

Table of Contents

General Information.....	6
Vision Statement.....	6
Mission Statement.....	7
ACCIDENTS.....	8
ALTERNATIVE CLASS PLACEMENT (ACP).....	8
ALTERNATIVE SCHOOL.....	8
ATTENDANCE/TARDIES/TRUANCY.....	8
ATTENDANCE.....	10
TARDY POLICY.....	12
TRUANCY.....	12
ASSEMBLIES.....	13
AUTHORITY OF SCHOOL PERSONNEL.....	13
BULLETIN BOARDS, POSTERS, HALL DECORATIONS.....	13
BULLYING.....	13
BUS RULES.....	14
CELL PHONE WCD GUIDELINES.....	15
CHANGE OF ADDRESS/TELEPHONE.....	16
CHEATING/PLAGIARISM.....	16
CIVILITY.....	17
CLASSROOM PROCEDURES.....	17
CODE OF SCHOOL SPIRIT.....	17
CONSEQUENCE MATRIX FOR VIOLATIONS OF SCHOOL POLICIES.....	17
COUNSELING AND GUIDANCE.....	21
CREDIT RECOVERY.....	21
DANCES.....	21
DESIGNATED AREAS AT LUNCH.....	21
DIRECTORY INFORMATION.....	21
DISTRIBUTION OF MATERIALS.....	22
DISRESPECT.....	22
DISRUPTIVE BEHAVIOR.....	22
DRESS CODE.....	22

DRINKING..... 23

DRUGS 23

DRIVER’S LICENSE REVOCATION 23

DROP / ADD WEEK 24

DRUG-FREE SCHOOL 25

ENROLLMENT AND GRADE CLASSIFICATION POLICY 25

EMERGENCY EVACUATIONS 25

EXPECTATIONS FOR THE LEARNER 25

ENERGY DRINKS 25

EXTRACURRICULAR AND CO-CURRICULAR PARTICIPATION..... 25

EXPULSIONS 25

FAN BUSES 26

FIELD TRIPS 26

FIGHTING/USE OF PHYSICAL VIOLENCE..... 26

FINAL EXAMINATION POLICY..... 26

FREE / REDUCED PRICE LUNCHES..... 26

FUNDRAISING..... 26

GANG INVOLVEMENT 26

GRADES: OTHER METHODS OF KEEPING TRACK OF..... 28

GRADE LEVEL CLASSIFICATIONS 29

GRADING SCALE 29

GRADE POINT AVERAGES & CLASS RANKS 29

GRADUATION CEREMONY PARTICIPATION 29

GUIDANCE OVERVIEW 30

HABITUAL OFFENDER 30

HALLWAY PASSES..... 30

HONOR ROLL..... 31

INGOT EXPERIENTIAL LEARNING PROGRAM (ELP)..... 31

INSUBORDINATION 31

IMPROPER USE OF SCHOOL TECHNOLOGY AND EQUIPMENT..... 31

COMMUNICABLE DISEASE 31

HEPATITIS B - STUDENT TO STUDENT CONTACT..... 32

HOMEWORK POLICY..... 32

IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY 33

ILLEGAL ACTIONS..... 33

INDOOR AIR QUALITY COORDINATOR & INTEGRATED PEST MANAGEMENT COORDINATOR CONTACT INFORMATION 34

LANGUAGE ASSISTANCE AND INTERPRETERS..... 34

LUNCH/CAFETERIA 34

LOST AND FOUND 34

LOCKERS..... 34

MENINGOCOCCAL DISEASE..... 36

MOTORCYCLE/MOPED POLICY 36

MOTOR VEHICLE LAW AND STUDENT DISCIPLINE 37

STUDENT DRIVING POLICY..... 37

DRIVING PRIVILEGES – LICENSE HOUSE ENROLLED ACT 1597 37

LOSS OF DRIVER’S LICENSE/PERMIT..... 38

NAIA ACADEMIC ELIGIBILITY CENTER..... 38

NCAA ACADEMIC ELIBILITY 38

NEW GRADUATION REQUIREMENTS 38

NON-CUSTODIAL PARENTS 38

PARTIAL DAY SCHEDULES 38

PHYSICAL EDUCATION UNIFORM REQUIREMENTS..... 38

PREGNANCY POLICY 39

PROFANITY/PORNOGRAPHY/OBSCENITY 39

PUBLIC DISPLAYS OF AFFECTION – PDA 39

REGISTRATION/COURSE SELECTION 39

REPORT CARDS & PROGRESS REPORTS..... 39

SCHEDULE CHANGES 39

SCHOOL CONNECTS AND SCHOOL CLOSINGS 40

SCHOOL SPONSORED CLUBS AND ACTIVITIES 40

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES..... 40

SMOKING/TOBACCO 40

SOCIAL SUSPENSION POLICY..... 41

STUDENTS IN THE BUILDING..... 41

STUDENT RECORDS 41

SUSPENSION 41

TARDY POLICY 41

TEEN DATING VIOLENCE 42

TEXTBOOK ASSISTANCE 42

TEXTBOOK RENTALS 42

THEFT/VANDALISM 42

TOBACCO PRODUCTS AND SMOKING 42

THEFT/VANDALISM 43

THREATS/HARASSMENT/INTIMIDATION 43

TRANSFER STUDENTS AND CREDITS..... 43

TRUANCY 43

VISITORS 43

WEAPONS/DANGEROUS ITEMS 43

WEATHER DELAY/EARLY DISMISSAL 43

WITHDRAWAL FROM SCHOOL..... 44

WORK PERMITS..... 44

VALEDICTORIAN & SALUTATORIAN HONORS..... 44

VISITORS 44

HEALTH SERVICES 44

RIVER FOREST COMMUNITY SCHOOL CORPORATION ATHLETIC HANDBOOK FOR STUDENTS AND PARENTS 49

Welcome to River Forest High School

August, 2017

Dear Parents and Students,

On behalf of the entire staff and organization, we would like to take this opportunity to welcome you to River Forest High School! This student handbook makes available essential and appropriate information that will assist in making your time at RFHS both worthwhile and triumphant.

RFHS goes all-out to impart the type of diverse experiences that will enable our students to become well-formed individuals, who with good grace, contribute to our society. Our motivation is building the “whole-child,” while simultaneously creating a “Culture of Excellence.” The staff, students, and community members before you have instituted a prosperous tradition of distinction both inside and outside of the classrooms. Without hesitation, it is now your moment in time, to embrace the attributes of that tradition by solidifying work ethic, respecting yourself and one another, and representing our community in a first class manner.

We challenge each and every one of our learners to partake in at least two school related activities during each year of their high school experience. In some manner, involvement in these activities will enhance high school experiences and will create a bond with classmates, which will last a lifetime, while simultaneously preparing our students for the rigors of college and career readiness in the 21st century.

We look onward to working collaboratively together with you and your families in achieving each and every goal you set for yourself, in addition to the splendid goal of high school graduation. We vow to give our most excellent professional efforts on your behalf in making your years at RFHS, on the whole, unforgettable, and fruitful. We will continue to provide an awe-inspiring environment that is safe, rigorous, and relevant, while providing essential 21st century skills for relationships necessary to provide a spring board into life after high school for the millennium generation.

Have a magnificent year and until the end of time be proud to be a INGOT!

Best Regards,

Dr. Alexander J. Brandon, 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 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 RFCSC 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 \$5.00 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.

Indoor Air Quality:

In accordance with Title 410 IAC 33 and Board Policy 8405, the Director of Buildings and Grounds for the River Forest Community School Corporation. If you have questions or concerns about any indoor air quality issues within the district, please contact Central Office.

Vision Statement

River Forest High School will provide an engaging and rigorous learning environment where students actively participate in becoming millennial learners ready to succeed in college and/or career endeavors.

Mission Statement

River Forest High School will educate, empower, and enable all students to become caring, contributing citizens who can succeed in an ever-changing world. River Forest High School is committed to focusing on high expectations both academically and socially to create a community of learning, respect, and responsibility.



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.

HISTORY OF RIVER FOREST HIGH SCHOOL

The story of River Forest High School starts early in the year 1956. At the time, Hobart City Schools notified the township trustee that there was no room at Hobart for the freshman class of the coming school year. After investigating all possibilities, it was decided that the only way out was to house the incoming Hobart Township freshman in the Henry S. Evans School, and to start a holding company in order to build a proper high school.

In the summer of 1956, a holding company was formed, known as the Hobart Township Building Corporation. An architect and attorney were hired, and plans for the new building were started. On March 1, 1957, it was announced that the State of Indiana would lend the money for building construction.

In June of 1957, the cornerstone was placed, and on August 17, 1958, there were 3,000 township residents looking over the new school in its open house ceremony. On September 24, 1958, the new River Forest High School was formally dedicated.

At the dedication the school had progressed from a dream into a realization of one of the finest school facilities around. This project was accomplished by a unified effort of all people in Hobart Township; it was the outcome of a community that wanted the best for its youngsters and went out and got it.

The junior high addition was begun in 1958. It was opened for the 1959-60 school year. Further renovations to the junior high-high school complex began in 1986 and continued through 1988. Modernization of the high school gym lobby, restrooms, home economics department, science department, and business department was included, along with the construction of a new gymnasium, locker rooms, and computer lab for the junior high building.

ACCIDENTS

Any student who has an accident while on school property is required to report immediately to the office and/or to a teacher, coach, or sponsor. Follow this procedure regardless of how slight the injury may be. An accident report must be filed by school officials. 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.

ALTERNATIVE CLASS PLACEMENT (ACP)

Students who are put into ACP are removed from the traditional classroom and placed into a special suspension classroom led by a teacher or a team of teachers. The student may be placed in ACP for one or multiple days depending on the infraction. During his/her time in ACP the student will work on homework, projects, tests, or any other traditional classroom activity that he/she would be doing in class that day. All students will obey the rules provided by the ACP teacher/supervisor.

ALTERNATE CLASS PLACEMENT(ACP)/DETENTION MISCONDUCT

While serving an Alternate Class Placement/ Detention student must adhere to the following rules:

- 1.) No outside food can be brought into the room.
- 2.) Remain in assigned seats.
- 3.) Remain silent.
- 4.) Do not bring electronic devices into the room.
- 5.) Use the restroom only at designated times.
- 6.) Follow all rules established by the room supervisor.

ACP students need to be in the designated room at 7:50 a.m. with all materials or will be counted tardy/truant as warranted. The student will be added to the daily tardy/truant list and consequences will follow according to the procedures in place.

ALTERNATIVE SCHOOL

River Forest High School shares an Alternative School with Lake Station Edison High School. The purpose of the Alternative School is to offer our students an alternative way to succeed while here at River Forest. Students are placed in the program by the school principal for various reasons that include; pregnancy, parenthood, credit recovery, emotional issues, and disciplinary reasons.

There is a waiting list to enter the program, but seniors are given priority. The school boasts a licensed teacher as the director, a licensed behavior specialist, and a paraprofessional. The program utilizes the A+ Learning system which is computer based.

ATTENDANCE/TARDIES/TRUANCY

Regular attendance is necessary if a student is to succeed in school. **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 high school 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 High School attendance number is (219) 962-7551 extension 3112.

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

- 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 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.
- 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 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, 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.
- 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 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.
- The governing body of each school corporation or the chief administrative office 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. 4; P.L. 200-4995, SEC. 1; P.L. 146-1999, SEC. 3.*

20-33-2-20 Attendance records

SEC. 23

- 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.
- 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

- 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:
 - The student fails to attend school; and (2) The student does not have an excused absence for that day
- *As added by P.L. 12-1944, SEC 13.*
- ***20-33-2-47 Immunity from liability where reasonable efforts to notify are made.***
- Sec.3 If an attendance officer or 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

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.

Excused absences include the following:

- Participation in school-related activities.
- Military examinations.
- Student serves as a page in the Indiana General Assembly.
- Visits to college campuses/documented. This is limited to eleventh (11) and twelfth (12) grade students. Only two (2) days

per school year shall be allowed.

- 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.
- Deaths and funerals of household members or immediate family. Students are absent for this reason must have a parent call the school or bring in a note from a parent explaining the absence. 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 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 the 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). 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. Religious holidays verified by the parent.

What to do if you are absent

- Your parent/guardian must call the school by 8:30am on the day of your absence to report your absence. The River Forest High 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 five (5) or more unexcused absences in a semester will be referred to the Juvenile Court Division for truancy from school.

