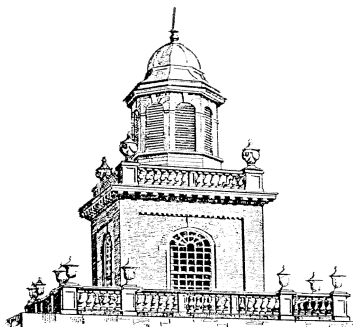


**2020~2021  
Richmond High School  
Student Handbook**



**380 Hub Etchison Parkway  
Richmond, Indiana 47374  
Phone 765-973-3424  
Fax 765-973-3716**

***The Richmond High School Song***

We're loyal to you, Richmond High  
We're red and we're white, Richmond High  
We'll back you to stand, 'gainst the best in the land,  
For we know you have sand, Richmond High, Rah, Rah.

So pass 'round that ball, Richmond High  
We're backing you all, Richmond High.  
Our team is our fame protector, on team, for we expect a  
Victory from you, Richmond High.

***The Richmond High School Alma Mater***

Dear Richmond High, stately thy grace, all hail.  
Tribute we bring to thee as we sing, all hail.  
Mem'ries float by as through the halls we trail.  
Cherished with pride, oh school of our life, all hail.  
Cherished with pride, oh school of our life, all hail.

# TABLE OF CONTENTS

Administrators' Welcome.....	4
Non-Discrimination Statement.....	4
Purpose of Handbook.....	5
RHS Mission Statement.....	5
RHS Vision Statement.....	5
Richmond Community Schools Mission Statement.....	5
Richmond Community Schools Vision Statement.....	5
<b>RHS ADMINISTRATION/SCHOOL DIRECTORY.....</b>	<b>6</b>
<b>BELL SCHEDULE.....</b>	<b>7</b>
<b>GENERAL PROCEDURES.....</b>	<b>8</b>
Accidents.....	8
Backpacks.....	8
Bicycles/Pick Up and Drop Off.....	8
Bus Riders.....	8
Cafeteria/Lunch Schedule.....	8
Communication.....	8
Lockers.....	8
School Closings.....	9
Student Driving/Parking.....	9
Visitation.....	9
<b>ACADEMICS.....</b>	<b>9</b>
Academic Excellence Recognition.....	9
Academic Honors.....	9
Academic Integrity-Cheating/Plagiarism.....	9
Book Fees, Lost/Damaged Books/Library Fines.....	10
Canvas.....	10
Class Rank.....	10
Commencement.....	10
Final Exams Week.....	10
Grade Classification.....	10
Grading and Credit.....	11
Weighted Grades Policy.....	11
Homework Guidelines.....	12
Honor Roll.....	12
Library.....	12
National Honor Society.....	12
Parent/Teacher Conferences.....	12
PowerSchool.....	13
Report Cards.....	13
Student Records.....	13
Summer School.....	13
Technology/Computer Use.....	13
Digital Citizenship for RHS Students.....	13
<b>ATTENDANCE.....</b>	<b>14</b>
Habitual Truancy.....	15
Leaving School.....	15
Reporting Absences.....	15
Tardies.....	16

<b>CODE OF STUDENT CONDUCT</b> .....	16
Behavior Matrix.....	16
Student Code of Conduct Procedures.....	17
Consequences of Inappropriate Behavior.....	18
Discipline Ladder.....	18
Aggressive Behavior.....	19
Bullying/Harassment/Hazing.....	19
Cell Phone/Electronic Device Usage.....	19
Dance Guidelines.....	19
Dress Guidelines.....	20
Driver's License/Permit/Work Permit.....	22
Drug/Alcohol Free Environment.....	22
Due Process of Law.....	22
Hall Passes/Handbook.....	22
In-School Restriction/Time-Out.....	22
Private Parties/Deliveries.....	23
Prohibited Items.....	23
Public Displays of Affection.....	23
Search and Seizure.....	23
Smoke Free Environment.....	23
Social Media.....	23
Student Identification.....	24
Weapon/Explosive Free Environment.....	24
<b>EXTRA-CURRICULAR ACTIVITES &amp; ATHLETICS</b> .....	24
Extra-Curricular Eligibility.....	24
Athletic Eligibility.....	24
Coaches.....	25
Clubs and Activities.....	25
Advisors/Sponsors.....	28
<b>STUDENT SERVICES</b> .....	29
Counseling Center.....	29
Release of Information to Armed Services.....	29
School Nurse.....	29
<b>RHS CALANDER/ACTIVITIES</b> .....	30

