is considered truancy. Parents must verify your need by phone or note in order for you to leave, including students 18 years of age and older.

Meet your parent/guardian in the main office and sign out with the attendance secretary.

Sign in with the attendance secretary if you return to school that day.

CHANGE OF ADDRESS/TELEPHONE

Because communication between the school and the home is most frequently done by telephone and/or letter, it is imperative that the correct mailing address and telephone number be on record. Students who move and/or change their telephone numbers/home address have 10 business days to show proof of residency and should notify the office of such changes.

MAKING UP WORK DURING OR FOLLOWING AN ABSENCE

- Students will be granted one (1) day for each day of absence not to exceed three days to make up missed assignments. Students are responsible for obtaining this work. Students with absences that exceed three days should make arrangements with teachers for make-up work.
- It is the responsibility of the student to obtain missed assignments for **UNEXCUSED** absences and/or absences due to **SUSPENSIONS**. Students will receive a **ZERO** if the work is not completed upon returning to school.
- If a student knows in advance that they will be absent or away on a field trip, it is his/her responsibility to get the work and have it done on time. No extension will be given in these cases. This includes being in the building but not the classroom (including but not limited to being in the nurse's office or guidance office).

TRUANCY POLICY

A student is considered truant in any of the following situations:

- Student is not in assigned area or assigned activity while on school property during the school day.
- Student leaves school without receiving prior approval from the office.
- Student is more than five (5) minutes tardy to class.

TRUANCIES ARE CUMULATIVE THROUGHOUT THE SCHOOL YEAR.

TRUANCY WILL BE HANDLED IN THE FOLLOWING MANNER (Office Referral):

- **1st Truancy** after-school detention per class period missed
- **2nd Truancy** after-school detention per class period missed and parent conference
- **3rd Truancy** Alternative Class Suspension (ACP)
- **4th Truancy** 1 day out of school suspension
- **5th Truancy** 3-5 days suspension/possible recommendation for expulsion

TARDY POLICY

- Students tardy to school shall report directly to the guidance office for a pass.
- Students are tardy if they are not in their assigned seats when the bell rings.
- Students arriving to class more than five (5) minutes after the bell without a pass will receive an office referral and will be considered truant and subject to disciplinary action.

TARDINESS PER 9 WEEK'S PER CLASS WILL BE HANDLED IN THE FOLLOWING MANNER (Office Referral):

- 1st tardy verbal warning / documented
- 2nd tardy verbal warning / teacher call to parent / documented
- 3rd tardy lunch detention / teacher call to parents / documented
- 4th tardy after-school detention / documented
- 5th tardy ACP / documented
- 6th tardy + Administrative discretion

ASSEMBLIES

Periodic assemblies are held to broaden the cultural horizons of students. Students will conduct themselves in a manner that exhibits respect toward the performer and toward their peers. **Teachers will be responsible for escorting their class to the assigned area in the auditorium/gym and will remain with their class at all times.**

AUTHORITY OF SCHOOL PERSONNEL

Students are advised that any administrator, any faculty, and any staff member has the authority to direct the actions of the students while school is in session or a school activity is in progress.

BULLETIN BOARDS, POSTERS, HALL DECORATIONS

1. Get permission from administration or sponsor and sponsor must be present during all decorating
2. All approved items will have the Principal signature on them or they may be taken down
3. Safety must be your primary consideration, use only approved materials, and do not cover light fixtures.
4. Class officers and sponsors are responsible for removing posters and hall decorations within hours after the event. Class officers are responsible to the administration for failure to have decorations removed.
5. If clean-up is not completed, the class responsible will be charged for the labor needed to put things back in order. Class funds would be affected.

RFCS EARNING PROCEDURES FOR PARENTS AND STUDENTS

During the 2019-20 school year, the River Forest Community School Corporation (RFCS) will be utilizing planned eLearning days on November 5, 2019 and May 5, 2020. RFCS may also use eLearning Days in the event of inclement weather, on a make-up day for inclement weather, or an emergency school closing (such as a water main break or power outage).

GENERAL INFORMATION:

Teachers will work with their students to ensure that they are adequately prepared for eLearning days. Teachers will review eLearning day procedures and classroom expectations with their students. Teachers will be available online during the eLearning day to answer questions or clarify assignments. Teachers will communicate specific office hours within the assignment. During office hours, teachers should be actively communicating with students and parents. Parents and students are encouraged to email and/or communicate via Google Classroom. Students will be expected to submit their work no later than three days after the eLearning day.

Classwork will align with the lessons that will be taking place in the classrooms. Teachers will review and ensure that all students are able to access Google Classroom prior to the eLearning day. Teachers will be monitoring their Google Classrooms during office hours. Teachers may also be accessible at other times in addition to office hours.

TECHNICAL SUPPORT:

Students requiring technical support are encouraged to send a support request to www.thinkhelpdesk.com/rfcsc. This link is for technical support only. Questions regarding classwork, assignments, and eLearning days should be directed to your student's teacher.

RIVER FOREST MIDDLE SCHOOL
PROCEDURES AND DISCIPLINE

STUDENT BEHAVIOR PHILOSOPHY

We believe an attitude of respect and personal responsibility must for the cornerstones for behavior in our school. Actions that are disrespectful or reflect an unwillingness to accept reasonable levels of responsibility, severely detract from the educational process, and will not be tolerated. In addition, it is the responsibility of school administration and staff to maintain an orderly environment wherein all students and staff feel safe. In light of these standards, there are times when it is necessary for school officials to make a decision concerning the acceptability of student's behavior in school or at a school-sponsored activity. Their decision must be based on the welfare of the total school community as well as the individual student. Communication and cooperation between staff members, parents, and students is encouraged in all matters regarding student discipline.

ALCOHOL POSSESSION AND/OR CONSUMPTION

Students may not possess/consume/be under the influence of/provide to any other person, any form of alcohol on the way to or from school or school activity, on school grounds at any time, or at any school sponsored activity at any location including the school bus or other school sponsored transportation.

Failure to comply with these rules is subject to school disciplinary action, including suspension and/or expulsion.

BREAKING AND ENTERING SCHOOL PROPERTY

Breaking and entering school property will not be tolerated. Failure to comply with this rule will result in expulsion and may be reported to the police.

CLASSROOM EXPECTATIONS

STUDENTS ARE EXPECTED TO:

- Be Prompt - Be in the classroom when the bell rings. Be prepared to stay in the classroom the entire period in assigned seat or area.
- Be Prepared for class – Bring all materials required for each class.
- Be Positive - Be engaged in classroom topic, discussion, instruction, or lesson.
- Be Polite - Be courteous and respectful to teachers and fellow students.
- Be Productive - Participate in class. Complete all class work and homework.

BULLYING

Indiana Law Code 20-33-8-13.5

Bullying will not be tolerated. Bullying is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” All instances of bullying must be reported to school officials, and an investigation will be made. Punishment will be at the discretion of the administration. Parents and/or law enforcement may be contacted. **Effective July 1, 2013: Indiana House Bill 1423 requires that schools adopt guidelines that establish anti-bullying education and training programs for student and staff. Requires reporting of bullying incidents and requires information be included in the school improvement plan. This legislation greatly expands the scope of when the bullying might fall under school discipline rules. The legislation would now cover acts of bullying “wherever the bullying behaviors occur.” The second area of expansion occurs with the deletion of “a school corporation” language as it relates to the use of computer, system, or network.** Bullying committed by a student toward another student or students is strictly prohibited.