What to do if you are late to school...

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

What to do if you need an early dismissal ...

- 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.
- 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.
- 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.
- Students are encouraged not to make appointments which will conflict with their school day whenever possible so that valuable class time is not lost.

What to do if 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 all absences 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.

ARRIVAL AT SCHOOL

- Upon arriving at school, students are to enter the school building. **Loitering in the parking lot or outside the school is prohibited. Returning to cars between the hours of 7:45a.m. and 2:41a.m. is not permitted for any reason without prior permission from the office. Students in the school building before 7:15a.m. or after 2:50p.m. must have adult supervision/sponsor.**

SCHOOL DAY

- Our school day is from 7:50a.m.-2:41p.m. on every day except Wednesday. “Delayed Start Wednesdays” go from 8:30a.m.-2:41p.m. The day is divided into 7 periods. All students are to exit the building by 2:50p.m. unless supervised by an adult/sponsor. RIVER FOREST HIGH SCHOOL IS A CLOSED CAMPUS; students are to remain on campus from the beginning to the end of the school day and in their assigned locations. Students must be present at least during 4, 5, 6, and 7 periods of the day to participate in/attend any extracurricular activity, including dances. Any student sent home during the day by the school nurse may not return to school for any extracurricular activity held that day without prior approval from the principal.

TARDY POLICY

In order to avoid being tardy to class, the students must be in designated locations when the bell rings. Physical education students must be in the main gym when the bell rings. The following procedure will be followed:

- After the first (10) minutes of the first hour of the day or (5) minutes late to the rest of the day’s classes, the student may be marked as truant, and truancy policies may apply.

TRUANCY

Truancy is being absent from school **and/or** any class/classes without the knowledge or consent of the parent/legal guardian or school, or being absent in violation of the school attendance law. This includes being on campus but not in your designated location. —

ARRIVAL AT SCHOOL

Upon arriving at school, students are to enter the school building. **Loitering in the parking lot or outside the school is prohibited. Returning to cars between the hours of 7:45 a.m. and 2:41 p.m. is not permitted for any reason without prior permission from the office. Students in the school building before 7:15 a.m. or after 2:50 p.m. must have adult supervision/sponsor.**

SCHOOL DAY

Our school day is from **7:50am - 2:41pm on every day except Wednesday. “Delayed Start Wednesdays” go from 8:30 – 2:41pm.** The day is divided into 7 periods. All students are to exit the building by **3:10** unless supervised by a coach, sponsor or teacher. **RIVER FOREST HIGH 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 may not return to school for any extracurricular activity held that day without prior approval from the principal.

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

- Get permission from administration or sponsor and sponsor must be present during all decorating
- All approved items will have the Principal or Assistant Principal’s signature on them or they may be taken down
- Safety must be your primary consideration, use only approved materials, and do not cover light fixtures.
- 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.
- 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.

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 and will not be tolerated.

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; or

- 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 River Forest Community Schools and extends to bullying through computer, computer system, or a computer network.

Reporting Bullying Behavior

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 a school administrator who is responsible for all investigations of student misconduct including bullying.

Reporting bullying conduct can also be done through the BullyBox. The BullyBox is a mobile application available on Apple and Android platforms, designed to allow students too safely and anonymously report acts of bullying or other school-safety concerns. The BullyBox provides a voice to those being victimized, as well as empowering up-standers, while simultaneously allowing reporters to refrain from becoming directly involved in the incident. The application is available for free download on the Apple App Store and the Google Play Store. Incidents can also be reported, anonymously, through The BullyBox website and photos can be attached at this time. (<http://bullyboxreport.com/>)

- Steps on reporting a bullying incident, through BullyBox App
 - When downloading, in order for The BullyBox to know which school you belong to and to whom to report incidents, you will need to include the current school password.
 - Click on the app icon and a page will open with a red tab to select that states "Report Bullying."
 - Next, click on "Report Bullying."
 - Once the information is completed in that short form, click submit and the report will be emailed to administrators
- Steps on reporting a bullying incident through BullyBox Website
 - Go to <http://bullyboxreport.com/>
 - On the top dashboard, click on "Report"
 - Fill out the information on the "Report" page and click submit.
 - After report is submitted, it will be emailed to administrators.

Investigation of Report

Administrative personnel will investigate all reports of bullying which may include questioning students, staff and others. As information is obtained, administrators will report conduct to local law enforcement if appropriate.

Consequences

Where bullying behavior is substantiated through the investigation, administrative personnel 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.

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:

- Each pupil shall be seated immediately to their assigned seat upon entering the bus.
- The bus driver ensures the right to ask a student to move to any seat in order to maintain control and safety of the bus.
- Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
- No windows or doors will be opened or closed except by permission of the driver.
- 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.
- Pupils should not throw rocks, snowballs, or any other material the school buses before entering or after exiting the bus.
- Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth while on the buses.
- Loud, boisterous, or profane language, or indecent conduct is prohibited.
- Pupils shall not tease, wrestle, or shove each other.
- No items shall be stacked higher than the windows, isles and exits must be clear in case of emergency.
- 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.
- 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.

CELL PHONE WCD GUIDELINES

Student use of a Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment. Abuse of this privilege will result in the consequences outlined below.

Guidelines:

Students may use cell WCDs (including cell phones for non-verbal communication) at the following times:

- Before and after school, during passing periods, and at lunch
- During class time for instructional purposes **ONLY** if the classroom teacher gives explicit permission.

Students must follow the continued guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices.
- Cell phones must remain on silent all day.
- Electronic devices are allowed to be used in the school building only during passing periods and at lunch. However, you must have the device put away before entering through the door of the classroom. **FOR SAFETY REASONS** the following guidelines must be followed:
 - The earphones/earpiece must be plugged into the device.
 - One, and only one, earphone/earpiece may be worn at a time.
 - The music being played must not be loud enough to be heard by another person.
 - Students who are in violation of the above rule will be subject to the WCD consequences listed below.
- WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of privacy exists. A building principal has the authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.
- Students using cell phones/WCD or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the Lake Station Police Department.
- Use of a Wireless Communication Device (WCD) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD. If a WCD is confiscated by an administrator, it will only be released/returned to the student and/or

the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/ or referral to law enforcement if the violation involves an illegal activity.

- The Corporation is not responsible for the loss, theft, damage, or vandalism to student WCDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have WCDs in their possession, to make sure the WCDs are not left unattended or unsecured.
- Violations of Cell Phone WCD Guidelines may result in appropriate disciplinary action as determined by the administration.

RESPONSIBLE USE OF SOCIAL NETWORKING MEDIA FOR ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

- As an educational institution, River Forest High School supports and encourages the rights of individuals to free speech. However, students should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or River Forest High School. This includes any activities conducted online through social networking sites (i.e. Facebook, Instagram, podcasting, blog sites, You Tube, Twitter, Snapchat, chat rooms, etc.).
- Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.
- Be aware of the fact that many employers and colleges also monitor these sites. Students should be aware that any information posted on these websites may prevent students from obtaining a job or prevent students from attending the college of their choice.
- Sending, receiving, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other WCD, will result in suspension and possible expulsion.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or Child Protective Services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "Sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, state statute requires the student to register as a sex offender pursuant to I.C. 35-42-4-11(a)(2)(C) and I.C. 11-8-8-7.

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.

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.

CIVILITY

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.

CLASSROOM PROCEDURES

Each classroom teacher will develop class rules and a means of student evaluation. Individual teachers will inform students of their policies during the first week of each semester. These will be posted in a visible spot. Additionally, teachers will provide students with a course syllabus by semesters as well as provide students a study guide for both semester courses and yearlong courses. Final exams will be broken down and implemented comprehensively by semester.

CODE OF SCHOOL SPIRIT

River Forest Senior High 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.

CONSEQUENCE MATRIX FOR VIOLATIONS OF SCHOOL POLICIES

DISCIPLINE CHART OF CONSEQUENCES

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.*

Class I Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Dress Code	Change of clothing 1 or more detentions and possible ACP	Detention/ACP/OSS (1-3 days) Parent Mtg.	Detention/ACP/OSS (3-5 days)	OSS (5-10 days)/Rec. for Expulsion
Tardiness	Warning by teacher	Warning by teacher	Detention assigned by teacher, parent contact	Detention assigned by teacher 5th Offense – Referral to Office
Food, Candy, Pop, Energy	Verbal Warning	Detention(s) Detention/1-3 days ACP	Detention/ACP /OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion

Drinks, Coffee				
Horseplay	Detention/ACP	Detention/ACP /OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion
Profanity	Detention/ACP	Detention/ACP /OSS (1-3 days)	Parent Meeting, Detention/ACP/OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion
Public Displays of Affection	Verbal warning, Parent notified	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion
Lighter, Matches, Ignition Devices	Detentions	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days) Parent Mtg.	OSS (5-10 days), Rec. for Expulsion
Parking Violation	Verbal Warning/detentions Detention/ACP	Loss of parking tag for 2 wks./veh. Towed Detention/ACP/OSS	Loss of parking tag for the year./veh towed Detention/ACP/OSS	
Driving Violation	2 weeks no driving/loss of tag/ Detention/ACP/OSS	Semester Loss of Driving Privileges Detention/ACP/OSS	Loss of driving privileges for year Detention/ACP/OSS	
Unauthorized Area	Detention/ Detention/ACP /OSS	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (5-10 days) Rec. for Expulsion
Multi-media Cell phones may be used when approved by a teacher for a class activity.	Student must pick up item, detention	Detention/ACP/OSS (1-3 days) Student must pick up item	Detention/ACP/OSS (3-5 days) Student must pick up item	OSS (5-10 days) Parent must pick up item
Class II Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Cheating & Plagiarism	“F” on assignment & detention/ Detention/ACP	Student may receive an “F” for 9 weeks Detention/ACP/OSS (1-3 days)	Student may receive an “F” for semester Detention/ACP/OSS (3-5 days) Student	OSS (5-10 days) /Rec. for expulsion
Bus Safety Violation	Possible loss of bus riding priv./ Detention/OSS	Possible loss of bus riding priv./ Detention/OSS	Suspension from school	Recommendation for expulsion
Classroom Disruption	1 detention –and/or Detention/ACP -(1 day)	2 detentions – and/or Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (3-10 days) /Rec. for expulsion
Disrespect &/or Insubordination	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	ACP/OSS (5-10 days) Rec. for expulsion	ACP/OSS (5-10 days) Rec. for expulsion
Forgery/False Attendance Call	Detention/ACP	Detention/ACP/OSS (1-3 days)	ACP/OSS (3-5 days)	OSS (5-10 days)/Rec. for expulsion
Teasing/Harassing (Non-threatening)	Detention/1-3 days ACP	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (5-10 days)
Unsportsmanlike behavior	Refer to athletic director			
Class III Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Computer Violation	Detention/ACP/OSS (1-3 days) /Poss. Loss of computer privileges	Detention/ACP/OSS (3-5 days) /Loss of computer priv. for semester/year	Detention/ACP/OSS (5-10 days) /Rec. for expulsion	Based on severity, rec. for expulsion
Fighting* Consequence	Detention/ACP/OSS (1-3 days) /Possible Police	OSS (1-3 days) / Possible Police report	OSS (3-5 days) Rec. expulsion	OSS (5-10 days) Rec. expulsion Possible police

will vary depending on level of involvement	report		Possible police report	report
Sexual Harassment	OSS (1-3 days)/possible police report	OSS (3-5days) /parent conference, possible police report	OSS (5-10days) / Recom. 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	Detention/ACP/OSS (1-3 days), possible police report	OSS (3-5 days), possible police report	OSS (5-10 days), possible police report, recom. for expulsion	
Tobacco use or Possession	OSS (1-3 days) Citation issued by law enforcement	OSS (3-5days) Citation issued by law enforcement	OSS (5-10 days) recom. for expulsion Citation issued by law enforcement	
Truancy	1 detention per class period missed/ Detention/ACP	1-3 days of Detention/ACP ; Parent contact 120 day removal of driver's license	OSS (5-10 days), rec. for expulsion, Loss of driver's license/work permit, loss until 18	
Vandalism* All offenses also include mandatory restitution	OSS (1-3 days) – possible police report	OSS (5-10 days) Police report, rec. for expulsion		
Class IV Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault/Battery	OSS (1-10 days), Police Report, request for expulsion			
Bullying	Detention/ACP (1-3 days)	Detention/ACP/OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	Detention/ACP/OSS (5-10 days)/ Rec. for expulsion
Drug/Alcohol Violation Possessing, dealing, using, paraphernalia	10 days Detention/ACP/OSS , police report, recom. for expulsion			
Gang Activity	Detention/ACP /OSS (1-3 days)	Detention/ACP/OSS (3-5 days)	OSS (5-10 days)/Rec. for expulsion	
Weapons Violation	OSS (10 days), police report, recom. for expulsion			Note: Gun possession will follow mandatory 1 year expulsion, per Indiana Code

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. In addition, suspension (in-school or out-of-school) totaling ten (10) 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 officer.