## WELCOME TO RICHMOND HIGH SCHOOL

Dear Richmond High School Students,

Welcome to the 2020-2021 school year! Our staff has spent a great deal of time planning and preparing for the school year in order for you to enjoy success at RHS. We have high expectations for all RHS students and want to provide you with a safe, caring and challenging environment in which to learn and prepare you to be a successful citizen in the 21<sup>st</sup> Century. Our goal is to create positive relationships with all our students by giving each of you support and hope in accomplishing your goals within a school culture that promotes respect and responsibility. If you have concerns or questions, do not hesitate to contact your counselor, teacher or an administrator.

One of our expectations is for all students to maintain a GPA of 2.0 or higher, earn the credits necessary to be promoted to the next grade level, maintain a 95% attendance rate and display good citizenship. We hope everyone becomes a leader during their stay at RHS and meets these expectations.

Students, it is very important that you and your parent/guardian carefully read the information in this document. This information provides a description of the school's guidelines and the activities that are available to you. This knowledge will assist you and help you to utilize the many opportunities that are available at Richmond High School.

The faculty, staff, and administration extend our best wishes to each of you. It is our hope that you have an enjoyable and successful year at RHS.

Sincerely,

Richmond High School Administrative Team

It is a policy of Richmond Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC. 22-9-1), IC 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), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Richmond Community Schools compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Director of Student Services (student/parent) or Director of Human Resources (employee/applicant) 300 Hub Etchison Parkway, Richmond, Indiana, 47374, or to the Office for Civil Rights, US Department of Education, Washington, D.C.

### **PURPOSE OF HANDBOOK**

The purpose of this handbook is to make it easier for you, especially those of you who are new to Richmond High School, to get off to a good start. It is your responsibility to read and become familiar with this information and to understand that its purpose is to insure that each of you is offered a fair and equal opportunity to receive the best education possible. Good luck!

### **RHS MISSION STATEMENT**

Educate for success by preparing all students to be college/career ready through positive relationships, respect, and responsibility with a relevant and rigorous curriculum.

### **RHS VISION STATEMENT**

By 2020 Richmond High School will be the highest performing high school in East Central Indiana.

### **RICHMOND COMMUNITY SCHOOLS MISSION STATEMENT**

Richmond Community Schools guides students on pathways of learning to a future of limitless possibilities.

### **RICHMOND COMMUNITY SCHOOLS VISION STATEMENT**

Richmond Community Schools: A community nurturing mind, body, and spirit to prepare students for lives of choice, purpose, and service.

## RHS ADMINISTRATION

Principal .....	Rae Woolpy .....	973-3314
Associate Principal .....	Laura Brazil .....	973-3436
Assistant Principal .....	Josh Amyx .....	973-5415
Assistant Principal .....	Stephanie Baker .....	973-3393
Director of Career Education .....	Rusty Hensley .....	973-3307
Athletic Director .....	Warren Cook .....	973-3316
Safety & Security .....	Rick Thalls .....	973-3331

## RHS DIRECTORY

Adult Education .....	Adult Ed. Office .....	973-3486
Alternative Education Program .....	Josh Amyx .....	973-5415
Alternative On-line Program (RGA) .....	Josh Amyx .....	973-5415
Announcements .....	Main Office .....	973-3424
Athletic Tickets .....	Athletic Office .....	973-3316
Attendance .....	Attendance Office .....	973-5415
	Attendance Office .....	973-3393
Book Fees .....	Main Office .....	973-3312
Bus Routes .....	Bus Garage .....	973-3449
Cafeteria .....	Maggie LaRue .....	973-3586
Career Education Office .....	Rusty Hensley .....	973-3307
Civic Hall Performing Arts Center .....	Cindy Cate .....	973-3350
Clinic .....	Nurse .....	973-3262
Communities in Schools .....	Tracey Freeman .....	973-3469
Facility/Activity Scheduling .....	Main Office .....	973-3424
Free/Reduced Lunch .....	Cafeteria .....	973-3423
Lost and Found .....	Cafeteria .....	973-3307
Tiernan Center .....	Athletic Office .....	973-3316
School Publications .....	Brian Bennett .....	973-3378
*Selective Service Registration .....	Registrar .....	973-3438
Signing In and Out of School .....	Attendance Office .....	973-5416
	Attendance Office .....	973-5415
	Attendance Office .....	973-3393
Student I.D.'s .....	Career Ed Office .....	973-3307
Work Permits .....	Main Office .....	973-3424

**\*RELEASE OF INFORMATION TO ARMED SERVICES: Any parent/guardian who does not wish to have their child's name released to the Armed Services must sign a form requesting that we withhold this information. Forms may be obtained from the registrar in the Counseling Center.**

## BELL SCHEDULE

All of you will have a full, seven period day. Exceptions may be made for students in alternative programs or in special education.