What is bullying

Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend Lake Central Schools and extends to bullying through computer, computer system, or a computer network.

Reporting bullying behavior

Students are encouraged to report bullying conduct as soon as possible. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal. A student or parent may also report the conduct to a teacher or counselor with whom he/ she is comfortable. That teacher or counselor will then relay the report to the Principal. The report may be made anonymously, however the ability of the Principal to investigate and take corrective action may be limited if the person making the report cannot be further questioned. NOTE: All administrators, teachers and other staff members are to immediately report observed instances of bullying and/or information regarding bullying behavior to the Principal.

Investigation of report

The Principal or an administrator designated by the Principal will investigate immediately all such reports of bullying which may include questioning students, staff and others. As information is obtained, the Principal will report to conduct to local law enforcement as appropriate. The parents of the bully and the targeted student(s) will be notified within the week of the receipt of the report of the alleged conduct and then on a periodic basis as to the progress and the findings of the investigation, and of any remedial action that has been taken.

Consequences

Where bullying behavior is substantiated through the investigation, the Principal will take action appropriate to address the bullying conduct and to prevent further bullying, such as disciplinary action including suspension and/or request for expulsion, counseling and follow-up counseling or other support services and education for the students involved, and referral to law enforcement.

False reporting

False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

Prevention and creation of Anti-Bullying environment at River Forest:

- Assess and Define Bullying
- Engage Parents & Students
- Create Programs and Policies
- Maintain a Safe Environment
- Educate Students & Staff/Awareness Programming/Group Meetings/Presentations & Assemblies
- Community Partnerships

BUS RULES

Riding the school bus is a privilege afforded by the school corporation. This privilege can be revoked whenever it is determined that the students' actions present a safety hazard to other riders, or when the bus driver determines that his/her attentions must be diverted from the sole operation of the bus to control that student. These students will be referred to the administration with a bus ticket for a potential reprimand. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. **This also involves the vocational, activity, and athletic buses.**

All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation (IC 20-9.1-5-19).

The following Bus Rules Apply:

1. Each pupil shall be seated immediately to their assigned seat upon entering the bus.
2. The bus driver ensures the right to ask to a student to move to any seat in order to maintain control and safety of the bus.
3. Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
4. No windows or doors will be opened or closed except by permission of the driver.

5. School buses are school property and must be respected as such. Therefore, writing on services, mutilation of seats or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation on the school corporations' buses.
6. Pupils should not throw rocks, snowballs, or any other material the the school buses before entering or after exiting the bus.
7. Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth while on the buses.
8. Loud, boisterous, or profane language, or indecent conduct is prohibited.
9. Pupils shall not tease, wrestle, or shove each other.
10. No items shall be stacked higher than the windows, isles and exits must be clear in case of emergency.
11. Pupils should understand that the bus driver is required by law to maintain good discipline on the bus to ensure safety and equity for all. This can be accomplished by the cooperation of pupils, parents, and drivers.
12. Students should be waiting at the bus stop when the school bus arrives five (5) minutes prior to normal pick-up time. The driver is responsible for the maintenance of his/her schedule and cannot wait for tardy students.

CELLULAR PHONES / ELECTRONIC DEVICES and LISTENING DEVICES

Cellular phones, electronic devices and listening devices must be placed and stored in locker before the start of school. A violation of this will result in disciplinary action and may include confiscation of the equipment. Listening devices (earbuds / headphones) are to only be used when required in class and permitted by the classroom teacher. In the case the teacher permits listening devices for class use, students are to return and store them back in their locker upon the end of the class period. During passing periods listening devices are to be put away and off the ears completely. Students are advised that they bring these items to school at their own risk.

The following rules will apply to students if they are caught using these items in class between 7:40AM - 2:41PM. Any student who refuses to give up their phone or take their battery out first will additionally be looked at as insubordinate.

*All violations result in an office referral and may result in the following consequences listed below.

- 1st Offense
After-school detention
- 2nd Offense
ACP
- 3rd Offense
OSS
- 4th Offense+
Administrative Discretion

If a student has an emergency and must contact a parent during the school day, a pass from a teacher must be written to the Main Office/Nurse and the call can only be placed using the Main Office telephone. It is not encouraged for students to call their parents or guardians to come and pick them up without speaking with the nurse, secretary, principal, or designee first.

If students take the risk of keeping their cell phones or electronic devices on their person during the day, River Forest is not liable for any lost, damaged, or misplaced device. Please be advised that River Forest Staff will not spend instructional time searching for cell phones for students that lose their phone or have their phone

stolen. It is recommended by the administration that cell phones and electronics are either not brought to school or securely placed in student hallway lockers during the school day.

ELECTRONIC DEVICES CONT.

Electronic devices such as cell phones, listening devices, camera phones, ECD's, PDA's, radios, iPods, I Pads, Lap Top Computers, Tablets, MP3 players, pagers, digital cameras, video cameras, and similar items, may be brought to school **at the student's own risk**. The school **will NOT be responsible for lost, broken and stolen items. The school may ask (one time) the family of the student who broke the device to pay restitution (we have no other recourse and cannot make them pay). Cell phone and listening devices MAY be used during lunch time only, inside of the cafeteria.** These devices may be used before school, after school or for educational purposes under the supervision of a classroom teacher. If these devices are used or visible during class time or disrupt the educational process, the student will face disciplinary consequences. Violation of this policy can result in discipline up to an including suspension or expulsion, and potential notification of law enforcement authorities. These devices can be confiscated and held until the end of the school day or until a parent can pick up the device depending on the situation. The administration reserves the right to make an impartial and unbiased case by case determination. Students who fail to abide by the policy will have disciplinary actions which are listed in the discipline chart of consequences.

Cell Phone and Listening Device Use

- Before / after-school / lunch
- Possession of a phone in class is for educational purposes with teacher permission
- Prohibited in school offices.
- The only exception of phone and /or listening device use is direct permission and supervision of a teacher / administrator.

There is **no unauthorized videotaping or photographing** of any part of the building, grounds, students, and staff without the prior written consent of the River Forest Community School Corporation. This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities.

River Forest Middle School expects students to practice proper etiquette and common courtesy when using **cell phones during extra-curricular time**. During extra-curricular events and activities (such as a concert, dance, athletic event, or play etc.), cell phones may be used only at the conclusion of the activity or extra-curricular event under the direct supervision of the activity sponsor. During extra-curricular activities students may have silenced mobile devices on their person.

Electronic devices must be turned off and put away when entering the school. Students may use their electronic device once exiting the building at dismissal.

ELECTRONIC TRANSMISSIONS

“Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school function is prohibited. In addition to taking disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. (IC 35-42-4-4).