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 AND GUIDANCE

Counseling and guidance services are available to all students at the high school. Students are urged to use these services when they feel they are needed. Services are available in personal counseling, academic counseling, course selection, career and occupational awareness, testing, college selection, obtaining financial aid for college, and obtaining armed forces information. Referral services are also available. Students need to make appointments to avoid overcrowding. **Passes will be issued by guidance for students.**

CREDIT RECOVERY

River Forest High School has a Credit Recovery program that allows students to earn lost credits. The program utilizes the A+ Learning system which is computer based. There are time constraints in earning credits in this program and attendance is mandatory once a student has signed up.

Any questions about the Credit Recovery program should be directed to the high school Principal, Dr. Brandon or designee, or the high school Guidance Counselor, Mr. Moore.

DANCES

Dances must be sponsored by a school-sponsored organization. Middle School students may not attend high school dances. High school students may not attend Middle School dances. 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. High school students requesting a guest to attend must fill out a dance guest form. Dances are a privilege not a right. Students may be afforded the opportunity to make up time for time in order to attend these events. Dances may be held periodically throughout the school year. Attendance at a school dance is limited to those students attending the River Forest High School. Guests may attend dances only if cleared in advance of these dances with the principal or designee. Prom is for 11-12 grades students; However, 9th and 10th grade students may attend if they are in good standing with RFHS and if they have been invited by an upper classman. Outside guests or RFHS guests must be at least a Freshman, but not older than 20 years of age. Guests must have graduated on good terms from a high school. Students who have 5 or more behavior referrals, or have had 1 or more serious referrals (truancy, fight, harassment, etc.) will be excluded from attending school dances, again a waiver may be applied for explaining the situation asking for reinstatement. **The administration reserves the right to make the final approval. Public Display of Affection rules apply!**

- Each dance may have specific start and end times.
- The Dance Guest form will be turned into the administration when completed by a specific date and time. Applications received after the deadline will not be considered
- The administration will contact the other school, college, or employer for dance reference. No person over age 20 will be permitted to attend
- It is at the Administrator's discretion on whether or not to allow a guest to a dance
- Any student who has a documented record of violence or unlawful behaviors, whether a former student at RF or from another school, will not be allowed to attend
- If a guest is denied, they cannot reapply that school year
- Students are not permitted to leave the dance and return. This includes walking out the doors for even a minute
- All school rules must be adhered to by all dance attendees

DESIGNATED AREAS AT LUNCH

All students will remain in the cafeteria during their assigned lunch. Students must go directly to the cafeteria within 5 minutes after being released from class. Only authorized daily passes will be recognized from a teacher, office personnel, or guidance counselor.

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 the Denial of Permission to Release Directory Information form, available in the main office, and return it to your school principal.

DISTRIBUTION OF MATERIALS

Prior to the distribution of printed or other material, all students must have the approval of the school principal or designee.

DISRESPECT

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, including expulsion.

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: bullying or cyberbullying; 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.

DRESS CODE

Appropriate attire and grooming are critical to the maintenance of a safe and educationally conducive school atmosphere. Individual dress and grooming are the responsibility of the student and the student's parent/guardian. One's attire must not be disruptive to the educational environment or compromise reasonable standards of health, safety, and decency. Students are encouraged to "dress for success" and maintain a neat and modest appearance during school and school-sponsored functions, including semi-formal and formal dances.

Guidelines

The following guidelines have been established to help clarify what is expected:

- Outerwear (coats, gloves, hats and jackets) is to be left in the student's locker during school hours. **NO WEARING, NO CARRYING.**
- Hats, hoods, bandanas or any other form of head covering may not be worn inside the building at any time (except for religious observances or medical conditions).
- Skirts, shorts and athletic wear of extremely short length are prohibited. Skin is not to be seen above mid-thigh.
- 4. Midriffs and backs must be covered at all times. **NO** low cut, see through, or excessively tight clothing must be worn.
- All clothes must span from over the shoulder to the neck.
- Appropriate shoes should be worn at all times.
- Sunglasses may not be worn in the building.
- Beachwear, sleep/loungewear, or slippers are prohibited.
- Clothing that reveals undergarments is not permitted.
- Pants must be worn at the waist (i.e., while standing, walking and sitting, top attire must touch bottom attire all the way around.)

- Clothing that is inappropriate, provoking, dangerous, distracting to or that creates a disturbance to the educational process (e.g.: displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, etc. will not be permitted. “Off-color” or defamatory slogans related to ethnicity, culture, gender, etc. on clothing are also prohibited.
- No backpacks, drawstring bags, gym bags, blankets, or other large bags are allowed to be carried during the school day.
- Apparel or items that can cause injury, damage, or harm to school property or any individual are prohibited (e.g. chains, key chains, dog collars, chokers, ball bearings, etc.)

The final determination regarding dress code issues/violations will be made and enforced by the administration.

DRINKING

Students may not possess/consume/be under the influence of/provide to any other person, 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.

DRUGS

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 synthetic drugs, 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, 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. 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.

DRIVER’S LICENSE REVOCATION

Driving License for Expelled, Suspended, Withdrawn Students, Habitual Truants, Expelled, Suspended, Withdrawn students:

- Issuance of License or Permit

- Indiana Code 9-24-2-1(a) states: “A driver’s license or learner’s permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - Is a habitual truant under IC 20-33-2-11
 - Is under at least a second suspension from school for the school year under IC 20-33- 8-14
 - Is under an expulsion from school under IC 20-33-8-14, 20-33-8-15, 20-33-8-16
 - Has withdrawn from school before graduating, for a reason other than financial hardship, and the withdrawal was reported under IC 20-33-2-21(a). Any student who withdraws from school must have an exit interview under IC 20-33-2-9.
 - For purposes of the issuance (as opposed to invalidation) of a license/ permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the semester in which the student is reinstated to school.
 - This Board of School Trustees interprets Indiana Code IC 9-24-2-1(a) and 9-24-2-4 to mean that a student who receives such second suspension or expulsion, or has withdrawn from school as described in section 1(4) may not be issued a license/permit until the end of the semester in which the person returns to school.
 - The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/ permit for any student who receives a second suspension, expulsion, or exclusion until the person returns to school.
 - If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation, this school system will follow said Bureau’s interpretation.
 - Invalidation and/or revalidation of Driver License or Driver Permit
 - Indiana Code 9-24-2-4 states: “(a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person’s principal invalidate the person’s license or permit until the earliest of the following:
 - The person becomes eighteen (18) years of age.
 - One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
 - The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
 - For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:
 - The student receives a second suspension from school in any one school year;
 - The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-33-8-14, 20-33-8-15, 20-33-8-16.
 - The student is determined to be a habitual truant under 20-33-2-11
 - The student withdraws from school and it is reported under IC 20-33-2-21(a)
 - Should any such second suspension, expulsion or determination of habitual truancy be reversed after the student has utilized the procedures under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.
 - Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code 9-25.
- For sections (1) Issuance of License or Permit and (2) Invalidation and/or revalidation of Driver License or Driver Permit, notice of final determinations by the hearing examiner and/or Board shall be by certified mail.

DROP / ADD WEEK

Schedules will not be adjusted after the start of the school year. The only changes made to schedules at the start of the second semester will be for students who have not passed a class the first semester and need to re-take the class in order to graduate.

DRUG-FREE SCHOOL

River High 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 High 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.

ENROLLMENT AND GRADE CLASSIFICATION POLICY

River Forest High School is a comprehensive four-year institution, and therefore, students are responsible for a full-time schedule of classes each semester of enrollment for four (4) consecutive academic years beginning with ninth grade. Any student who is not a transfer from another school requesting to enroll after the 10th scheduled day of the new semester will be conditionally accepted and may be subject to a due process review of the circumstances by the administration.

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.

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 possible disciplinary action and effect your standing in an extra/co-curricular activity.

EXTRACURRICULAR AND CO-CURRICULAR 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.

FINAL EXAMINATION POLICY

It is the policy of River Forest High School that all classes have a final exam or project worth 20% of the semester grade. The exam/project shall be determined by the teacher and expressed to the students in the class syllabus or expectations given at the beginning of the school year. These expectations will be repeated by the teacher also at the time in which the study guide for the final is distributed. The final exam schedule, including make-up exams, shall be determined by the administration.

FREE / REDUCED PRICE LUNCHESES

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.

GANG INVOLVEMENT

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.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

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.

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.

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.

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.

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:

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

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;

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.

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.

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:

- 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 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) may be arranged with individual teachers. 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. Harmony Parent Portal represents the most up-to-date student records. 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.

GRADE LEVEL CLASSIFICATIONS

Grade level classifications are determined by years attending school at the beginning of every school year. Students must have the following number of credits to be on track to graduate on time:

1. Freshmen – students with 0 to 9 credits
2. Sophomores – students with 10 to 17 credits
3. Juniors – students with 18 to 27 credits
4. Seniors – students with 28 or more credits

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%		

GRADE POINT AVERAGES & CLASS RANKS

Grade point averages and class ranks are compiled at the end of every semester. Grade point averages are used to determine class ranks and honor roll.

Grade point averages are as follows:

$$A = 4.0 \quad B = 3.0 \quad C = 2.0 \quad D = 1.0 \quad F = 0.0$$

Class ranks are based on the grade point average. The grade point averages above will be used to figure class ranks, unless the student is enrolled in an “Honors” course. A complete list of the “Honors” courses is in the curriculum guide. The grade point averages for “Honors” courses are listed below:

$$A = 5.0 \quad B = 4.0 \quad C = 3.0 \quad D = 1.0 \quad F = 0.0$$

GRADUATION CEREMONY PARTICIPATION

Students who are candidates to participate in the graduation ceremonies must have completed the graduation credit requirements and testing requirements as deemed by the State of Indiana and the River Forest Community School Corporation School Board. Students eligible to receive a diploma must attend school for eight (8) semesters and earn a total of at least 40 credits. In order to participate in graduation ceremonies a student must have at least 40 credits and not be deficient in more than two (2) required credits. A waiver process may change this requirement, as well as an Individual Education Plan (IEP).

GUIDANCE OVERVIEW

The guidance department is dedicated to helping each individual student in his/her adjustment to school, in planning for his/her future, and helping him/her to better understand his/her strengths and weaknesses. The services offered to each student on an individual basis include:

Scheduling

Counselors work with students at each grade level to determine a schedule that best meets the needs of the individual student. As a student approaches High School, the counselors will meet individually with every student to discuss graduation requirements, a four-year High School plan, and post-high school opportunities. **New students**. All new students will meet with a counselor to arrange a class schedule.

Counseling

The counselors provide 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. The counselors will make every attempt to see the student in a timely manner. 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.**

Testing and Evaluation

High school students may take the ISTEP or the ECA (End of Course Assessment) at the end of Algebra I, English 10 and Biology I. Some high school students must pass the Algebra I and English 10 ECA's in order to meet State Graduation Requirements. Students will continue to take the Algebra I and English 10 ECA's until passing both.

IF a student does not pass the English 10 or Algebra I ECA, he/she will be given a remediation class during the school day (providing schedule allows for this change). After school remediation may also be available.

Other types of tests given to students are career-interests inventories, skill-based inventories, learning style inventories, etc. These tests provide students with pertinent information used to help a student better understand himself/herself and to provide insight for a career/future plan.

The guidance offices are located in the high school down the hall from the main office area. Every student is assigned to a counselor when entering the high school. The counselors will work closely with the teachers, administrators, service personnel, and parents in helping each student attain a well-rounded education.