School will begin promptly at 8:15 a.m. Students may enter through the career center beginning at 7:30 a.m. Door 1 (Visitors' Center) and Tiernan doors open at 8:00 a.m. If you are not engaged in some kind of supervised activity, you are expected to leave the building by 3:30 p.m.

### **Bell Schedule (M, W, Th, F)\***

Period 1 8:15 - 9:10  
Period 2 9:15 - 10:07  
Period 3 10:12 - 11:04  
Period 4 11:09 - 12:38

Lunch A 11:09 - 11:39

All In Class 11:39 - 12:05

B 12:05 - 12:38

Period 5 12:43 - 1:35  
Period 6 1:40 - 2:32  
Period 7 2:37 - 3:30

### **2-Hour Delay Schedule (M, T, W, Th, F)\***

Period 1 10:15 - 10:51  
Period 2 10:56 - 11:32  
Period 3 11:37 - 12:13  
Period 4 12:18 - 1:28

Lunch A 12:18 - 12:48

All In Class 12:48 - 12:55

B 12:55 - 1:28

Period 5 1:33 - 2:09  
Period 6 2:14 - 2:49  
Period 7 2:54 - 3:30

### **Bell Schedule (Tuesday)\***

Period 1 8:15 - 9:05  
Period 2 9:10 - 9:57  
Period 3 10:02 - 10:49  
Period 4 10:54 - 12:13

Lunch A 10:54 - 11:24

All In Class 11:24 - 11:40

B 11:40 - 12:13

Period 5 12:18 - 1:05  
Period 6 1:10 - 1:57  
Period 7 2:02 - 2:49

**\*Subject to change on shortened or testing days**

## GENERAL PROCEDURES

### **ACCIDENTS**

All accidents in the school building, on the school grounds, at athletic practice sessions, or at any school sponsored event either at school or away must be reported immediately to school personnel sponsoring the activity. An accident report must be filed with the school nurse.

### **BACKPACKS**

Backpacks must be kept in locker from 8:15 a.m. - 3:30 p.m. (during schools hours).

### **BICYCLES**

Park your bicycle in the bicycle racks. Lock your bike, RHS is not responsible for lost or damaged bikes.

### **BUS RIDERS**

It is important that students cooperate with bus drivers. You are governed by the same rules riding a school bus as you are at school.

1. Students should be waiting at their boarding stop when the school bus arrives.
2. Riding the bus is a privilege. Failure to comply with the rules provided by the driver may result in losing the privilege of free transportation.

### **CAFETERIA/LUNCH SCHEDULE**

RHS has a closed lunch hour policy. You are scheduled to go to the cafeteria with your 4th hour class and remain there until your lunch period ends. You may select a plate lunch or individual items. You may use My School Bucks, an online service, to put money on your lunch account. You can access this from our website – [www.weRichmond.com](http://www.weRichmond.com). Please help keep the cafeteria clean.

**Students may not order food to be delivered to RHS.** Parents should not bring fast food for students during the school day.

### **COMMUNICATION**

The RHS newsletter will be posted every other month on the RCS website [www.weRichmond.com](http://www.weRichmond.com), click on schools and click on Richmond High School. Upon request to the main office, a copy will be mailed to your home. Information will also be posted on Canvas for staff, observers and students.

Announcements are read in the morning and at the end of the day. These include student events and school activities. The Radio/TV class produces the “On the Air” show during 4th period each day for students and teachers to view.

Students and parents are notified by the Alert Solutions system (automated phone system) of school delays or closings. The system is also used to notify parents of important activities that are occurring at the high school.