CHEATING/PLAGIARISM

Any form of cheating or plagiarism will not be tolerated. Cheating exists when a student copies another student's work or a student allows another to copy his/her work. Plagiarism exists when information is copied from another source without so noting. Cheating or plagiarism on the first offense may result in loss of credit for the specific examination or activity. Further incidents of cheating or plagiarism may result in an "F" for the course, and/or other disciplinary action as per administrative guidelines

DANCES

Dances must be sponsored by a school-sponsored organization. Inappropriate behavior (horseplay, suggestive dancing, etc.) may result in exclusion from further dances for the remainder of the year and, if necessary, other disciplinary action.

- Only River Forest Middle School students may attend middle school dances.
- Students are not permitted to leave the dance and return not even for a few minutes.
- No smoking or drinking is permitted for anyone attending the dance.
- Potentially dangerous and inappropriate dancing will not be permitted.
- For the safety of students, it is preferable that parents provide transportation from dances. If this is not possible, a permission slip must be signed prior to the dance allowing students to walk.
- Students are responsible for their own valuables at school dances. Items found during or after the dances are placed in the "Lost and Found" area.
- Students must have their rides here to pick them up promptly at the end of the dance. Students are expected to behave responsibly during school dances and to cooperate with chaperones.
- The River Forest Middle School dress code applies to all dances.
- Students must be in attendance from at least 4th period through 7th period to attend dances.

ENERGY DRINKS

River Forest does not allow students to bring "ENERGY DRINKS" into the school or on its property. Failure to comply with this rule will result in the drink being confiscated and possibly disciplinary action and effect your standing in an extra/co-curricular activity.

DISRUPTIVE BEHAVIOR

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated. Examples of disruptive behavior include, but are not limited to: chronic talking in the classroom or other school event wherein students have been directed to remain quiet; horseplay; chronic lack of supplies; arguing; engaging in sexual behavior on school property; blocking the entrance or exits of any school building, corridor or room with the intent to deprive others of lawful access to or from; preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property; continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

Failure to comply with these rules is subject to school disciplinary action, including detention, ACP, suspension, and/or expulsion.

APPEARANCE

As students mature and become adults; they will be required to meet definite dress standards for many occupational obligations and social functions. The careful regulation of student dress styles is the responsibility of the school. The student/staff health and safety, common decency, student schoolwork, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school appropriately prepared to participate in the professional, educational process. Students are expected to observe ordinary standards of good grooming, with attire appropriate and comfortable, but professional and working school atmosphere.

In maintaining with the above philosophy, and in order to decrease misunderstanding, inappropriate school wear may include, but is not limited to:

- A. The preservation of common decency and classroom order necessitates sufficient coverage of the person. Any clothing, which exposes undergarments or the lack of undergarments, will be considered inappropriate for school. **This includes sagging pants if underwear is noticeable. Garments such as slippers, pajamas, short skirts and shorts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those which contain spaghetti straps, and garments with plunging or revealing necklines, tights with nothing over them, etc. are not allowed. Skirts and shorts and holes in pants must be below finger tips with the arms and hands fully extended. Shirts and tops must be long enough to tuck in. Students will not be permitted to wear clothing which promotes or advertises the use of drugs, alcohol, or other substances which, if used by a minor would be illegal. Furthermore, clothing will not be permitted which advertises, promotes, or vie innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school environment or is deemed disruptive to the educational functioning of the school.**
- B. The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items that may be required in special classes such as shop, laboratories and physical education. Cleanliness of person and apparel is required, pungent sprays, patchouli oils, and strong perfumes and like substances are not to be used or worn at school. These odors are disruptive to the educational process and may be a health risk to others.
- C. Attire that may cause property damage or personal injury may not be worn (i.e., chains, gloves, safety pins, shoes that may scuff or ruin the floor, etc.)
- D. Upon entering the building during the day all students are to remove their hats and other head coverings and placed in their locker. Students are not to visibly carry these during the day.
- E. A jacket or coat, which is normally worn outdoors, is to be placed in a locker during the school day. In addition, back packs are to be stored in the students' locker during the school day to ensure safety for both students and staff alike.

DRESS CODE

River Forest Middle School expects its student body to appear at school in a clean and neat manner. Courts have ruled that any appearance or clothing that **CREATES A DISTURBANCE**, causes amusement or laughter, promotes looks and stares, or is lewd and suggestive **shall not** be allowed in public schools.

Appropriate dress for school:

- Shorts, skirts and dresses must be fingertip length or longer when standing straight with arms at side of body; this fingertip rule also applies to jeans with openings and leggings as well.

- All shirts and blouses must COMPLETELY COVER THE TORSO/MIDRIFF. No spaghetti straps. Garments MUST NOT advertise, gangs, drugs, alcohol, tobacco products, sex, or have suggestive statements printed on them; such items are inappropriate in a school setting.
- Undergarments must not be visible.
- Pants must be worn at the waist – No sagging. (i.e., while standing, walking and sitting, top attire must touch bottom attire all the way around.)
- Slippers, pajama pants, and blankets are not allowed
- Any gang related clothing, jewelry, etc., must not be worn. (See Gang Policy)
- Jewelry or clothing representing violence in any way (such as machine gun, weapon, etc.) is not permitted and can lead to suspension/expulsion.
- Book bags, backpacks, and purses must be stored in students’ lockers during the entire school day.
- Hats, hoods, and sunglasses are not to be worn in the building at any time. At outside events, hats will be worn with bills pointed forward.
- Jackets are not to be worn during the school day.
- If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The principal or his/her designee is the final judge.
 - The final determination regarding dress code issues/violations will be made and reinforced by the administration.

DRESS CODE FOR SPECIAL EVENTS

All rules will apply to attend special functions. They include but are not limited to the following types of events: field trips, award programs, dances, band performances, concerts, and banquets. All rules are in place and enforced during school events.

DRUG-FREE SCHOOL

River Forest Middle School is committed to providing a drug-free school. Drug abuse is a threat to the health and safety of our students. For this reason, and in accordance with Federal law, River Forest Middle School prohibits the use, possession, concealment, manufacture, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including expulsion from school and reference for prosecution.

DRUGS AND DRUG PARAPHERNALIA

Students may not possess, use or be under the influence of/or provide to any other person, drug paraphernalia and/or any substance, which is or contains amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance that closely resembles or is represented to be any of the listed substances. Students may not provide to any other person drug paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

- on the way to or from school or school activity, or

- on school grounds at any time, or
- at any school sponsored activity at any location including the school bus or other school sponsored transportation.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. However, all medications (prescriptions or over-the-counter) must be approved by the nurse. This includes, but is not limited to, inhalers, over the counter medications, and cough drops. No student, under any circumstance is to provide medication (prescription or over-the-counter) to any other student.

Students may not possess/use/provide to any person anything used or designed to be used primarily for, but not limited to, the storage, processing, delivery or consumption of amphetamine, barbiturates, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens.

- on school premises at any time, or
- at any school sponsored activity at any location including the school bus, or
- at any school sponsored activity at any location including the school bus or other school sponsored transportation.

Failure to comply with these rules will result in expulsion.

FIGHTING/USE OF PHYSICAL VIOLENCE

Fighting, posturing, or using physical violence in the school building, on school grounds, en-route to and from school and to school sponsored activities is subject to school disciplinary action, including Saturday school, ACP, suspension and/or expulsion.