Each student entering the high school has the responsibility of earning enough credits to meet the requirements of one of the diplomas offered by River Forest High School and accepted by the Indiana Department of Education. The changes in diploma requirements will be in the following pages. All students must attend full time unless participating in an approved program.

Parents are encouraged to contact the guidance department when a concern arises.

HABITUAL OFFENDER

Repeatedly violating rules that students are expected to follow will be grounds for disciplinary action including expulsion. In addition, any student who has been referred to the office 10 or more times during the school year, or has been suspended (in-school or out-of-school) totaling ten (10) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

HALLWAY PASSES

There should be no student traffic in non-instructional areas of 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.**

HONOR ROLL

The honor roll is based on the 9 weeks grade unless it is the end of a semester. When it is the end of a semester, the semester average will be used to figure honor roll. A student must have a combination of grades equal to a “B” or 3.0 grade point average. These grades must be earned in full-time credit classes. 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.

INGOT EXPERIENTIAL LEARNING PROGRAM (ELP)

Beginning with the graduating class of 2011, each graduate must complete 12 hours in the ELP. For more in depth information, you can access the school website or contact the Guidance Office.

INSUBORDINATION

Failure to comply with directions of teacher or other school personnel during any period of time when students are under their supervision is grounds for 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.

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 the school, 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 will result in disciplinary action.

COMMUNICABLE DISEASE

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.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the

County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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.

HOMEWORK POLICY

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 to twelve. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the 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.

HOMEWORK MAKE-UP WORK DURING OR FOLLOWING AN ABSENCE

- Generally, students will be granted one (1) day for each day of excused absence to make up missed assignments. However, some circumstances may call for an extension to be granted by the principal, teacher, or designee. Teachers and students will work together in obtaining and completing this work in a timely fashion.
- Additional time may be allocated for UNEXCUSED absences depending on circumstance. Home work for in school suspension (ACP) and out of school suspensions (OSS) will be able to be made up by law, unless the student is expelled, in which they lose their current semester grades and credits.

POLICY OF MAKE-UP WORK FOR AN ABSENCE - EACH INDIVIDUAL TEACHER

River Forest High School expects students to be in attendance and responsible for attendance in every class. The responsibility of verifying absences as explained in this policy rests with the parent and student. The classroom teacher is responsible for monitoring student attendance and accurately reporting attendance to the attendance secretary. Students will

be responsible for all work missed on dates of excused absences. Major assignments are due upon the first day back to school after an absence. Ultimately, the evaluation of student success will be based upon their performance in and for the class, as well as the quality of their work. Calls or notes from parents or guardians concerning doctor appointments or illnesses will be accepted by the attendance office but, they are considered unexcused. **Again, only those absences indicated in Indiana Code 20-33-2-14-17 will be considered excused.**

FAMILY VACATION AND VACATION HOMEWORK

The school has no authority to approve an absence for a family vacation. If students miss school due to a family vacation, it is the responsibility of the student to obtain make-up work. Upon return, it is the student's responsibility to complete the missed assignments within a time determined by the student's teachers. Some assignments tasks or activities such as lectures, field trips, speakers or group presentations cannot be made up. An absence in this case may affect the student's ability to satisfactorily complete assignments and may adversely affect the student's grade. Students may not be given a chance to make-up final exams if they miss due to family vacation. You are given a corporation calendar at the beginning of the year; please plan your vacations accordingly. Furthermore, the corporation calendar can be found on the corporation website. **Vacations days will count toward the eight (10) day rule.**

IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY

The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time.

The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes.

Exceptions to this policy include, but are not limited to:

- Safety of children or emergencies
 - Use of lift equipment during loading of individuals with special needs
 - Use of defroster, heater, air conditioning, or other equipment during loading or unloading for health or safety concerns
 - Use of bus headlights or flasher warning lights for safety or visibility purposes
 - Other safety or emergency issues
- Hot or cold weather
 - During hot weather and the bus has air conditioning to keep student cool while on the bus
 - During cold weather to warm the bus (this should be done outside the school zone)
- Maintenance operations
 - Buses may idle as necessary as part of a pre-safety inspection
 - If necessary to make emergency repairs to vehicles

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

The Superintendent shall prepare administrative guidelines to implement anti-idling and smart driving procedures for all personnel driving School Corporation owned vehicles or drivers of buses contracted to transport students.

Complaints of non-compliance are to be filed with the Superintendent.

I.C. 16-9-3-5, 16-41-37.5

410 IAC 33-4-3

ILLEGAL ACTIONS

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

INDOOR AIR QUALITY COORDINATOR & INTEGRATED PEST MANAGEMENT COORDINATOR CONTACT INFORMATION

Director of Facilities:

Phone: 219-545-5578

Email: mzimmerle@rfcsc.k12.in.us

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 the Bilingual Director at River Forest High School at (219) 962-7551 for assistance.

Las escuelas de River Forest y los trabajadores del programa de Educacion Bilingue normalmente provee servicios de traduccion a los padres de los estudiantes con respect a cosas relacionadas con la escuela. Si usted necesita un interprete en espanol e otro idiomas, favor de llamar a la Senora Bilingual Director a la escuela de River Forest High School al numero telefonico 962-7551.

LUNCH/CAFETERIA

River Forest maintains a closed campus during lunch all lunches. No students, regardless of age or grade, are permitted to leave the school to go out to lunch. Exceptions are approved through the building principal. All students are to report to the cafeteria within 5 minutes of the end of their class prior to lunch. Failure to do so may result in the student being considered truant and eligible for suspension. No outside food is permitted. No food or drink is to be carried from the cafeteria or a designated area.

FOOD ALLERGIES

If your child has a food allergy requiring accommodation from the cafeteria, it is the parent's responsibility to contact the Food Service Director at 219-962-7551 Ext. 3082 for instructions. You may also view the food allergy guidelines on the food service page of the corporation website at www.rfcsc.k12.in.us

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

LOST AND FOUND

Lost items may be claimed before or after school in the main office within one week of being found. Any items found should be sent immediately to the main office. To help facilitate immediate return in case of loss, books and other property should contain proper identification.

LOCKERS

All lockers made available for student use on the school premises are the property of the school corporation. Lockers are the property of the high school. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with an educational function or school purpose or which are forbidden by state law or school rules.

The student's use of the locker does not affect the school corporation's continued ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials.

Students who abuse lockers will be denied the privilege of using their lockers. Valuables are not to be kept in lockers. **The school is not responsible for items stolen out of the locker.** Students will be held accountable if damaged or defaced. Locker inspections will be made by the administration. Lockers are not to be set for easy opening. Lockers are meant for one person only; do not share a locker with another person without the authorization from the school administration. You are to remain in your assigned locker area the entire school year. Students are not to place additional locks on their assigned locker.

Locks

The school corporation shall retain access to student lockers by keeping a master list of combinations and a master key. Students shall not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

Inspection of Individual Student Lockers

The inspection of a particular student's locker will not be conducted unless a principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference of an educational function or school purpose or which are forbidden by state law or school rules. "Reasonable suspicion," as used in these rules, may be based on a number of factors including, but not limited to, the following situations:

1. Information received by the principal from a teacher, a student, a law enforcement officer, or detection devices, including trained dogs;
2. Past records of the student whose locker is to be inspected;
3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school; and/or
4. Behavior of the student, such as an indication that the student is intoxicated.

The school corporation retains the right to inspect lockers to ensure that they are being maintained. All inspections of student lockers shall be conducted under the direction of the principal or a member of the administrative staff.

Inspection of All Lockers

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of any of the following situations:

1. An interference with an educational function or school purpose;
2. A physical injury or illness to any person;
3. Damage to personal or school property;
4. A violation of state law or school rules;
5. The school corporation receives a bomb threat;
6. Evidence of student drug or alcohol use;
7. Missing books, lab chemicals, or school equipment; or
8. Student violence or threats of violence.

Student Material

When performing an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband or being used to conceal contraband.

Involvement of Law Enforcement Officials

If the principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, live ammunition, a destructive device, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making an inspection of the locker or lockers.

1. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.
2. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such an official, the request shall be denied.
3. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

Locker Cleaning

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers in accordance with a general housekeeping schedule and clean out the locker of a student no longer enrolled in school. The custodial staff may open and remove items from a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc. or for the purpose of disinfecting the locker.

Locker Repair

Nothing in these rules shall affect members of the maintenance staff who repair lockers at the request of the principal or student or as a part of the regular locker maintenance schedule. If something is wrong with your locker it is your duty to fill out a locker request/repair form immediately.

Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the principal as he/she deems appropriate, including, but not limited to, the following options:

1. Returning to the proper owner or place;
2. Using as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8 as amended from time to time;
3. Destruction; or
4. Turning contraband over to the appropriate law enforcement officials.

LOCKERS/USAGE

Lockers are provided to all high school students. The locker number and combination will be on the schedule which the student receives on registration day. Students will be held responsible for any damage to the locker. 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.**

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.

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

1. 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 reasonable 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.**
2. Authority to Inspect: The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 1. The principal or his designee shall conduct all inspections of student lockers. Classroom storage lockers and physical education lockers may be inspected by the assigned classroom teacher.

MENINGOCOCCAL DISEASE

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Center for Disease Control and Prevention recommends routine meningococcal immunizations for all students in grades 6-12.

MOTORCYCLE/MOPED POLICY

1. Students riding a motorcycle/moped to school must have a motorcycle/moped license or an endorsement on their driver's license.
2. Students must have a block or board for their kickstand.
3. Students must follow all motorcycle/moped safety rules which include wearing a helmet and being properly dressed for motorcycle/moped riding.
4. Students must follow all parking lot rules.
5. Students must purchase a parking tag and parked in their assigned parking spot.

6. Safety of all students is important; if you are not riding safely you will lose your right to ride to school.
7. 1st violation will result in two weeks of not driving to school, 2nd violation will result in no driving for the rest of the semester, and 3rd violation will result in no driving for the rest of the school year.

MOTOR VEHICLE LAW AND STUDENT DISCIPLINE

IC 9-24-2-1: An operator's license or a learner's permit may not be issued to a person less than eighteen (18) years of age who:

- Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20 33-8-15;
- Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;
- Is a habitual truant under IC 20-33-2-11; or
- Is considered a dropout under IC 20-33-2-28.5. IC 9-24-2-4

If a person is less than eighteen (18) years of age and is under a suspension or expulsion, as described in this chapter, the department shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

- The person becomes eighteen (18) years of age;
- One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer; or
- The suspension or expulsion is reversed after the person has had a meeting under IC 20-33-8.

STUDENT DRIVING POLICY

River Forest High School students who wish to drive to school must obtain permission from the principal to do so. Parking permits will be sold for \$10.00 for the entire school year, \$5.00 per semester. All cars must be registered in the main office (model, make, year, color, license plate, vehicle registration). Parking permits must be properly displayed at all times. **STUDENTS MAY NOT PARK IN ANY AREA OTHER THAN THAT ASSIGNED.** Unregistered vehicles will be towed at the owner's expense, additionally that student may lose the ability to drive to school for the school year. In addition, all rules on the parking permit application apply. A combination of more than 7 tardies or truancies may result in loss of parking permits.

1. **DRIVING TO SCHOOL IS A PRIVILEGE THAT MAY BE REVOKED IF ANY OF THE REGULATIONS ARE VIOLATED.** The principal (or designee) will give final approval to all student drivers.
2. Your permit must be visible at all times and may be **USED ONLY** in vehicles properly registered with the administration.
3. Permits are obtained from the main office.
4. Drive your car according the sound safety practices. Abide by all traffic regulations. Maximum speed limit of 5 MPH must be observed at all times on school grounds.
5. **ONLY MEMBERS OF YOUR FAMILY** are allowed to ride to and from school with you. All other riders must have a rider permit on file in the office. Drivers are responsible for all riders' behavior and contents in their cars. Hardship exemptions will be reviewed.
6. There is to be **NO loitering** in and around your car anytime during the school day. This includes before and after school hours and lunchtime.
7. Students' vehicles may be subject to search for drugs, alcohol, stolen property or other **CONTRABAND** might be present in the vehicle at any time.
8. For any infraction of the regulations, a student will lose the driving privilege.
9. River Forest High School is a closed campus; once you arrive for the day, you may not leave until dismissal without permission of the administration.