### **LOCKERS**

Lockers throughout the building are the property of the Richmond Community Schools. When necessary, lockers may be inspected by school personnel. You should keep your locker clean. **Do not share your locker or locker combination with others.** Do not change your locker without permission from the office. Only locks provided by the school may be used to secure lockers. If you are having difficulties with your lock or locker, please contact the main office. If you lose or damage a school lock, it will cost you \$5 to receive another. If participating in a PE Class or Athletics, keep your locker in the locker room locked at all times and make sure your valuables are locked up.



## **SCHOOL CLOSINGS**

The superintendent will inform radio stations WKBV/WFMG (1490 AM/101.3 FM) and WHON/WQLK (930 AM/96.1 FM) if school is to be closed or delayed due to bad weather. This call will be made, if possible, by 6:30 a.m. You will also be notified by phone from our automated system, Alert Solutions. School closings are also posted on the RCS website - [www.weRichmond.com](http://www.weRichmond.com), Facebook, and Twitter.

## **STUDENT DRIVING/PARKING**

If you will be driving or riding with another student to school, please be aware of the following regulations:

1. The student parking area is located east of Civic Hall and along Hub Etchison Parkway. **Other areas are off limits to students, including the faculty parking lots and the Career Center parking lot. Illegally parked vehicles are subject to being towed and persons may be liable for any damages caused in an accident involving their vehicles.** Failure to observe these regulations may result in disciplinary action.
2. You should not loiter in your cars or in the parking lot before, during, or after school. You should be in the parking lot area only when you are arriving or leaving school.
3. Be sure to lock your vehicle. RHS is not responsible for theft or damage to vehicles.
4. Students are not allowed to go to their car during the school day without administrative permission.

## **VISITATION**

Parents/guardians are welcome in the building at all times. Parents must call ahead of time to make arrangements to visit classrooms, including a background check. **Students from other schools may not visit RHS during school hours without administrator approval.** Parents, other invited guests, and those in need of a particular service or document must sign in at Door 1 after 8:15 a.m. (Please note that a picture ID is required for all visitors to enter the building). Unauthorized trespassing may result in arrest.

## **ACADEMICS**

### **ACADEMIC EXCELLENCE RECOGNITION**

Academic Excellence is a program to honor Richmond High School's finest scholars. These students have their pictures displayed in Honors Hall and attend a special banquet in their honor. Eligible seniors in their current cohort must meet all RHS graduation requirements, Core 40 requirements and maintain a 3.7 or higher cumulative GPA after 7 semesters.

### **ACADEMIC INTEGRITY – CHEATING/PLAGIARISM**

Academic integrity is a matter that is taken very seriously at Richmond High School. Cheating, plagiarism, or other violations will result in a lower or failing grade on the assignment on which academic misconduct occurred for the first offense or a lower or failing grade in the course for any subsequent offense. All cases of academic misconduct will be reported to the Principal.

## **BOOK FEES, LOST/DAMAGED BOOKS, PROPERTY, AND LIBRARY FINES**

It is the policy of Richmond High School for all students to be held accountable for the rental and return of textbooks. Students who lose or damage a textbook and/or laptop during the course of a semester are responsible for payment of the book and/or laptop.

The State of Indiana provides funds for those families whose income makes it impossible to pay book fees. Applications are available at the high school office. Richmond High School also provides a deferred payment plan for those families in a temporary financial shortage. Applications must be completed prior to obtaining a schedule.

Library books may be checked out, but they are to be returned at the designated time. You must accept the responsibility of paying your book fees and returning your textbooks and/or library books. Students will be responsible for the replacement cost of damaged or lost school property.

## **CANVAS**

Canvas is a Learning Management System for both parents and students to review information about student classroom instruction and activities. You can check on grades, assignments, schedules and teacher's comments. To access, go to the RCS website at [www.weRichmond.com](http://www.weRichmond.com). Under the Parents tab, click on Canvas to create a parent account.

## **CLASS RANK**

Figuring the cumulative GPA for all students and "ranking" them in order from the highest to the lowest determines class rank. In case of a tie, the "tied" students will be given the same rank, and the appropriate numbers following will be eliminated.

## **COMMENCEMENT**

Your high school career culminates during the last week of your senior year. Special activities are scheduled to recognize the accomplishments of members of the graduating class. Diplomas are presented at commencement to seniors who have successfully completed all state and local graduation requirements. Participation in Commencement activities is a privilege.