Students failing to comply with staff member's instructions to stop fighting or using physical violence will be subject to expulsion.

(Individuals who are spectators, promote, or instigate fights or any physical violence may be subject to the same corrective action(s) as the participants.)

In addition, the administration reserves the right to call the police department after any fight. If this should occur, students will face both a school consequence and a criminal consequence.

GANG INVOLVEMENT

A. Policy Statement

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

B. Definitions

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically either promotes, sponsors, or assists in; or participates in; or 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 an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a gang.

C. Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate, the principal may provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in

alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity.

D. Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

E. Establishment of Education Programs

In its efforts to address criminal gang activity, the Board encourages collaboration with stakeholders to provide gang prevention and intervention services and programs including but not limited to:

1. Provide training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
2. Create collaborative plans between local school administration and community based prevention and intervention providers.
3. Coordinate resources and funding opportunities to support gang prevention and intervention strategies.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program.

F. Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity

Support services may include one or more of the following:

gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;

culturally and/or linguistically appropriate services/supports for parents and families;

counseling coupled with mentoring for students and their families;

referral to community organizations and civic groups that offer related programs or counseling;

viable, sustainable after-school programs developed in collaboration with other stakeholders;

G. Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Superintendent may seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

Training for staff and teachers on criminal gang prevention and intervention resources.

Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal gang prevention and intervention.

Coordination of resources and funding opportunities to support gang prevention/intervention activities.

Integration of available School Resource Officer Programs.

Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

H. Publication of the Policy

This policy shall be annually disseminated to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

I.C. 20-33-9-14
I.C. 35-31.5-2-27.4
I.C. 35-31.5-2-74
I.C. 35-31.5-2-264.5
I.C. 35-45-9-1
I.C. 35-45-9-3
I.C. 35-45-9-4
I.C. 35-45-9-5

The following are prohibited:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, or other such items identified and associated with gang membership or affiliation.
- Using hand signals, graffiti, drawing gang symbols, gestures or other written communications showing membership or a desire to affiliate, or affiliation with a gang.
- Using any speech or committing any act in the promotion of gang interests or activities including but not limited to: soliciting others for membership in any gang, threatening or intimidating others, inciting others to commit physical violence.

Failure to comply with these rules is subject to school disciplinary action, including suspension and/or expulsion.

HABITUAL OFFENDER

Repeatedly violating rules that students are expected to follow will be grounds for disciplinary action including expulsion. In addition, suspensions totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

HARASSMENT/THREATS/INTIMIDATION

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to strike, attack, or harm a staff member, student or other person; coercing a staff member, student or other person; threatening notes, comments, innuendoes, or rumors; bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Threats, harassment or intimidation transmitted electronically ie. web pages, e-mail, text messages, etc. originating on school property or off school premises, when it directly affects other students or school personnel, is subject to school disciplinary action including detention, ACP, suspension, and/or expulsion from school

HOMEWORK POLICY

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools in grades

one through twelve. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of school or to complete work not completed in class. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.

Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Excessive missing assignments will result in disciplinary action.

ILLEGAL ACTIONS

Behavior not covered by other rules listed in this section but that is prohibited by Indiana State Law will be subject to school disciplinary action, including possible expulsion, and reported to the police.

IMPROPER USE OF SCHOOL TECHNOLOGY AND EQUIPMENT

The following constitutes improper use of technology: accessing, uploading, downloading, or distributing anything deemed inappropriate including: pornographic, obscene, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; violating any local, state, or federal statute; vandalizing, damaging, or disabling the property of another individual or organization; accessing another individual's material, information, or files without permission; violating copyright or otherwise using intellectual property of another individual or organization without permission. Failure to comply with these rules is subject to school disciplinary action, including restriction of privilege, detention, ACP, suspension, and/or possible expulsion.

INSUBORDINATION

Failure to comply with directions of teacher or other school personnel during any period of time when students are under their supervision is subject to school disciplinary action, including detention, , Saturday school, ACP, suspension, and/or expulsion. Examples of insubordination include, but are not limited to: refusal to work in class, sleeping in class, refusal to serve detention as directed, refusal to participate in in-school alternatives as directed, refusal to report to the office as directed, refusal or failure to identify oneself when requested by a staff member or adult in authority, disobedience to administration authority, refusal to follow the direction of a teacher, administrator, or other adult in a supervisory position.

ILEARN

Parents will receive a letter with passwords to access ISTEP scores on line after they have been scored and returned to the school. IF a student does not pass the English or Math portion of the ISTEP, he/she will be expected to attend remediation programs offered by the school.

LOCKERS/USAGE

Lockers are provided to all middle school students. Students will be held responsible for any damage to the locker from misuse or tampering with the lock. Students are not to give their lock combinations to other students nor make any attempt to open other lockers without office approval. **Students are not to share a locker.**

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations per IC 20-33-8-32

Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store 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. Students will be expected to keep their lockers in a clean and orderly manner. Students may not write in or on lockers even with erasable markers.

Authority to Inspect: Students have no reasonable expectation of privacy in these areas. The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions in "Use of Lockers". The principal or his/her designee shall conduct all inspections of student lockers. All lockers are subject to search.

Liability: The school corporation assumes no liability for what students place in school lockers. Therefore, it is advised that students do not bring items of value to school and place them in lockers.

LOST AND FOUND

Lost articles may be claimed before and after school in the main office within one week. Found articles should be sent immediately to the main office. To facilitate return in case of loss, books and other property should contain identification.

LUNCH/CAFETERIA

All lunches at River Forest Community School Corporation are closed. No students, regardless of age or grade, are permitted to leave the school to go out to lunch. Exceptions are only approved through the building principal. No food, drink, container, or eating utensil is to be carried removed from the cafeteria. Reminder: Soft Drinks/Soda Pop are not allowed in the cafeteria. Parents may not bring in fast food items for their students during the school day.

PROFANITY/PORNOGRAPHY/OBSCENITY

The following is not allowed:

- Use of profanity, obscene gestures and/or possession of pornography or other inappropriate materials anywhere in school, on school grounds, at school sponsored activities or on school provided transportation.
- Making any sign or any writing that conveys an offensive, obscene, or sexually suggestive message.
- Having any written materials or pictures that convey an offensive, obscene, or sexually suggestive message.

Failure to comply with these rules is subject to school disciplinary action, including detention, Saturday School, ACP, suspension, and/or expulsion.

PUBLIC DISPLAY OF AFFECTION

Embracing or hugging, kissing, etc., is a violation of the discipline policy as it is considered disruptive to the educational atmosphere. Repeated violations will result in disciplinary action.

THEFT/VANDALISM

Stealing or damaging the property of River Forest Middle School, the property of students or staff members, or the property of visitors to the school will not be tolerated. In addition, stealing or damaging property at any location that a River Forest student is attending that is part of a school sponsored function will not be tolerated and will be subject to school disciplinary action, including restitution, ACP, suspension, and/or expulsion.

TOBACCO PRODUCTS AND SMOKING

Students may not possess/use/provide to any other person, any tobacco products and/or associated paraphernalia including, but not limited to, electronic cigarettes (aka “vaping”) in the school building, at school extra-curricular activities or within a two-block radius of the school grounds during the school day. Failure to comply with these rules is subject to school disciplinary action including suspension and/or expulsion. If students are under the age of eighteen (18), these infractions will also be reported to the police.