DRIVING PRIVILEGES – LICENSE HOUSE ENROLLED ACT 1597

River Forest High School adheres to House Enrolled Act 1597 of the State of Indiana. This act amends the driver's license law to; 1) prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator endorsement or license and 2) invalidate a person's license or permit if:

- The student is at least thirteen (13) years of age and less than eighteen (18) years of age and is suspended for the second time during the school year.
- The student has been expelled from school.
- The student has been excluded from school due to misconduct.

- The student is habitually truant from school during the school year.

Periodic reviews (at least one per year) will be conducted to evaluate if a student's behavior or attendance has improved. If improvement is shown, the license suspension may be lifted.

If a student withdraws or quits school while the license suspension is in effect, the suspension will still remain in effect.

Withdrawal in an effort to circumvent the sanctions will still lead to invalidation of a person's license or permit.

LOSS OF DRIVER'S LICENSE/PERMIT

Indiana Code 9-24-2 allows schools the discretion to suspend the driver's license/permit of any student who meets the following conditions;

1. The student is a habitual truant IC 20-33-2-11
2. The student is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
3. The student is under an expulsion under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
4. Is considered a dropout under IC 20-33-2-28.5.

NAIA ACADEMIC ELIGIBILITY CENTER

The NCAA Eligibility Center reviews all transcripts of students applying for participation in Division I and II athletics. Potential collegiate athletes are strongly advised to consult the NCAA website <http://www.playnaia.org/staff> on a regular basis beginning in grade 9.

NCAA ACADEMIC ELIBILITY

The NCAA Eligibility Center reviews all transcripts of students applying for participation in Division I and II athletics. Potential collegiate athletes are strongly advised to consult the NCAA website http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA_EMS.html# on a regular basis beginning in grade 9.

NEW GRADUATION REQUIREMENTS

See Indiana Department of Education for graduation requirements <http://www.doe.in.gov>

NON-CUSTODIAL PARENTS

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

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

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

PARTIAL DAY SCHEDULES

All students must follow a standard program of seven (7) classes per day. A partial day schedule will only be approved for the following reasons:

- Special Education work study.
- Health issues verified by medical records.
- Qualified students taking approved college courses, dual credit courses, or licensed vocational training programs.

PHYSICAL EDUCATION UNIFORM REQUIREMENTS

1. For the following reasons, all Physical Education students at all grade levels are required to wear a P.E. uniform.

- a. Promotes an academic atmosphere and creates school spirit and team cohesiveness.
- b. Promotes hygiene and personal safety in the class.
- c. Teaches student responsibility by requiring them to come prepared for class.

PREGNANCY POLICY

Any student that is pregnant must obtain an attending physicians release to attend school. If there is a medical problem with the pregnancy the school needs to be aware, the problem must be stated and the restrictions listed and signed by the attending physician.

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 that conveys an offensive, obscene, or sexually suggestive message, using or writing derogatory written materials, having any written materials or pictures that convey an offensive, obscene, or sexually suggestive message. Failure to comply may result in disciplinary action.

PUBLIC DISPLAYS OF AFFECTION – PDA

High school is a time when students may develop affection for one another. It is important for them to know what public displays of affection are socially acceptable at school functions. Hand holding is allowed. Kissing and improper touching (i.e. hands in another person’s pockets or on another person’s leg, prolonged bodily contact, etc.) is not allowed. The administration, faculty, and staff will have final determination as to whether an act is improper or not.

REGISTRATION/COURSE SELECTION

The counselors will assist the students and their parents in planning a program of studies most suited to the needs of each individual. Pre-registration is the time to make definite course selections. This is how the building is staffed for the following school year. A student who fails a course should immediately contact the counselor and make provisions for making up the lost credit. Each situation will be set on a student by student decision that best suits the learning needs, credits, and outcomes for the student. Students attending summer school should present evidence of course credit earned to the counseling office. The guidance office will devote specific time-slots for the purpose of class registration. Parents must accompany their child during registration. The guidance office will make every effort to accommodate parents and students who need to register for classes. Parents and students may not request specific teachers. Additionally, the final discretion will be made by the principal or designee.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued every 9 weeks and progress reports every 4-5 weeks. Report cards and progress reports can be issued directly to the students during homeroom or may be sent home in the mail. The purpose of the progress report is to alert parents of their student’s progress prior to report card distribution. Semester grade in the high school are determined by a 40%-40%-20% ratio where the first 9 weeks grade and second 9 weeks grade are 40% of the semester average and 20% of the semester average is the final exam. The semester grade determines if credits are received, not the 9 weeks grades. Students who receive an “I” incomplete should have the work completed and a grade changed within two (2) weeks of the end of the grading period. 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.

SCHEDULE CHANGES

The master schedule is developed each year based upon student course selections. Teacher assignments and sections are determined by the number of student requests and staff availability. Class schedule changes for individual students can only occur within the first ten (10) days of the semester. No changes will be made after the deadline. A student will receive a “WF” withdraw-fail grade changing a class after the 10-day time period.

SCHOOL CONNECTS AND SCHOOL CLOSINGS

River Forest Schools are pleased to announce our 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 parent's and our staff at a very high speed. It will help 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 for 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 school 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.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

River Forest High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports and the like. Involvement in these activities is limited by grades and behavior.

On any day students will be allowed to participate in an activity only if they were in school all day unless the student has a scheduled appointment or prior arrangements had been made with the principal. Students who have been placed in all-day in-school suspension by an administrator or who are serving out-of-school suspension cannot participate in practice, athletic contests, or attend any school function during the period of their suspensions. If a student is absent on the last day of a school week, and there is an athletic competition or other extra-curricular activity on the weekend, the student-athlete must get permission from the coach or sponsor to participate. Coaches or sponsors may establish additional requirements if students want to participate under such circumstances.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation sponsored organization may use the name of the School or School mascot.

SMOKING/TOBACCO

No smoking or possession of tobacco related products (i.e. cigarettes, cigars, pipes, e-cigarettes, imitation produces, vapor devices of any kind) will be tolerated, guest and students, we enjoy a Smoke Free work place environment.

SOCIAL SUSPENSION POLICY

A social suspension is one in which a student is not allowed to attend school functions outside of the regular school day. These functions include, but are not limited to, being a member of an extracurricular team or club, attending school dances, or other school-sponsored events. Permission to attend these functions for a student who is on a social suspension may only be granted by an administrator.

Actions that may result in a social suspension include:

- a) an accumulation of excessive referrals;
- b) failure to serve school detentions;
- c) inappropriate behavior at a school event;
- d) being in the building after-school hours without permission;
- e) an act of gross misconduct;
- f) excessive unexcused absences;
- g) excessive tardies;
- h) insubordination to a staff member;
- i) behavior detrimental to school environment.

Students are placed on social suspension for a year but can appeal to the administration after a semester of demonstrating improved behavior.

STUDENTS IN THE BUILDING

Students who are in the building before or after school hours (7:00AM – 2:50PM) must be a member of an organization having a scheduled practice or activity and must be supervised by an adult sponsor, coach, or teacher. If there is no supervision, students will be asked to leave.

STUDENT RECORDS

The request of students and parents to examine personal school records will be honored within the guidelines of existing state and federal statutes.

SUSPENSION

20-33-8-14 Grounds for suspension or expulsion

Section 8. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

A. Student misconduct.

B. Substantial disobedience.

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

- i. 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;
- ii. off school grounds at a school activity, function, or event; or
- iii. traveling to or from school or a school activity, function, or event.

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

Suspension means disciplinary action where a student is separated from school attendance for a period not longer than 10 days.

In the case of out-of-school suspension, the student will be given the number of school days the suspension was assigned after return to make up work missed. It is the student's responsibility to solicit make-up work from his/her teachers. Make-up work on tests, major projects and homework will be counted in full. Major projects such as research papers are due upon the first day of return from a suspension. During the suspension period, students are not allowed to be in attendance at any River Forest Community School Corporation function, or on any corporation property, not limited to the middle school and elementary schools.

TARDY POLICY

In order to avoid being tardy to class, the students must be in designated locations when the bell rings. The following procedures will be followed:

- After the first (10) minutes of the first hour of the day or (5) minutes late to the rest of the day's classes, the student may be marked truant, and truant policies may apply.
- Tardies accumulate per semester.
- Tardies are calculated in a cumulative manner. Tardies are calculated by period. Excessive tardies will result in the following consequences:

Tardies	Consequence
1st in class	Warning by teacher
2nd in class	Warning by teacher
3rd in class	Lunch detention /detention assigned by teacher; phone call or email home
4th in class	After school detention issued by classroom teacher
5th and more	Referral to office

- At 5 or more tardies, the administration may use the following progressive consequences: lunch detentions, after school detentions, social suspensions, or loss of driving privileges.
- Excessive tardies may also result in a conference with the parent, student, and the principal or designee. Furthermore, a referral to the courts and call to Child Protective Services may be made.

TEEN DATING VIOLENCE

Teen dating violence or relationship abuse is the use of physical, sexual, emotional or verbal force by one **dating** partner towards another **dating** partner. Abuse can cause injury and even death but it doesn't have to be physical. During the 2010 legislative session, the General Assembly passed SEA 316, and the Governor signed IC 20-19-3-10 into law. The legislation requires the Indiana Department of Education (IDOE), in collaboration with organizations that have expertise in dating violence, domestic violence, and sexual abuse to identify **or** develop and make available to schools; (a) Model dating violence educational materials, and (b) A model for dating violence response policies and reporting by July 1, 2011.

TEXTBOOK ASSISTANCE

Textbook assistance is available to those who qualify for free/reduced price lunches. Further information is available in the principal's office.

TEXTBOOK RENTALS

Textbook rentals may be paid to the school office during normal school hours. Parents may come to the school at any time during the day. Students are not to leave class to pay their textbook rentals. Please take care of this obligation as soon as possible.

THEFT/VANDALISM

Stealing or damaging the property of River Forest High 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 River Forest disciplinary consequences. Failure to comply will result in disciplinary action.

TOBACCO PRODUCTS AND SMOKING

Students may not possess/use/provide to any other person, any tobacco products and/or associated paraphernalia in the school building, at school extra-curricular activities or within a two-block radius of the school grounds during the school day. If students are under the age of eighteen, these infractions will also be reported to the police.

THEFT/VANDALISM

Stealing or damaging the property of River Forest High 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 River Forest disciplinary consequences. Failure to comply will result in disciplinary action.

THREATS/HARASSMENT/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 threats 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, cyberbullying, 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 via web pages, social media, e-mail, text messages, etc. originating on or off school property when it directly affects other students or school personnel is subject to school disciplinary action including suspension and/or expulsion from school.

TRANSFER STUDENTS AND CREDITS

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 days before the intended withdrawal.

Students who transfer credits from another school to River Forest High School will have the transcript from their previous school evaluated and the credits being transferred will be determined according to River Forest High School's current policy.

Students who have started the school year, but move to another school district during the school year will need to withdraw from River Forest Schools and enroll in their new school district. Students who have completed the eleventh grade and have moved into another district may complete the twelfth grade at River Forest. Transportation will not be provided.

TRUANCY

Truancy is being absent from school or any class/classes without the knowledge or consent of the parent/legal guardian or school, or being absent in violation of the school attendance law.

VISITORS

- Must be approved by the administration 24 hours in advance.
- Sign in at the office and obtain a visitor's tag and return it upon signing out.
- Student visitors must have administrative approval.
- Guest speakers must be approved by the principal or designee 10 days in advance.

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 suspension and/or expulsion.

WEATHER DELAY/EARLY DISMISSAL

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

WJOB AM 1230 HAMMOND

School Website

All-Call

WITHDRAWAL FROM SCHOOL

According to IC 20-33-2-28.5 prior to withdrawal from school, students who are at least 16 years of age but less than 18 years of age must complete an exit interview with the school principal. Both the principal and the individual's parent must approve and give consent for the withdrawal.

Students 18 years of age or older must do the following:

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

WORK PERMITS

The necessary forms and information for obtaining a work permit are available from the secretary in the guidance office. Indiana law requires that young people ages 14 through 17 obtain employment certificates before accepting employment. The issuing officer cannot issue a second work permit until the first has been terminated. The first is terminated by receipt of the termination notice, or by verification with the employer that termination has occurred. These certificates may be obtained from the guidance office of River Forest High School. When applying for a certificate, the student must:

1. Obtain an "Intent to Employ" card from the employer.
2. Fill out the "Intent to Employ" card and have the employer; parent, and student sign the card.
3. Take the signed card with proof of birth date to the guidance office.