## **FINAL EXAMS WEEK**

Because a teacher cannot be expected to prepare and administer a final examination in advance to an individual student, you should expect to be penalized for absences on these days unless the absence is due to personal illness or a death in the immediate family. **Any exceptions must be cleared through administration.**

## **GRADE CLASSIFICATION**

To be on track to graduate, students should pass their core classes and have the following minimum credits each year:

Freshman	0 – 9.5 credits	Junior	20.5 – 30 credits
Sophomore	10 – 20 credits	Senior	30.5 and up

## GRADING AND CREDIT

A Superior	D Below Average	I Incomplete
B Good	F Failure	CR Credit
C Average		NC No Credit

### **WEIGHTED GRADES POLICY**

The weighted grade system is intended to reward and recognize academic rigor. It supports and recognizes scholarship and encourages students to take higher level courses. In the weighted grade system, identified courses are weighted more heavily than other courses.

The following guidelines will apply:

- A. Identified courses will receive weighted credit as designated below.
- B. The add-on will be automatic and will be reflected on the transcript and class rank.
- C. Students transferring from outside RCS with their GPA weighted from other schools will only receive credit after administrative review of transcripts.
- D. Students will receive credit according to RCS/State regulations only.
- E. Identified courses for weighted grade credit at RCS are all Advanced Placement, Honors, Project Lead the Way (PLTW) and dual credits from both 4 year and 2 year college/universities in math, science, social studies, English, and world languages.
- F. Other college courses that have not been approved for weighted grade credit prior to completion of the course will not be considered for weighted credit.
- G. No weighting will be given to honors/academic courses taken at the intermediate school. All weighting will occur in classes taken at RHS or during a student's 9-12 enrollment.
- H. In order to receive the additional weighted points, a student must complete the course with a semester 70% (C-) or higher.

### **Tier 1 Qualified Courses (additional 0.5 weight per Semester):**

Courses denoted as Honors (H), Project Lead the Way courses and dual credits from the Core Transfer Library (CTL Courses in math, science, social studies, English, world languages) at 2 year community colleges.

A = 4.5	B = 3.5	C = 2.5	D = 1.0
A- = 4.2	B- = 3.2	C- = 2.2	D- = 0.7
B+ = 3.8	C+ = 2.8	D+ = 1.3	F = 0.0

### **Tier 2 Qualified Courses (1.0 weight per Semester):**

Course denoted as Advanced Placement (AP), Advanced College Project (ACP), and dual credits (in math science, social studies, and world languages) from a 4 year college/university.

A = 5.0	B = 4.0	C = 3.0	D = 1.0
A- = 4.7	B- = 3.7	C- = 2.7	D- = 0.7
B+ = 4.3	C+ = 3.3	D+ = 1.3	F = 0.0

### **Retaking a Course for a Better Grade**

Students may attempt to earn a better grade by retaking a course for which he or she has already earned credit with a grade of B or below. The higher grade will be recorded on the student's transcript and be used in GPA calculations. No additional credit will be awarded. The lower grade will still appear on the transcript, but it will not be used in GPA calculations.

## **Valedictorian**

All eligibility requirements will be dependent on academic performance through second semester of senior year. Students must have been an RHS student for a minimum of three years and have/or will earn an Academic Honors Diploma. The Valedictorian(s) shall be any student receiving a Core 40 Academic Honors Diploma with a core weighted GPA of 4.5000 or higher. "Core Weighted GPA" shall include only courses in English, math, science, social studies, and world languages. Grade weighting for courses will follow the RCS Weighted Grades Policy.

## **HOMEWORK GUIDELINES**

The Richmond Community Schools homework policy outlining the philosophy, objectives, and school and parent responsibility is available upon request. You should continue to develop the self-discipline and responsibility of doing quality work and using good study skills with guidance from your teachers and parents/guardians. **Students should complete assignments and make-up work missed during an illness.**

## **HONOR ROLL**

Honor roll is determined two times a year on the basis of semester grades. A GPA of 3.0 qualifies a student for the honor roll.

## **LIBRARY / MEDIA CENTER**

The Richmond High School Library / Media Center's mission is to ensure that students become effective users of ideas and information, are lifelong learners, and develop a love for reading.

The library/media center is open each day during normal school hours. Check the library/media center homepage <http://www.rcs.k12.in.us/schools/richmond-high-school/library> for access to the catalog, e-books, Facts on File Issues & Controversies (username and password to access this program from home is rhslib).