WEAPONS/DANGEROUS ITEMS

Students may not possess or provide to any other person: guns of any type (real or not), knives, razors/razor blades, box cutters, any martial arts related weapons, brass/metal knuckles, tools (such as saws, awls, hole punches, hammers, etc.) explosives devices or materials used in making such devices, and any other item that could reasonably be considered and used as a weapon will be grounds for ACP, suspension, and/or expulsion.

RIVER FOREST MIDDLE SCHOOL DISCIPLINE MATRIX

Student discipline is administered in a progressive manner. However, some will be expedited to higher levels of discipline depending on the nature and severity of the misconduct.

If a student receives an inordinate number of office referrals for hindering the learning process, they may be presented with a Habitual Offender Student Contract which places the student on probationary status. Any violation of the conditions in the contract may warrant withdrawal as an active member of the middle school student body, detention, ACP, suspension, and/or expulsion.

In addition, suspensions totaling ten (10) days in one semester, or a combined total of fifteen (15) days for the year, may result in a request for expulsion for not following and adhering to school rules and regulations.

Offenses that are criminal in nature will be reported to the police.

This chart serves as a guideline for the administration when issuing consequences for violations. The administration reserves the right to enforce a more or less severe consequence. This chart is not to be considered all-inclusive and may be adjusted as needed.

*Administration reserves the right to suspend students from school social events/functions (i.e., assemblies, field days, concerts, dances, field trips, sports, etc.)

| Class I Violations | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|--|--|--|---|---|
| Dress Code (includes hoodies) | Verbal warning Change of clothing | Change of clothing After-School Detention | Change of clothing Friday School/ ACP/ OSS (Three violations of wearing hood may result in banning for remainder of the school year.) | OSS (1-3 days) |
| Tardiness | verbal warning documented | verbal warning teacher call to parent documented | teacher call to parent | After-school detention 5th Offense – Parent Meeting and ACP 6th Offense + – Administrative discretion |
| Food, Candy, Pop | Verbal Warning | Friday School | Friday School x2 | ACP |
| Horseplay | Verbal Warning | Friday School | ACP | OSS (1-3 days) |
| Public Displays of Affection | Verbal warning | Friday School/Parent Phone Call | ACP/OSS (1-3 days) | OSS (5-10 days), Rec. for Expulsion |
| Lighter, Matches, Ignition Devices | Detentions | Friday School /ACP/ OSS (1-3 days) | Friday School/ACP/ OSS(3-5 days) | OSS (5-10 days), Rec. for Expulsion |
| Unauthorized Area | Detention/Friday School /ACP/OSS | Detention/Friday School /ACP/OSS (1-3 days) | ACP/OSS (3-5 days) | OSS (5-10 days) Rec. for Expulsion |
| Cell Phones, Listening Devices and other WCDs Violation | After-school detention | ACP | OSS | Administrative discretion |
| Class II Violations | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| Cheating & Plagiarism | “F” on assignment detention/Friday School | Student may receive an “F” for 9 weeks | Student may receive An “F” for semester | OSS (5-10 days) / Rec. for expulsion |
| Bus Safety Violation | To be determined by Transportation director/ Administration | Possible loss of bus riding priv. | Suspension from school | Recommendation for expulsion |

| | | | | |
|--|---------------------------------------|---------------------------------|--------------------|---------------------------------------|
| | Transportation rules | | | |
| Classroom Disruption | Parent Phone Call /Removal From Class | Parent Phone Call and Detention | Friday School/ACP | ACP/OSS |
| Disrespect &/or Insubordination | Detention/Friday School | Friday School/ACP | ACP/OSS (1-3 days) | OSS (5-10 days) Rec. for expulsion |

| | | | | |
|---|--|--|--|--|
| Forgery/False Attendance Call | Detentions/Friday School | Friday School /ACP | ACP/OSS (3-5 days) | OSS (5-10 days) Rec. for expulsion |
| Teasing/Harassing (Non-threatening) | Detention | Friday School | ACP/OSS (1-3 days) | OSS (5-10 days) |
| Unsportsmanlike behavior as a spectator | Refer to athletic director athletic hand book/INGOT Code Violation | | | |
| Class III Violations | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| Computer Violation | Detentions/Friday School | Friday School/ACP | Loss of Computer Access for Year | Based on severity, OSS or rec. for expulsion |
| Fighting* Consequence will vary depending on level of involvement | ACP/OSS (1-3 days)/Possible Police report | OSS (1-3 days) / Possible Police report | OSS (3-5 days) Rec. expulsion Possible police report | OSS (5-10 days) Rec. expulsion Possible police report |
| Sexual Harassment | OSS (1-3 days) /possible police report | OSS (3-5days) /parent conference, possible police report | OSS (5-10days) / Rec.For expulsion, possible police report | |
| Theft* All offenses include mandatory restitution | OSS (1-3 days) Possible Police Report | OSS (3-5days) / Police Report, Parent conference | OSS (5-10 days, recommended Expulsion | |
| Threat – Verbal, Written or Gestures | Friday School/ACP/OSS (1-3 days), possible police report | OSS (3-5 days) , possible police report | OSS (5-10 days), possible police report, re. for expulsion | |
| Tobacco use or Possession | Friday School/OSS Citation issued by law enforcement | OSS (1-3 days) Citation issued by law enforcement | OSS (3-5days) Citation issued by law enforcement | OSS (5-10 days) Rec for expulsion Citation issued by law enforcement |
| Vandalism* All offenses also include mandatory restitution | Friday School/OSS | OSS (1-3 days) possible police report | OSS (5-10 days) Police report, rec. for expulsion | |
| Truancy | After-school detention per class period missed | After-school detention per class period missed and parent conference | ACP | 1 Day OSS/ Social Suspension 5th Offense – 3-5 Days OSS/ Possible recommendation for expulsion |
| Class IV Violations | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| Assault/Battery | OSS (1-5 days), Police Report, | OSS (3-10 days), Police Report, | | |

| | | | | |
|---|--|-------------------------------------|---|--|
| | request for expulsion | request for expulsion | | |
| Bullying | Friday School/ ACP (1-3 days) | Friday School/ACP/OSS (1-3 days) | Friday School/ACP/OS S (3-5 days) | /OSS (5-10 days) Rec. for expulsion |
| Drug/Alcohol Violation Possessing, dealing, using, paraphernalia | 10 days/ACP /OSS, police report, rec. for expulsion | | | |
| Gang Activity | Friday School/ ACP /OSS (1-3 days) | Friday School/ACP OSS (3-5 days) | OSS (5-10 days Rec. for expulsion) | |
| Weapons Violation | OSS (10 days), police report, recom. for expulsion | | | Gun possession will follow mandatory 1 year expulsion, per Indiana Code |

INDIANA LAW REGARDING SUSPENSION AND/OR EXPULSION

Indiana Code 20-33-8, as well as local school board policy provides all school personnel with the authority to carry out this duty. River Forest School Administration will handle any disciplinary problems that arise which are not specifically cited herein.