Work Permit Revocation:

The school reserves the right to deny or rescind a student's work permit for poor school attendance, poor grades or poor behavior. Students with failing grades will not be issued work permits. Authority for such denial or revoking of work permits is included in I.C. 20-33-3-13 and IC 20-33-3-20.

VALEDICTORIAN & SALUTATORIAN HONORS

At River Forest High School, it is felt that the valedictorian and salutarian are those students who have demonstrated their abilities in academic competition with the other members of their class. It is this understanding that leads to our school's policy governing the way the valedictorian and salutarian of each class can qualify for that honor. All students transferring to River Forest High School will be required to meet all River Forest High School graduation regulations before a diploma can be granted. Transcripts of these students will be evaluated and converted to River Forest High School standards. Transfer students will not be ranked with their class until they have received grades from River Forest High School for at least one semester. No transfer students will be allowed consideration for valedictorian or salutarian honors until they have completed at least three (3) full semesters (15 credits) of work at River Forest High School. Since the last semester of the senior year is not used in determining a valedictorian or salutarian, that semester will also not count as one of the three (3) semesters required for consideration for these honors.

VISITORS

Visitors are welcome to make an appointment to visit with staff members. All visitors report to the main office upon entering the building, sign in, be approved by an administrator, wear a visitor's pass at all times while in the building, return visitor's pass, and sign out prior to leaving. Parents/Guardians planning a classroom visit, are asked to make arrangements with the classroom teacher, 24 hours in advance.

HEALTH SERVICES

HEALTH REFERRALS

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. The teacher will provide a

health referral to the student. (The student is not to come between classes unless there is an emergency.) 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.

Students are not allowed to contact home when they are ill without permission. 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/ACCIDENT/INJURY

Students will be sent home if needed when they become sick at school. If a child becomes ill with a fever of 100 degrees or greater, vomiting, or diarrhea or has a possible contagious condition the parent or 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 with driving privileges are not allowed to drive home unless parental/guardian permission is obtained. The student who fails to follow procedure and leaves without properly checking out will be subject to disciplinary action.

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

Five or more consecutive days of absences may require a Doctor's release form 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. See attendance section for further information.

It is the parent/guardian's responsibility to keep the school informed regarding any health concern that may need special consideration in the student's activities or education. In addition, student information must be accurately completed and kept updated with the school; medical needs/concerns, phone numbers, addresses, emails, etc.

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.

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.

MEDICATION/TREATMENT

In the circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Authorization to Administer Prescription/Non-Prescription medication form must be completed and filed with the respective Health Office before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the office of the nurse. Prescription medication must be in its original container, labeled with the student's name and the exact dosage.
- Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, back pack, pocket, or other means on or about his/her person, except for emergency medications. In this case, the school needs to be notified that the emergency medication was sent.
- Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
- Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year. For grades K-8, medication may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in

writing by the student's parent to receive the medication. For grades 9-12, medications may be sent home with the student if the student's parent provides written permission for the student to receive the medication.

- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- Treatments such as diabetic care, tracheal suctioning, etc. requires written authorization from a physician AND the student's parent.

SELF ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic disease or medical conditions provided the student's parent files a written authorization with the nurse. The written authorization must be filed annually. A physician's written statement or a pharmacy prescription must be included with the parent's authorization that includes the following:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction as how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code

PEDICULOSIS (HEAD LICE)

If head lice is suspected, the student will be checked by the school nurse, nurse assistant or trained designee. Students found to have nits (lice eggs) only do NOT need to be sent home early from school. They can go home at the end of the day. Students found to have live lice bugs will be sent home. After parental notification, prompt and proper treatment is expected and is in the best interest of the child and his or her classmates. If a student is sent home with live bugs, he/she must be brought in by the parent/guardian to be checked before re-admittance to class. Re-admittance to the classroom if no treatment or insufficient treatment has been given will be handled on a case by case basis.

Classroom head lice screens will only be performed if there is an unusual number of cases in that room. Routine head lice screenings will be not be performed.

CDC head lice prevention and control measures:

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice survive less than 1-2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp.

The following are steps that can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfect combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned OR sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- **Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin. To help control a head lice outbreak in a community, school, or camp, children can be taught to avoid activities that may spread head lice.**

You can help prevent head lice by taking the following steps:

- Teach your child not to share combs, brushes, hats and coats and to not try on other people's hats (not even in department stores).
- Teach your child to hang coats separately-placing hats and scarves inside coat sleeves.
- Check your child's hair if he/she itches or complains about itching
- Getting rid of lice as soon as they are found to help prevent them from spreading in your home or the classroom

Feel free to contact your school nurse or nurse assistant with any questions or concerns.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including, but not limited to diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, hepatitis A, hepatitis B, and meningitis or have an authorized exemption from State immunization requirements. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease epidemic regarding required immunizations, the Superintendent may temporarily deny admission to a student otherwise exempted from the designated disease lacking the information. Any questions about immunizations or exemptions should be directed to the school nurse.

State 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. Exemptions forms must be completed every year. Please contact your healthcare provider for further information.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year. This information can be obtained from the school website or you may request a copy from your school nurse.

The parent of each student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning the link between cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available. This information can be obtained from the school website or you may request a copy from your school nurse.

MEDICAL RECORDS

Each student's medical records are computerized. These records consist of the student's medical history including, but not limited to, special alerts/needs, immunizations, allergies and medications. Principals, teachers and support staff may 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.

Immunization data is reported electronically through the use of the immunization data registry called "CHIRP." CHIRP 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 consent form signed by the parent/guardian. This form needs to be signed only once when the student enrolls in the corporation.

RIVER FOREST COMMUNITY SCHOOL CORPORATION ATHLETIC HANDBOOK FOR STUDENTS AND PARENTS



INGOT PRIDE

HANDBOOK REVISED JUNE 2017

Table of Contents

TABLE OF CONTENTS	1
RF ATHLETICS INTRODUCTION	4
• INGOT PRIDE	
• WHAT IS AN INGOT?	
• SCHOOL COLORS	
• JOE MAGARAC	
• SCHOOL SONG	
RF ATHLETIC STATEMENT	6
RF ATHLETIC PHILOSOPHY	7
RF STUDENT-ATHLETE DEFINED	7
ELIGIBILITY & PARTICIPATION RULES	8
• IHSAA RULES & REGULATIONS	
• ENROLLMENT REQUIREMENTS	
• AGE	
• PLAYING NON-SCHOOL SPORTS DURING AUTHORIZED CONTEST SEASON	
• ACADEMIC ELIGIBILITY	
• TRANSFERS	
• AMATUERISM	
• PHYSICAL EXAMINATION FORMS, CONCUSSION FORMS, & SUDDEN CARDIAC ARREST FORMS	
• CONCUSSION INFORMATION & FORMS	
• SUDDEN CARDIAC ARREST INFORMATION & FORMS	
RF SPORTSMANSHIP POLICY	10
STUDENT-ATHLETE CODE OF CONDUCT	11
• INTRODUCTION	

- RULES & ENFORCEMENT
- STANDARDS & EXPECTATIONS

APPEALS / HEARING

..... 12

RF SCHOOL RULES FOR THE CODE OF CONDUCT (RULES 1-3)

13

SELF-REPORT CLAUSE

..... 14

CODE OF CONDUCT NOTES

..... 14

STUDENT-ATHLETE SOCIAL MEDIA POLICY

..... 15

STUDENT-ATHLETE CONTRACT

..... 17

RF ATHLETIC AWARDS REQUIREMENTS

..... 17

- INTRODUCTION
- DESCRIPTION OF AWARDS
- TEAM LETTERING REQUIREMENTS

RIVER FOREST STUDENT-ATHLETE LEADERSHIP COUNCIL (RFSALC)

.... 19

RF TRIPLE-THREAT ATHLETES

..... 20

OTHER GENERAL INFORMATION

..... 20

- INJURIES & ACCIDENTS
- CONCUSSION PROTOCOL
- RETURN TO PLAY PROTOCOL (after a concussion)
- ATTENDANCE – SCHOOL, PRACTICES, & GAMES
- CHANGING A SPORT
- COLLEGE-BOUND STUDENT-ATHLETES
- CONFLICTS BETWEEN SPORTS
- DRESS & APPEARANCE
- EQUIPMENT

- ELIGIBILITY
- PARTICIPATION IN 2 SPORTS DURING A SEASON
- PRACTICES
- QUITTING A TEAM
- TEAM CUTTING POLICIES & PROCEDURES

CIVILITY POLICY FOR UNBECOMING CONDUCT

..... 24

THE FACE IN THE GLASS

..... 26

STUDENT-ATHLETE & PARENT ACKNOWLEDGMENT FORM

27

RF ATHLETICS INTRODUCTION

INGOT PRIDE –

River Forest Middle School and River Forest High School are located in Hobart, Indiana and offers the following sports –

- Fall – coed cross country, boys tennis, football, & volleyball
- Winter – boys basketball, girls basketball, & wrestling
- Spring – baseball, boys golf, coed track, girls tennis, & softball

River Forest is known for the student-athletes always showing “INGOT PRIDE” in all sports. As a school community, we define our “INGOT PRIDE” as –

- P – Personal
- R – Responsibility
- I – In
- D – Determining
- E – Excellence

Our student-athletes will continue to show our “INGOT PRIDE” and take personal responsibility in determining excellence. Our student-athletes will grow as individuals to enhance the betterment of the teams.

What is an INGOT? –

According to Webster, an ingot is a mass of refined metal cast into some convenient shape for transportation. It is quite fitting that this symbol be used

to display the philosophy that underlies the educational process at River Forest. An analysis of the meaning might show us why.

The first significant word in the definition is MASS. The word means principle part, or main part. When this part of the symbol (the INGOT) is used, it naturally refers to the young people at River Forest. It refers to you and your fellow students. You are the mass that the school has to shape.

The next significant word is REFINED. To be refined, one must be cultivated in taste, manners, appreciation, and thought. If you can live up to the challenge that being an Ingot gives you, you will graduate from your school as a polished individual. You will leave River Forest as a cultured person. You will have reached the stage of perfection that makes you a true Ingot. You will be refined.

METAL is also a very significant word in the definition. The very geographical location of River Forest tells you that an ingot is one form of steel. There are also gold ingots, silver ingots, and platinum ingots. Steel depicts strength, zeal, and courage. Properly refined or tempered steel, gold, silver, and platinum signify the spirit of River Forest. If you will strive to obtain the proper temperament while at River Forest, it will mean that you always put forth your best effort, you will always do the very best that you know how to do. A true Ingot will have the honor and dignity that comes from the courage and zeal to take on a job, do your very best, and stick to it until the job has been completed.

To CAST is to mold, or to form by molding, and is the next important step in the definition. River Forest does not want one mold, and therefore end up with one type of Ingot. You have a unique mold, and River Forest is an institution that will try to see that you fill that mold the way it was intended. Your mold has potentials and differences that distinguish it from all other molds.

The last word of the definition is TRANSPORTATION. Even though it is the last word in the definition, it is the beginnings of an Ingot. If you find that you can pass the test, the test that makes you a true Ingot, then River Forest will issue you a ticket. The ticket will be a diploma that sends you out into the real world.

Good luck to all the future Ingots of River Forest. May you be proud and uphold the moral standing of your school as those who passed through before you.

SCHOOL COLORS – Gold and Cardinal

JOE MAGARAC –

Some say he was born in the veins of an iron mine; some say he stepped full grown from a gondola car loaded with iron ore. Anyway, heat never hurt Joe Magarac, the strong man of Steel Valley. Night and day, he'd sit at the door of No. 7 furnace on the open hearth, stirring and tasting the melting steel. When it tasted right, he'd scoop it out by the handful and spill it into the ingot molds. Then he'd squeeze the ingots until the prettiest rails you ever saw came rolling out between his fingers.

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 we will win this game.*

RF ATHLETICS STATEMENT

River Forest Athletics has developed this athletic handbook to inform student-athletes and their parents/guardians of the rules, regulations, and information that helped develop the rich tradition of competition at River Forest. Participation in athletics is a privilege which carries with it varying degrees of honor, integrity, responsibility, and sacrifice. Since the participation in athletics is a privilege, and not a right, those who choose to participate in athletics will be expected to follow everything outlined in this handbook and the rules of the coaches of their sports. It is the responsibility of the student-athlete to conduct themselves in a manner that will not dishonor themselves, their family, their team, their school, and their community.