## **NATIONAL HONOR SOCIETY**

To be selected for National Honor Society, you must

1. Be a 10th, 11th, or 12th grader.
2. Have a 3.5 grade point average or above.
3. Be invited based on character, leadership, scholarship, and service.
4. Must maintain a 3.5 GPA to continue as a member and be recognized at graduation.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled in the Fall. All parents/guardians are urged to attend these conferences. Parents/guardians should call in to schedule conferences.

Parents/guardians are welcome in our school. However, when a parent/guardian wants to see a teacher, it is necessary for an appointment to be made during the teacher's preparation time. Parents/guardians should call 973-3424 to request an appointment. Parents/guardians should sign-in in the Visitors' Center (a picture ID is required for entry into the building) prior to the scheduled appointment time.

## **POWERSCHOOL**

PowerSchool is a web-based program for both parents and students to review information about student progress. You can check on grades, attendance, assignments, schedules and teacher's comments. To access, go to the RCS website at [www.weRichmond.com](http://www.weRichmond.com). Under the parents tab, click on PowerSchool to create a parent account.

## **REPORT CARDS**

Report cards for the 1<sup>st</sup> and 2<sup>nd</sup> six-week grading period of each semester are progress reports. The 3<sup>rd</sup> six-week report card shows the final grades and credits earned for the semester. These are the final grades that go on a student's transcript. Report cards will be sent home at the end of each semester. Students are given a copy of their 6-weeks progress reports to take home.

## **STUDENT RECORDS**

All records are confidential. You and your parents/guardians have a right to examine your educational records at reasonable times. Contact RCS Central Office (973-3300) for full information on laws governing student records.

## **SUMMER SCHOOL**

Richmond High School may offer a summer school program for students within the school corporation. Courses that are required for graduation and certain elective offerings are available through GradPoint. Certain required courses may also be taken during the summer to allow for more flexibility in scheduling during the regular school year.

## **TECHNOLOGY/COMPUTER USE**

Through computer network usage, including the Internet, students may participate in activities that support research, learning, and access to information. Students are expected to understand and practice appropriate use of electronic networks. The parent/guardian will be required to sign the "Internet Permission-Acceptable Use Agreement" on the student's enrollment form before the student is given access to the school networks. This agreement will be active while the student is enrolled at Richmond High School.

The school reserves the right to revoke student privileges to the school networks should the student exhibit behaviors in conflict with the corporation rules and guidelines. The parent/guardian may revoke the student's privileges by submitting a written request to deny access to the network for their student.

### **Digital Citizenship for RHS Students is:**

- A. Using digital resources, especially social media, for positive purposes.
  - a. Digital and social media posts that attack or intimidate other students will not be tolerated.
  - b. Use of digital resources or social media that interferes or disrupts the educational process can be subject to RCS disciplinary action.
    - i. This includes creation or sharing inappropriate material or pictures.
    - ii. This includes posts that happen outside of the school day, if they affect the educational environment during the school day.
- B. Using digital resources and the work of others responsibly.
  - a. The work of others, including writing and photos, should be attributed to the original creator, as a matter of intellectual honesty.

- b. Resources should be evaluated for credibility – not all information is equally trustworthy.
  - c. Several digital tools can assist with citing the work of others and avoiding plagiarism.
  - d. Some internet shortcuts are helpful; others allow students to avoid putting in necessary practice and intellectual work. Students and teachers will work together to explore this difference.
- C. Understanding digital identity, reputation, and the permanence of digital actions.
- a. Data should be managed to maintain privacy in the short and long term.
  - b. The digital footprint that students create today can easily carry forward into their future. Schools and Employers use social media history to screen applicants.
  - c. Digital artifacts can have a long life—one text or picture can be shared over and over, outside the creator's original intent.
  - d. Passwords should be kept secure, and changed if compromised.

## ATTENDANCE

It is the goal of Richmond Community Schools that each student maintains an attendance rate of 95% or better. Regular school attendance is an important and essential part of the educational process. Daily attendance is directly related to success in school. Students who have good attendance records generally achieve higher grades, enjoy school more, and are better prepared for the world of work after graduation.

The State of Indiana through the Compulsory School Attendance Law requires students to attend school regularly. All students are expected to be in class and be on time each day. The school recognizes that there are legitimate reasons why a student might be absent, such as illness. Such absences are considered unavoidable and are “excused”. While the student may make-up the academic work missed during the day, it is impossible to make-up the total educational experience that can only be gained by being present.