The following excerpts are quoted from Indiana Code 20-33-8.

I.C. 20-33-8-9: Disciplinary powers of teachers and school staff members

20-33-8-8 School Discipline

- (b) In all matters relating to the discipline and conduct of students, School Corporation personnel:
- (1) stand in the relation of parents to the students of the school corporation; and
 - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system...
- (c) Students must:
- (1) follow responsible directions of school personnel in all educational settings; and
 - (2) refrain from disruptive behavior that interferes with the education environment.

20-33-8-14 Grounds for Suspension or Expulsion

- (a) The following are the ground for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules
- (1) Student misconduct
 - (2) Substantial disobedience
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
- (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) Off school grounds at a school activity, function, or event; or
 - (3) Traveling to or from school or school activity, function, or event

20-33-8-15 Unlawful Conduct

In addition to the grounds specified in IC 20-33-8-14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or

- (2) the student's removal is necessary to restore order to protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

20-33-8-16 Weapons

(d) a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
- (2) in possession of a firearm or destructive device on school property;

must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.

20-33-18 Due Process

Students will be afforded the basic rights of due process. That is, in any suspension or expulsion proceeding, the charges against the student will be stated, a summary of the evidence against the student will be provided, and an opportunity for the student to explain his/her conduct will be granted.

COUNSELING SERVICES

A home school coordinator is available to counsel students who are referred by teachers, staff, parents, or other students. Additionally, a student may request to see a counselor. The counselor will make every attempt to see the student in a timely manner.

The counselor provides brief counseling services for students in the following areas: educational, vocational, social and emotional. Students may request to see the counselor. Students will need to get a pass from his/her teacher. Teachers or staff, parents, or other students may also refer students to the counselors. Typically the counselor attempts to help the student define the problem and discuss possible solutions to resolving the problem. The counselor also attempts to help the student develop coping strategies to deal with stress the student is experiencing.

In a situation where the counselor determines that a student needs additional counseling because of suicidal comments, self-injurious behaviors, plans to hurt others in the school, etc., the counselor or the principal will contact the parent. The parent may be asked to pick up his/her child at school, or the counselor may suggest that the student be referred for mental health counseling. In these situations, we hope the parent will cooperate with the recommendations given. **We all need to take mental health issues seriously.**

WITHDRAWAL FROM SCHOOL

To withdraw a student from school, the parent/guardian must do the following:

- Notify a building administrator/secretary of their intent to withdraw their child from school.
- Complete all required withdrawal forms in the main office.
- Return all books, locks and other items belonging to the school.
- Must pay any outstanding fees or fines owed to the school.
- Upon completing all these steps, the student will be officially withdrawn from school.

TRANSFER STUDENTS

Students who enter from another school system, must present a transfer from the school they have attended. Students transferring away should apply for a transfer at least two (2) days before the intended withdrawal.

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

Students who have started the school year but move to another school district during the school year will need to withdraw from River Forest Middle School and enroll in their new school district.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”; a student’s name, address, telephone number; photograph, date and place of birth; 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 listing on an honor roll and scholarships.

If you DO NOT wish to have Directory Information released without your prior knowledge and/or consent, please complete this form and return it to your school principal.

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

I, _____, the authorized parent or guardian of
(Please print)

_____, deny permission to release Directory
(Please print)
Information* about my child without my prior, written consent.

Signature

Date

*Exception(s) to this Denial of Permission to Release Directory Information include:

- Honor Roll Recognition
- Scholarship Announcement
- Athletic/Academic Team Achievement
- Student Work and Photographs on School Corporation Web Pages
(Any photo identification would include first name only per Corporation policy)
- Other _____(please specify)

Please check the appropriate box above IF you wish to grant the listed exception(s) to your Denial of Release.

EMERGENCY EVACUATIONS

In case of a fire drill, fire, tornado drill, tornado, or any other emergency situation, all rooms have posted directions as to the proper route to evacuate the school building. There should be no horseplay, talking, etc. No one can ever be sure when a drill can become an actual event. Once outside the school, and away from the building, you are to remain with your class for the entire period of time. Teachers are to take a class roster with them during all room evacuations. The School Safety Plan will be followed.

EXPECTATIONS for THE LEARNER

- Assume responsibility for their own learning
- Take responsibility for and accept the consequences of their actions and decisions
- Develop the character qualities, social courtesies, and skills needed to function as a contributing member of society
- Work cooperatively with others while maintaining one's own ideas, views, and standards.
- Take an objective approach to problems and use problem-solving skills and critical thinking skills effectively
- Assume responsibility as a citizen by developing an awareness of world events, a sensitivity to social problems, and responsibility for helping with their resolution
- Demonstrate sound communication skills using a variety of media
- Show growing enjoyment of the arts by developing artistic and literary tastes and standards
- Prepare to enter the world of work by responding effectively to changing technology
- Evaluate the requirements of various occupational opportunities in light of personal, physical and mental capacities, aptitudes and interest.
- Practice ensures retention and mental agility. Homework is an assigned practice.

EXTRACURRICULAR AND COCURRICULAR PARTICIPATION

All students are encouraged to become involved in the organizations that the high school provides. In order to participate, the student must have a signed waiver on file. The privilege of participation shall require the maintaining of high standards of conduct and observance of the policies, rules, regulations and guidelines of the school.

EXPULSIONS

Expulsion means disciplinary action whereby a student is separated from school attendance in excess of 10 days or for the balance of the current semester or school year.

20-33-8-19 Expulsion procedure; appeals will be adhered to.

FAN BUSES

Fan buses are provided at a fee to some athletic contests. Students must purchase a ticket ahead of time from the athletic director/athletic department ahead of time at school. Any student who rides the bus **must ride it to and from the event. Additionally, each student must obey** the bus sponsor and the bus rules. Violation of any rule may result in suspension from further fan bus rides or possible school suspension/expulsion. Students may also be subject to being suspended from attending extra-curricular events per the Athletic Councils' discretion.

FIELD TRIPS

All field trips are arranged through teachers with the administration approval. All school rules are in effect during any field trip. Out of state field trips must be applied for at least one month in advance and must be approved at by the RFSB of trustees.

FIGHTING/USE OF PHYSICAL VIOLENCE

Fighting, posturing, or using physical violence in the school building, on or off school grounds, en-route to and from school and to school sponsored activities is grounds for suspension and/or expulsion. Students failing to comply with staff member's instructions to stop fighting or using physical violence will be subject to expulsion. Individuals who are spectators, promote, or instigate fights or any physical violence may be subject to the same corrective action(s) as the participants. In addition, administration reserves the right to call the police department after any fight. If this should occur, students will face both a school consequence and a criminal consequence.

FREE / REDUCED PRICE LUNCHES

Free/reduced price lunches are available for those who qualify. Forms can be obtained from the attendance secretary or on the website.

FUNDRAISING

Any and all fund raising conducted for or by high school students must be approved by the high school principal and must be in compliance with the state board of accounts.