RF ATHLETIC PHILOSOPHY

The goal of RF Athletics is to provide the best athletic opportunities for our student-athletes to excel in sportsmanship, teamwork, self-discipline, honor, integrity, and moral character. The purpose of RF Athletics is to provide our student-athletes with experiences that will be positive in nature, create memories to last a lifetime, and to help him or her develop a commitment to a purpose, cause, and loyalty to any chosen endeavor. It is the goal of athletics to prepare our student-athletes for the challenges that they will likely see in the real world and give them the tools to be successful persons in their communities and chosen fields. Of course everyone wants to win, but much can be learned through losses as well. Sometimes defeats teach us more than wins. Therefore, win or lose, we will support our student-athletes, coaches, and teams fully knowing that they are learning lessons that go way beyond the fields, courts, courses, mats, and tracks.

RF STUDENT-ATHLETE DEFINED

A River Forest student-athlete is defined as and includes all young men and women who represent a River Forest team that engages in interscholastic competition and further includes auxiliary/dance teams and cheerleading squads. Student managers, statisticians, and anyone else involved with a team will be held to the same standards defined in this handbook.

ELIGIBILITY & PARTICIPATION RULES

- **IHSAA Rules & Regulations** – A comprehensive list of rules and regulations for the IHSAA can be found on the website www.ihsaa.org.
- **Enrollment** – Any student-athlete must be enrolled as a student at River Forest schools to participate in interscholastic athletics for River Forest. Eligibility in high school will begin at the start of grade 9 and the student-athlete will have eight (8) semesters from that time to compete in athletics.
- **Age** – Any student-athlete whose 20th birthday occurs before the state finals in that particular sport shall be ruled ineligible for further competition.
- **Playing non-school sports during Authorized Contest Season** – Rule 15 (Participation) in the IHSAA By-Laws states that participation by a student in any organized non-school sports competition during the Authorized Contest Season, or at any time prior to the conclusion of the student's participation in

the IHSAA Tournament Series, in that sport shall cause such students to become ineligible.

- **Academic Eligibility** – Any student-athlete will be academically eligible and continue to be a member of the team by earning a passing grade (60% or above) for the grading period/semester in at least 5 courses.
- **Transfer** – Students who transfer from another school are ineligible to participate in contests until an athletic transfer has been completed and processed by the IHSAA. If the student-athlete was ineligible at the school from which transferring, the ineligibility will be upheld until the end of the grading period/semester.
- **Amateurism** – Any student-athlete shall not accept money or merchandise from anyone in any way for athletic participation, clinics, or camps without the written permission of the IHSAA. Amateurism status will be voided with the signing of a professional contract as well.
- **Physical Examination Forms, Concussion Forms, and Sudden Cardiac Arrest Forms** – An official physical examination form can be found at the website www.ihcaa.org or on the school website www.rfcsc.k12.in.us. Once on the school site, you can link to the RF Athletics webpage and click on “FORMS”. From there, the physical exam form, concussion forms, and sudden cardiac arrest forms can be printed for use. Any student-athlete wishing to participate in athletics is required by River Forest and the IHSAA to have a physical examination by a licensed physician before participating, as well as a signed form stating that the concussion and sudden cardiac arrest information has been read. These forms must be complete and on file with the school before beginning participation in any sport. This must be completed each year.
- **Concussion Information & Forms** – With the increase in head injuries and concussions in sports today, concussion information sheets can be found on the school website as stated above. An acknowledgement form must be signed by the student-athlete and parent/guardian and returned to the school to be on file for the school year. This must be completed each year.

- **Sudden Cardiac Arrest Information & Forms** – In order to be more aware and informed, sudden cardiac arrest information sheets **can be found on the school website as stated above.** An acknowledgement form must be signed by the student-athlete and parent/guardian and returned to the school to be on file for the school year. This must be completed each year.
- **Before your first practice, you must ...**
 - Meet the age, enrollment, and academic eligibility requirements
 - Have a completed physical examination form on file at the school
 - Have signed concussion and sudden cardiac arrest forms on file at the school

RF SPORTSMANSHIP POLICY

Sportsmanship is the cornerstone of participation in interscholastic athletics. The IHSAA has made sportsmanship a major focal point in moving forward in interscholastic athletics. Therefore, it is also a major focal point for River Forest athletics. Sportsmanship is one of the keys to having a successful athletics program. Sportsmanship, for all teams at River Forest, will be at the forefront. Our student-athletes will conduct themselves in a manner that promotes good sportsmanship. Our teams will show behaviors so that they can be role models for anyone who sees our teams play. In order to promote good sportsmanship, our teams will do the following:

- Show behaviors that everyone can be proud of
- Show positive emotions on the fields, floors, mats, etc.
- Show other schools/teams how to be good sports
- Be positive role models in the area of sportsmanship

Any student-athlete who receives a technical foul, an unsportsmanlike penalty, or an ejection will follow the policies set forth under the IHSAA rules and regulations. Disciplinary actions may also be taken by the team, coach, or athletic department. Our goal is to not have any student-athletes receive these penalties, but we must look for ways to improve our sportsmanship each year. Our ultimate goal is to earn an IHSAA School Sportsmanship Award and be an IHSAA Champion of Character school.

STUDENT-ATHLETE CODE OF CONDUCT

- **Introduction** – The following RF Athletics rules follow the Constitution of the IHSAA which states: *“Contestants’ conduct, in and out of School, shall be such as (1) not to reflect discredit upon their School or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the School. NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their School.”* Rule 8, Section 1, IHSAA By-Laws.
- **Rules & Enforcement** – The principal and athletic director shall enforce all the rules and regulations as described in the handbook. All rules and regulations regarding behavior and/or training as outlined by the IHSAA apply. Parents/guardians and student-athletes will be expected to sign an acknowledgement document stating that they have read the code of conduct. They will also agree that if their student-athlete violates the code of conduct, their student-athlete will be subject to disciplinary measures.
- **Code of Conduct Duration** – The student-athlete code of conduct is enforced twelve (12) months of the year and not just during the season. It is enforced in grades six through twelve (6-12). Any alleged violation will be followed by an investigation by the coach, athletic director, or principal.
- **Standards & Expectations** –
 - All athletes will put sportsmanship and the good of the team first and foremost.
 - All athletes will devote themselves to being a true sportsman.
 - No athletes will ever employ illegal tactics to gain an unfair advantage.
 - All athletes will care for equipment and uniforms as if it were their own personal property. If equipment or uniforms are lost, stolen, or destroyed, it will be the responsibility of the athlete to replace or pay for the item(s).
 - All athletes will obey the specific training and practice policies for their specific team.

- All athletes will refrain from negative behaviors – drinking alcohol, taking illegal drugs and substances, using tobacco products, using profanities, and discrediting the team, school, or community.
- All athletes will strive to be a positive influence, set good examples, and do what is right and good.

APPEALS/HEARING – A student-athlete and his or her parent/guardian has the right to a hearing on an exclusion from participation on an athletic team. The principal must be notified in writing within five (5) school days after the exclusion decision. The right to appeal is forfeited if the request is not made in writing and is not made within the five day limit. The purpose of the hearing is to allow the student-athlete and parent/guardian an opportunity to present evidence on the student-athlete’s behalf. The entire hearing will be recorded with copies available upon request. The decision of the hearing will be made by the principal and athletic director within five (5) days after the completion of the hearing and given to the superintendent. The decision will either be upheld or reversed, depending on the outcome of the hearing.

RF SCHOOL RULES FOR THE CODE OF CONDUCT –

River Forest student-athletes in grades 6-12 will abide by the Code of Conduct not only during the school year, but also during breaks and summer. Thus the Code of Conduct is a 12 month policy. The disciplinary measures listed under the Code of Conduct 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. The disciplinary measures are not to be considered all-inclusive and may be adjusted as needed.

RULE 1 – Student-athletes (which from this point will include auxiliary/dance members, cheerleaders, and managers) shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or drug intoxicant of any kind. Student-athletes shall not partake in any degree or be in possession of alcoholic beverages or tobacco products. This includes any

forms of vapor or electronic cigarettes. Student-athletes shall not be convicted of a felony or misdemeanor. Student-athletes shall not attend any social events (parties, dances, etc.) where illegal use of drugs or underage drinking of alcohol is allowed by the host. Failure to leave implies guilt and violators will be subject to athletic suspension.

- **First offense** – suspension from participation for all team activities and contests for 10% to 33% of the contests in the season.
- **Second offense** – suspension from participation for all team activities and contests for 34% to 100% of the contest in the season, enrollment in a treatment program, and a clean drug test before the suspension is completed.
- **Third offense** – suspension from participation for all team activities and contests for up to 1 calendar year
- **Fourth offense** - suspension from participation for the remainder of the student-athlete's eligibility years.

RULE 2 – Student-athletes shall not violate school rules such as truancy, suspension, classroom discipline, or any other punishable acts will be disciplined by the already-established school rules as outlined in the school handbook. The student-athlete may receive further disciplinary actions as to be determined by each individual coach as indicated in their team rules. If a student-athlete is suspended out-of-school for any reason, they will be ineligible for all team activities and contests during the suspension. Any student-athlete receiving in-school suspension will have participation in practices and contests be determined by each individual coach.

RULE 3 – Student-athletes will abide by all sport-specific rules as determined by each individual coach. These rules and the penalties for breaking the rules will be given to the student-athletes by each individual coach, either by a handout or verbally addressed, before the first contest. The team rules for each team will be on file with the Athletic Director.

SELF-REPORT CLAUSE – It is the intent of River Forest to assist student-athletes with developing responsibility for their actions and to encourage honesty. Therefore, any student-athlete who voluntarily reports themselves as to a violation of the Code of Conduct before being reported by some other means, will be permitted some leniency. The student-athlete will pay a lesser

penalty for the infraction stated. The self-report clause can only be used for the first offense.

CODE OF CONDUCT NOTES –

- The athletic season is defined as starting with the first official date of practice and ending with the awards night for that sports season. Penalties and violations take effect immediately upon verification of the infraction.
- Any violation in which the removal for the team occurs, that student-athlete forfeits all awards and possible letters for that sport.
- If a suspension occurs at the end of a sports season and the student-athlete cannot complete their suspension, they will finish the remainder of the suspension in the next sport. For example, if a football player is serving a two (2) game suspension and only serves one (1) game, he will serve the other game suspension in the next sport.
- During a suspension, the student-athlete is expected to be present at all team practices and contests, even though they may not be participating. They are still a member of the team and are expected to fulfill this responsibility. If the student-athlete does not attend, they may be removed from the team.

RF ATHLETICS SOCIAL MEDIA POLICY

As an educational institution, River Forest supports and encourages the rights of individuals to free speech. However, our student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their school, or their community. This includes any activities conducted online through social media networking sites (Facebook, MySpace, Twitter, Instagram, You Tube, podcasting, blog sites, chat rooms, texting, etc.).

Participation in athletics at River Forest is a privilege, not a right. Therefore, as a student-athlete at River Forest, you are a representative of the school and community, and therefore are always in the public eye. This fact places certain additional demands upon how you must conduct yourselves. Keep the following guidelines in mind when you are using any and all social media outlets:

- Before using online community or social media outlet, understand that anything you post is available to anyone, everywhere. Any text or photo placed online is completely out of your control the moment it is posted.
- You should not post your address, phone numbers, birth date, or any other personal information.
- Exercise caution when posting personal information, whereabouts, and plans. This will help keep stalkers and predators from gaining access to you and your information.
- Be aware of who you add as a friend to your page or site. Many people are looking to take advantage of student-athletes.
- You are not to post information, photos, or other items that could embarrass you, your family, your team, RF Athletics, or River Forest. This includes items that may be posted on your page by others.
- Coaches, the athletic director, and other administrators at River Forest can and will monitor these sites. Disparaging remarks about teammates, coaches, and other school officials can serve as grounds for disciplinary actions such as suspensions for school or contests, dismissal from the team, as well as possible legal ramifications.
- Student-athletes will face disciplinary measures for any violations of team policies, athletic department policies, IHSAA guidelines, and/or state and federal laws with regards to social media. Any violation of any of these policies or laws found on a student-athlete's website will subject him/her to disciplinary measures. A full investigation will occur before any disciplinary measures are taken.