The school principal or principals’ designee determines excused or unexcused absences. An absence will generally be excused if the student is ill; has an appointment (medical, dental, probation, court appearance); experiences a death in the family or other family emergency; observes a bona fide religious holiday; or, has a pre-approved absence or other emergency absence accepted at the discretion of the principal. It is the parent’s responsibility to notify the school of the reason for the student’s absence within 48 hours. Such notification may be in person, by phone call, or in writing.

Excessive absenteeism, even for excused reasons, may require intervention. If a parent does not send the student to school because of illness or mental or physical incapacity, the Richmond Community Schools Attendance Office may request a Certificate of Child’s Incapacity signed by a physician. Indiana Code 20-33-2-18 specifies that it is unlawful for the parent to fail or refuse to produce the certificate within six (6) days after it is requested.

The responsibility for a student being present at school every day rests with the student and parent. The school will work with the family to help ensure the student is in school each day. After reasonable efforts by the school have been exhausted and the student continues to be absent, the school may seek assistance from other community agencies.

Richmond Community Schools will use the following procedures when students exhibit excessive unexcused or questionable excused absences. Attendance Track 1 will be utilized for current year

attendance issues. Attendance Track 2 will be utilized for those students that were declared habitual truant during the previous school year, or those students who had accumulated enough absences to be declared habitual truant.

### **Attendance Track 1**

1. The school will monitor and record attendance on a daily basis. Schools may record attendance more often.
2. After one (1) unexcused daily absence, the school will contact the parent/guardian.
3. After four (4) unexcused daily absences, the school will refer the student to the Richmond Community Schools attendance officer for further action.

If attendance does not improve, the school will attempt other building level interventions such as: making a home visit, convening the Student Assistance team, and/or developing an attendance contract.

### **Attendance Track 2\***

For students that were declared habitual truant, or those students who accumulated the absences required to be declared truant.

1. The school will begin building level interventions after one (1) unexcused daily absence.
2. The school will refer the student to the Richmond Community Schools attendance officer for further action after two (2) unexcused absences.

### **Habitual Truancy**

If a student is determined to be a habitual truant, the parent will be notified of such action in writing sent by certified mail. Instructions for parental appeal of the truancy status will be included in the letter. See Uniform Code of Student Conduct available on the RCS website, [www.weRichmond.com](http://www.weRichmond.com) or in the main office. Students who are declared Habitual Truants may be subject to losing their right to a work permit and driver's license until 18 years of age.

***\* Three periods of unexcused absence in a day is counted as a ½ day absence and four or more periods of unexcused absence is counted as a full day absence.***

### **LEAVING SCHOOL**

You are not permitted to leave the building without prior permission from an administrator or the nurse, at any time during the school day. **This permission will be granted upon parent's/guardian's verbal/written request, prior to leaving school, or when a parent/guardian comes to school for a student.** If you must leave, because of illness or an emergency, you must sign out in the Visitor's Center. All students entering/leaving during school hours should use Door #1.

### **REPORTING ABSENCES**

1. A parent/guardian should call the Attendance Office at 973-5416, 973-5415, or 973-3393 to report an absence. If no call is made, a note should be written clearly, stating the student's full name, grade, all dates absent, cause of absence, signature and relationship of person signing, and a phone number at home or work where the absence can be verified if a question arises.
2. All medical and dental appointments, unless of an emergency nature, should be scheduled outside of school hours. If you need a medical or dental appointment during the school day, your parent/guardian must send a note or call the Attendance Office **prior** to the appointment.

This should be done **on the day before the appointment**, if possible. Prior to the appointment, an appointment form must be obtained from the Advisement Center, which allows you to be released from class. (Parents/guardians do not need to come into the school to sign students out if they have already notified the school about the appointment.) The doctor or dentist **MUST** sign this form. Following the appointment, you should return to the Attendance Office with the form to get an admit slip to class for the periods you missed.

**TARDIES**

Students who are not in the classroom when the bell rings will be marked “tardy” by their teacher. Excessive tardies (more than 10 total per semester) may result in any or all of the following:

- Possible loss of work permit
- Friday school detention (3:30 – 5 p.m.)

**CODE OF STUDENT CONDUCT**

RCS Uniform Code of Student Conduct contains more detailed information.