GRADES: OTHER METHODS OF KEEPING TRACK OF

We also encourage students and parents to keep track of homework and grades throughout the school year by using the following methods:

- 1.) Assignments Books/Planner. We encourage students to keep track of assignments and tests by using his/her assignment book. We encourage parents to check the assignment books on a daily basis.
- 2.) Record Grades. We encourage students to keep track of ALL grades for each class. When a teacher returns graded assignments and tests, the student can record his/her score in one column and the points possible in another column. To figure out his/her grade, the student can add up the points for his/her her score, and add up the points possible. The student then divides his/her score by the points possible. This will give the student an approximate average.
- 3.) Weekly Progress Reports (Fridays Only) A student may pick up a weekly Progress Report in the main office. The student takes this report to all of his classes. The student requests that the teacher writes on the report an approximate grade and whether the student has completed all assignments for the week.
- 4.) Harmony Parent Portal. Parents can access students grades and assignments the school website and parent portal link. This can only be accessed with the use of student ID and Password.

These methods can be very effective if used consistently. If you would like to more information about these strategies, please contact one of the counselors

HEALTH SERVICES

MISSION STATEMENT

The Health Services Team at River Forest Community School Corporation is dedicated to the care and well-being of our students. Our mission is to support student health and enable students to feel safe and cared for while at school. We believe that this supports excellence in the classroom and contributes to healthy habits that will last a lifetime.

ACCIDENT

IF YOU HAVE AN ACCIDENT AT SCHOOL:

- Immediately report the accident to the teacher in charge.
- The teacher will refer the student to the nurse for appropriate treatment. In a case where the nurse is not available, the student will report to the main office.
- The teacher/person present at the accident will need to submit an accident report to the nurse as soon as possible. Accident reports are available in the main office.
- The accident report will be reviewed by the nurse/nurse assistant and then filed at Central Office.

Immunization Requirements

- **When a child enrolls in the River Forest Community School Corporation for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the child's age. Minimum Immunization Requirements for all Children Enrolled in Grades Six through Twelve:**
- **1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.**
- **2. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. (Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.)**
- **3. Two doses of measles (rubeola) vaccine on or after the first birthday.**
- **4. One dose of rubella (German measles) vaccine on or after the first birthday.**
- **5. Two doses of mumps vaccine on or after the first birthday.**
- **6. Two doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating the month and year of the disease is sufficient.**
- **7. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).**
- **8. One dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after ten years of age.**

- **9. One dose of meningococcal conjugate vaccine (MCV4).**
- **Children enrolling with less than the minimum immunization requirements are granted a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician- or Board of Health-approved schedule, or qualify for an exemption. If the parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption or fail to meet other requirements, school officials will report the parents/guardians to Child Protective Services and may prohibit the child from attending school.**
- **Children may receive an exemption from minimum immunization requirements for medical or religious reasons. The parent/guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for medical exemption. The parent/guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak.**
- **NOTE: Exemptions must be re-filed on an annual basis.**

Communicable Disease

- **If a child has been absent due to a communicable disease, a doctor's release may be required before the child is allowed to return to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention.**

Medication or School Health Services

- **Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met. Students may not carry or administer any over the counter or prescribed drug.**
 - 1. A form which is available from the school office must be filled out and signed by the parent/guardian and the physician for all prescription medications and treatments.
 - 2. A written physician's order is required for prescription medication and inhalers to be administered.
 - Medication and inhalers are to be labeled with the prescription and the student's name, the name of the medication, the date the medication was ordered, the name of the prescribing physician, the dosage, time, and dates the medication is to be administered, and the reason for the medication. Labeled containers may be obtained from a local pharmacy.
 - 3. **IC 20-33-8-13:** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.
 - A. The student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication.
 - B. A physician states in writing that:
 - 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - 2) The student has been instructed in how to self-administer the medication; and
 - 3) The nature of the disease or medical condition requires emergency administration of the medication.
- The authorization and statement described must be filed with the student's principal annually.**

- 4. **Inhalers and Epi-pen use:** A student who has a prescription and parent/guardian consent for use on file in the school office may carry and self-administer a prescription inhaler or Epi-pen. A student who needs to use his/her Epi-pen for allergic reactions should report the use of the Epi-pen to the supervising adult immediately who will dispose of the used Epi-pen.
- 5. **Students requiring blood glucose testing or the administration of insulin:** A student who is capable may self-test his/her blood sugars and self-administer his/her insulin. These procedures may only be done in the health room where proper disposal systems are available for sharps.
- 6. Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
- 7. **Non-prescription medications** such as Tylenol may be administered by the school nurse or her designee if the parent/guardian has delivered this medication to the school and permission for Administration of Medications form has been filled out and signed by the parent/guardian. The medication must be in the original container and labeled with the student's name. All non-prescription medication will be stored in the health room.
- 8. Parents/guardians are responsible for bringing all medication to school and for retrieving the medication from school. Medication may not be transported on the school bus.¹⁰
- 9. A student returning to school after being under a doctor's care must submit a note of fitness to return from the student's doctor.
- 10. A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.
- **REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students.**

Illness/Accident/Injury

- If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel. If a student is ill, he/she is **not permitted to use the telephone in the classroom or to use his/her cell phone to call home.** *If the illness or injury is serious, the parents/guardians will be notified by school personnel.* If parents/guardians are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem it necessary, paramedics will be called. **NOTE: The school corporation is not responsible for expenses incurred as a result of an illness, accident, or injury.**

HEPATITIS B - STUDENT TO STUDENT CONTACT

- It is the intent of the Board of Education to protect employees and children to the greatest extent possible when dealing with situations where it may be possible for a person(s) to come in contact with substances carrying infectious disease(s).
- A communicable disease board policy is in effect and is obtainable on request from the central or school offices. Students are requested to report all injuries to an adult supervisor immediately. If a child should come in contact with blood, a notice will be sent home to the parent. In the instance of a student accident or illness, including: and not limited to a cut, bloody nose, vomiting where there is blood or a body fluid spill present, as an injured student or a student who is assisting, you should immediately get help from an adult in that area. As a student assisting another student please try to refrain from coming in contact with the "spill". If you come in contact with the body fluid, report to the office immediately so they may assist you. ISDH requires hepatitis B vaccines for all students.

HEAD LICE

The school nurse, nurse assistant, and possible volunteers will perform routine head lice checks at Evans Elementary, Meister Elementary, and the River Forest Middle School two (2) to three (3) times a year. In addition, when there is suspicion of, or a student is reported to have head lice, that student will be checked.

Any student found to have head lice will be sent home **IMMEDIATELY**. Attempts will be made to notify the parent/guardian. If the parent or guardian is not available, a person on the emergency list will be notified. **NO STUDENT FOUND WITH HEAD LICE WILL BE PERMITTED TO RIDE THE SCHOOL BUS HOME OR TO SCHOOL UNTIL CLEARED FROM THE NURSE OR NURSE ASSISTANT.**

A student must be Lice/Nit FREE in order to return to school. The parent/guardian must return with the student and **wait for the student** to be checked by the school nurse or nurse assistant. This way, if the student is not cleared, he/she has a way to return home. The school nurse or nurse assistant is not required to remove the nits nor will the parents remove the nits in the nurse's office. If a student has a Doctor's note to return to school, he/she must still be checked by the nurse or nurse assistant.