Also, please be cognizant in the fact that many employees and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending a college of your choice.

RF STUDENT-ATHLETE CONTRACT

There are times when a student-athlete needs to have a contract drawn up for team or school infractions. If this needs to occur, the contract will be made including any and all specific rules to follow by the school, athletic department, or coach. Contracts will be signed by the student-athlete, parent/guardians, head coach, athletic director, and school principal. This contract will be kept on file with the athletic director for the duration of the student-athlete's high school years.

RF ATHLETIC AWARDS

INTRODUCTION –

At River Forest, all student-athletes, managers, statisticians, student trainers, auxiliary/dance team members, and cheerleaders are eligible to earn awards. Each sport will give out the same awards and will be purchased by the school. Additional sport specific awards can be given, but will be purchased by the individual coach. Letter jackets are purchased by the student-athlete. Any student-athlete who does not complete the season, for any reason, will not be eligible to receive awards. The only exception for not completing a season and still receiving awards is due to injury. Awards will be held until all uniforms and equipment are accounted for, paid for, or turned in to the coach.

DESCRIPTION OF AWARDS –

Certificates will be awarded to all student-athletes for participating in a sport in grades 6 through 8. If the student-athlete earns a varsity letter, they will receive the following awards:

- **1st Year Letter** – major “RF” letter, chevron, insignia, & numerals
- **2nd Year Letter** – sport-specific medal and chevron
- **3rd Year Letter** – 3-year plaque and chevron
- **4th Year Letter** – 4-year picture plaque and chevron
 - *Chevrons* – chevrons are awarded one per school year lettered

TEAM LETTERING REQUIREMENTS –

Baseball – minimum of 50% of the total varsity innings played during a season or *upon recommendation of the coaching staff*

Basketball (Boys & Girls) – minimum of 50% of the total varsity quarters played during a season or *upon recommendation of the coaching staff*

Cross Country (Boys & Girls) – minimum of 50% of the total varsity meets or invites ran during a season or *upon recommendation of the coaching staff*

Football – minimum of 50% of the total varsity quarters played during a season or *upon recommendation of the coaching staff*

Golf – minimum of 50% of the total varsity matches played during a season or *upon recommendation of the coaching staff*

Softball – minimum of 50% of the total varsity innings played during a season or *upon recommendation of the coaching staff*

Tennis (Boys & Girls) - minimum of 50% of the total varsity matches played during a season or *upon recommendation of the coaching staff*

Track (Boys & Girls) – minimum of 50% of the total varsity meets or invites ran during a season or *upon recommendation of the coaching staff*

Volleyball – minimum of 50% of the total varsity matches played during a season or *upon recommendation of the coaching staff*

Wrestling – minimum of 50% of the total varsity matches or invites wrestled during a season or *upon recommendation of the coaching staff*

HS Cheer – cheerleaders are required to cheer for both the fall and winter seasons, and participate in the cheer competitions or *upon recommendation of the coaching staff*

Auxiliary/Dance Team – team members are required to participate in all games (halftime performances) and extra-curricular activities (ex. – assemblies) or *upon recommendation of the coaching staff*

Any exceptions to any of the awards requirements must be cleared with the Athletic Director. Coaches should use their best judgement in determining when giving out varsity letter awards.

RIVER FOREST STUDENT-ATHLETE LEADERSHIP COUNCIL (RFSALC)

The RFSALC (River Forest Student-Athlete Leadership Council) will be made up of student-athletes in grades 10-12 as selected by the athletic director and the remaining student-athletes on the council. This council will be used to

review the rules and regulations of RF Athletics, discuss possible changes to the handbook, and look at ways to improve the athletic programs at River Forest. The council will attend the GSSC conference meetings and the IHSAA Student Leadership Conference each June and use the skills learned to pass along to the student-athletes of River Forest.

RF TRIPLE-THREAT ATHLETES

River Forest has a strong tradition of putting out athletic teams with student-athletes who participate on more than one team, and many times during each sports season (fall/winter/spring). In order to promote and honor those student-athletes who participate in and complete 3 or more sports in each of the 3 seasons (at any level – freshmen, c-team, junior varsity, or varsity), the RF Triple-Threat Athlete honor will be awarded to these student-athletes. Any student-athlete who meets the requirements will be awarded the following:

- An annual pass allowing them entry into all home sporting events for the following school year
- A t-shirt stating that they were a RF Triple-Threat Athlete for the previous school year
- A plaque, trophy, or medal stating that they were a RF Triple-Threat Athlete for the previous school year
- An end of the year (in June or July) fun trip to honor their achievement. For example a trip to a Cubs game, White Sox game, or something else agreed upon by the student-athletes

OTHER GENERAL INFORMATION

INJURIES & ACCIDENTS – All injuries and accidents, either occurring at home or away, are to be reported to the head coach immediately.

CONCUSSION PROTOCOL – The following will be the protocol for a student-athlete removed from competition for a suspected concussion:

- Student-athlete displays signs and symptoms of a concussion
- Student-athlete is removed from play or competition
- Student-athlete must sit out at least 24 hours

- Student-athlete must be evaluated by a licensed health care provider trained in the evaluation and management of concussions
- Student-athlete must follow a return to play protocol listed below

RETURN TO PLAY PROTOCOL (after a concussion) –

- DAY 1 (RECOVERY) – No activity for the first 24 hours after a suspected concussion
- DAY 2 (INCREASE HEART RATE) – Light aerobic exercise (walking, swimming, stationary bike)
- DAY 3 (ADD MOVEMENT) – Sport-specific exercises without head impact activities
- DAY 4 (NON-CONTACT TRAINING DRILLS) – Progression to more complex training drills
- DAY 5 (FULL CONTACT PRACTICE) – Following medical clearance, participate in normal training activities
- DAY 6 (RETURN TO PLAY) – Normal game play

ATTENDANCE – Daily attendance to school, practices, and games are expected. All student-athletes must have attended for one half (1/2) of the regular school day (4 periods) to be eligible to participate in that day’s contests. If the contest falls on a Saturday, the attendance for Friday will be used. Approved school activities and field trips are considered attending school. Any exceptions must be approved by the principal and/or athletic director.

CHANGING A SPORT – If a student-athlete is cut from a team, he/she may join or tryout for another team during that sport season. If a student-athlete quits a team, he/she may not join or tryout for another team and cannot participate in any pre-season workouts until the sport that they quit is complete. Mutual agreement from both coaches must be made if a student-athlete is going to change sports after a season begins.

COLLEGE-BOUND STUDENT-ATHLETES – College recruiters may visit River Forest or contact the coaches to talk about our student-athletes. College coaches and their rules and regulations determine who is eligible for scholarships. Student-athletes wishing to continue their athletic careers at the

college level need to be sure their head coach knows of their intentions. The coach will be the liaison in communications with the college coach or recruiter. Student-athletes should challenge themselves in the classroom to make themselves ready for the rigor of college level courses. Student-athletes should meet regularly with their guidance counselor to be sure they are on the right track with credits and the courses necessary to gain acceptance into college. It is the responsibility of the student-athlete to initiate the process with their coach, guidance counselor, and any other person that may be helping them with their recruitment process.

CONFLICT BETWEEN SPORTS – Activities and athletic teams may share students at River Forest. Occasionally, there may be conflicts. The general rule is that the coaches and/or sponsors affected should get together to discuss the conflict. The student may need to choose which activity to attend. The student should use solid judgment on which activity they will attend. If there are multiple dates with conflicts, they should make every attempt to balance the decisions. The importance of the competitions or contests may affect the decisions.

DRESS & APPEARANCE – Remember that you are representing River Forest at home and especially at away contest or events. Coaches will have the team dress according to his/her team rules. Be sure that your dress and appearance are in accordance to the decisions of the coach.

EQUIPMENT – All student-athletes will care for equipment and uniforms as if it were their own personal property. If equipment or uniforms are lost, stolen, or destroyed, it will be the responsibility of the athlete to replace or pay for the item(s). Remember that stealing or wearing stolen property is a violation of the Code of Conduct and punishable.

PARTICIPATION IN 2 SPORTS DURING A SEASON – Student-athletes are permitted to participate in more than one sport in a season. Coaches involved with these student-athletes should meet to discuss the possibilities. If practice schedules and contests can be worked out between the coaches involved, then the student-athlete can participate in two sports. If there will be too many conflicts, then the student-athlete may need to choose one of the sports. The student-athlete must also realize that extra practice time may be necessary.

PRACTICES – All team members are expected to attend all practices. Practice schedules during school breaks are set by the coaches and only the coach can excuse a team member from a practice. Practices during school closings (snow days) are often held and will be determined by the athletic director and administration.

QUITTING A TEAM – A student-athlete cannot quit a team and join another sport in the same season unless the coaches involved decide that it is in the best interests of the student-athlete.

TEAM CUTTING POLICIES & PROCEDURES – Each coach of the varsity sports at River Forest has his/her own policy on how his/her team is chosen. In some sports, cutting down to a manageable size is necessary. A student-athlete can be cut from a team at any time during a season.

CIVILITY POLICY FOR UNBECOMING CONDUCT

The River Forest Athletics Department civility policy for unbecoming conduct will include harassment, bullying, and use of profane language. This policy requires the mutual respect, civility, and orderly conduct among RF students, parents, employees, and the public. Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

The interest of presenting adults as positive role models to the students of this school corporation, as well as the community, River Forest encourages positive communication and will not tolerate volatile or hostile actions and/or abusive language by any student, parent, guardian, employee, or patron (here after known as “person”).

Any person who disrupts or threatens to disrupt normal school and/or office operations (either in person or by electronic means); threatens the health and safety of anyone through harassment or bullying (either in person or by electronic means); willfully causes property damage; uses offensive language; or who otherwise establishes a continued pattern of unauthorized entry on

school property, will be dealt with either according to the student disciplinary procedures of the school, or if an adult, will be asked to cease such behavior or be directed to leave school property.

If any person uses obscenities or speaks in an abusive manner (in person or electronically), the administrator or employee to whom remarks were directed will politely request that person to communicate in a courteous manner.

If corrective measures are not taken by the person, then the employee will verbally notify that person that the meeting, conference, or conversation (either in person or over the telephone) will be terminated. The person will be referred to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For employees, appropriate disciplinary action will be taken in accordance with negotiated agreements. For adults, the Superintendent or designee will inform the person that they will not be allowed on school property for an amount of time as to be determined by the violation of this policy.

Verbal harassment or disrespect targeting a student or employee (in person or electronically) on the basis of race, religion, or handicap will not be tolerated. Bullying of students, either verbal or physical, will not be tolerated.

Students, parents, guardians, and employees should be aware that this policy includes all forms of communication, including social media outlets.

The Face In The Glass

Adapted from *The Man In The Glass* by Peter Dale Wim brow

Sr.

When you reach your goal in the world of sports
And you have worked for the big game that day
Just go to the mirror and look at yourself
And see what that face has to say.

For it isn't your family, friends, or coaches
Whose judgment upon you must pass
The person whose verdict counts in your life
Is the one staring back at you from the glass.

You may fool the whole world through the years
And get pats on the back as you pass
But your final reward will be heartache and tears
If you've cheated the face in the glass.

Student-athletes, do not miss out on the opportunities that you have ahead of you. Do not cheat yourself, your team, your school, or your community by not giving everything you have every day. You have a short time to play the sports you love. Go out and leave it all on the field of battle. ~ Jason M Quigg ~

STUDENT-ATHLETE & PARENT ACKNOWLEDGMENT FORM

By signing this form, I hereby confirm that I have read the RF Athletic handbook. I also agree to the terms included in the handbook. I understand that failure to sign this form may delay the ability for my son/daughter to participate in their chosen sport(s). Student-athletes and their parent or guardian must have this form on file with the athletic director before the first contest.

24-Hour Rule – This is a rule that every parent/guardian will honor by signing this form. By signing this form, every parent/guardian agrees not to approach a coach to speak with them with concerns on the day of a contest, which includes before, during, or after a contest. The parent/guardian will call the school the next day to make an appointment with the coach.

Student-athlete (PRINT) _____

Student-athlete (SIGNATURE) _____

Parent / Guardian (PRINT) _____

Parent / Guardian (SIGNATURE) _____

Date _____