HEALTH REFERRALS/RELEASES

Students injured or sick at home **before arriving** to school should be treated by their parent(s)/guardian.

If a student becomes ill during the school day, the student must request permission from the teacher to go to the nurse's office. Then the teacher will provide a health referral to the student. (The student is not to come between classes unless there is an emergency.) The student will be given a copy of the health referral and is responsible for giving it to their parent/guardian. In the case where the school nurse or nurse assistant is not available, the student is to report to the main office, where the principal or principal's designee will assist the student. During the school day, it may be necessary for the student to go home in the best interest of his/her health and that of the school.

The nurse, nurse assistant, or office designee will decide whether the student should be sent home. If there is a necessity to go home, the nurse, nurse assistant, or office designee will inform the parent/guardian. When the parent/guardian is not available, the person on the emergency list will be contacted. The parent/guardian/or emergency person will then sign the "Sign-Out-Sheet" in the main office before leaving the building. Students are not allowed to drive home unless parental/guardian permission is obtained. Students are not allowed to call home when they are ill without permission of the nurse/nurse assistant or office designee. The student who fails to follow procedure and leaves without properly checking out will be given an unexcused absence for classes missed and may be subject to disciplinary action. Students who remain in restrooms claiming illness are considered truant. Should a student become ill in the restroom, he/she should have someone notify the office for help.

ILLNESS

Students will be sent home if needed when they become sick at school. If a child becomes ill with a fever of one hundred (100) degrees or greater or has a possible contagious condition the parent or the emergency contact must pick the child up from school. The student must be signed out in the main office. For safety reasons, students cannot walk home alone.

Students will be allowed to return to school when they have been fever free without the use of fever reducing medication for twenty-four (24) hours. If the student is sent home with vomiting and diarrhea, they must be free of all symptoms for twenty-four (24) hours, or they must submit a note from their physician stating that they are not contagious.

After absence due to illness, a parent note is required. Five or more consecutive days of absences may require a doctor's release for return to school/school activities. When your child is hospitalized, a discharge form from the hospital or a doctor's release must be submitted to the office.

IMMUNIZATIONS

When a student enrolls in school for the first time or any subsequent time and at any level, the parent/guardian must show that the student has received required immunizations or must provide a current religious or medical contraindication waiver. Religious objection waivers must be signed at the beginning of **EACH** school year by a parent/guardian. A physician must sign a medical contraindication waiver **EACH** school year.

Current immunization requirements may be obtained at the Indiana State Department of Health website, the River Forest Community School Corporation website, the local health department or school nurse's office.

Failure to comply with immunization procedure may result in student exclusion.

MEDICATION POLICY

Whenever possible, the parent should give medications at home. **No prescriptive and/or non-prescriptive medication shall be administered to a student without the written and dated consent of the student's parent/guardian.** The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year. Any medications permitted to be carried on a student by the nurse will be given a sticker that must be securely and visibly adhered.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription or a copy of the original prescription. This request must be signed and dated by the physician and parent.

All non-prescriptive medicine for a student's use in school must be accompanied by a written request from the parent or guardian, or a parent/guardian may fill out an authorization for non-prescriptive medicine available in the nurse's or main office. This request must be signed and dated.

If the medication is to be terminated before the date on the prescription or before the end of the school year, the written and dated consent or withdrawal of consent of the parent/guardian is required. The written consent of the parent/guardian and written order of the physician shall be kept on file.

No student shall be allowed to keep prescriptive and/or non-prescriptive medicine at school. If for some circumstance the physician wants the student to carry the medicine in his/her possession, a note from the physician will be required. The note must state that he/she has to carry the medicine and the reason.

Medication forms are available in the nurse's office or online at the River Forest Community School Corporation website.

STEPS:

- All non-prescriptive or prescriptive medications are to be kept in the original container. Non-prescriptive medicine must have the child's name on it. The label must coincide with the physician's order or parent's consent at all times. All medication must have the name and dosage of the medication, the amount, and the time to be administered.
- If a student reports that he or she forgot to take his or her medicine before coming to school, no make-up dosage shall be given to the child until the parent has been contacted. Then the next dosage will be adjusted. This will only be done for students who have medication on file. The parent may need to come to the school to dispense the medicine.
- If the student forgets to come to get their medication at the scheduled time, the medication will be dispensed no later than a half (1/2) hour after the scheduled time.
- Medication may be dispensed half hour earlier than the scheduled time if lunch is adjusted due to an assembly, field trip, or conference, etc.

- If the medication is not retrieved by the end of the school year, the medication will be discarded.
- Any change in medication must be accompanied by a parent note for non-prescriptive medication or by an order from the physician for prescribed medication.
- The nurse, nurse assistant, principal or principal's designee **cannot accept verbal permission** to administer a non-prescriptive medication.

MEDICAL RECORDS

Each student's medical records are computerized. These records consist of a student's medical history including, but not limited to, special alert/needs, immunizations, allergies, and medications. Principals, teachers, and support staff have access to these computerized records. Due to the nature of confidentiality, if you do not want your child's medical records accessible, the school needs to be informed in writing immediately.

The schools are reporting immunization data electronically through the use of the immunization data registry. All schools reporting to ISDH will be using C.H.I.R.P. C.H.I.R.P. is the Indiana State Department of Health's Children and Hoosier Immunization Registry Program.

The Federal Education Rights Privacy Act (FERPA) requires parental consent to release immunization information from the school to the Indiana Immunization registry. River Forest Community School Corporation needs a permission slip for all our students' preschool and K-12. The form needs to be signed only once when the student enrolls in our corporation.

As required by Indiana Code 20-34-4-3

a school that enrolls grade 6 female students shall provide each parent of a female student who is entering grade 6 with information prescribed by the state department of health under subsection (c) concerning the link between cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

As required by Indiana Code 20-34-4-5.5, the parent/guardian of the grade 6 female student must check one of the responses on the letter that will be sent home. The letter must be returned to the school by the stated deadline.

MENINGOCOCCAL DISEASE

Meningococcal disease or meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability.

Common signs and symptoms of meningitis are high fever, headache, and stiff neck in anyone over the age of two (2) years. These symptoms can develop over several hours, or they may take one (1) to two (2) days. Other symptoms may include nausea, vomiting, and discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive or be irritable, have vomiting, or be feeding poorly. As the disease progresses, persons of any age may have seizures.

Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions such as in coughing or kissing. They are not spread by casual contact or by simply breathing the air where a person with meningitis has been. Viral meningitis can spread through fecal contamination (such as in changing diapers) or respiratory secretions.

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however; that treatment be started early in the course of the disease. If symptoms occur the person should see a doctor immediately. The diagnosis is usually made by a sample of spinal fluid through performing a spinal tap.

The most effective way to protect you and your child against certain types of bacterial meningitis is to **complete the recommended vaccine schedule.** There are vaccines for three types of bacteria that can cause meningitis: *Neisseria meningitidis* (meningococcal), *Streptococcus pneumoniae* (pneumococcus), and *Haemophilus influenzae* type b (Hib).

You may obtain additional information and vaccinations for children from the state or local health departments as well as your physician. **Please contact your health care provider for specific instructions regarding your health.**