**Behavior Matrix**

	<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
<b>Restroom</b>	<b>Keep</b> free of vandalism	<b>Wash</b> your hands after using restroom	<b>Keep</b> floors clear of trash and liquids.	<b>Use</b> facilities quickly and exit promptly	<b>Report</b> problems immediately
<b>Classroom</b>	<b>Be</b> on time <b>Do</b> your best always	<b>Do</b> recognize the personal space of others	<b>Consider</b> the opinions of others	<b>Be</b> prepared by bringing materials	<b>Be</b> an active learner
<b>Cafeteria</b>	<b>Remain</b> only in lunch room during dining times.	<b>Throw</b> away trash, even if not yours.	<b>Acknowledge</b> the personal space of others	<b>Be</b> patient <b>Stay</b> in line	<b>Use</b> school appropriate language <b>Use</b> “inside” voices
<b>Technology</b>	<b>Use</b> devices appropriately	<b>Keep</b> devices charged	<b>Keep</b> posts and online presence positive	<b>Know</b> your task <b>Apply</b> yourself diligently	<b>Report</b> problems immediately
<b>Hallway/Stairs</b>	<b>Walk</b> at all times <b>Pick up</b> trash	<b>Keep</b> hands, feet, and lips to yourself <b>Avoid</b> collisions	<b>Keep</b> to the right	<b>Use</b> appropriate language at appropriate voice level	<b>Use</b> your own locker <b>Keep</b> your locker locked always
<b>Entire School</b>	<b>Follow</b> all school rules	<b>Follow</b> dress code at all times	<b>Respect</b> others and self	<b>Be</b> punctual, no matter the occasion	<b>Do</b> the right action even when no one is watching <b>Help</b> others



## **GENERAL RULES FOR SUCCESS AND PROPER BEHAVIOR**

***Be the best that you can be.***

***Make a commitment to excel.***

***Treat others the way you want to be treated.***

***Always do the right things.***

***Be respectful of self, others, and our school.***

***Be respectful of property.***

These policies have been established to promote respect for your individual rights balanced with the best interests of the entire student body and staff. They were not made to restrict your movement and creativity but to ensure your rights and freedoms. At Richmond High School, you are expected to assume full responsibility for what you do and say.

### ***This Code is in effect:***

- On school property before, during, and after regular hours, and at any other time when a school group is using the school.
- Traveling to and from school or a school activity, on school buses, and off school grounds at a school activity, function, or event.
- At all school sponsored events.
- Student conduct off school grounds that interferes with the educational process or the school environment may result in disciplinary action.

### ***Compliance by all students is mandatory.***

In order to maintain a safe, orderly, and caring environment in our school, you are expected to:

1. Follow the directions of all adults.
2. Respect the rights of others.
3. Do not disrupt the learning of another student, nor commit any act, which may be harmful to you or others.
4. Respect school and personal property.

Disciplinary actions will be discussed only with you and with your parent(s) or legal guardian(s). Parents/guardians are expected to support the school in any disciplinary action taken and express complaints in a reasonable manner.

## **STUDENT CODE OF CONDUCT PROCEDURES**

**It is expected that students will show respect for authority  
and will follow the directions of any adult.**

An effective school system fosters a disciplined student body where appropriate educational opportunities and experiences are enjoyed by students and adults. Conscientious faculty members and staff, supported by administrators, parents, and community members, are essential to good discipline in schools.

Students must practice self-control in order to promote an environment conducive to learning. Students do not have the right to interfere with the learning process of others. Those who do may be denied their right to participate in educational activities for a specified time.

Discipline should not be confused with punishment. Corporal punishment shall not be administered in Richmond Community Schools.

## CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

It is important that students be made aware of inappropriate and disruptive behavior going to and from school, at school functions, after school, and on school property.

Discipline options should be developmentally appropriate and based upon the seriousness and frequency of the inappropriate behavior. Discipline options may include, but are not limited to the following:

- student-teacher conference
- teacher-parent contact
- student-administrator conference
- student-parent-teacher-administrator conference
- referral to support personnel and/or outside professionals
- time-out
- community service or another creative consequence
- required parent participation
- detention before, during or after school
- in-school restriction
- parent or parent proxy monitors student at school
- assignment to alternative class or program
- referral to juvenile division of Richmond Police Department
- referral to juvenile probation
- suspension from school for no more than ten days
- expulsion from school for no more than 2 semesters with the exception of a violation of rules regarding the possession of a firearm or deadly weapon

### DISCIPLINE LADDER (Board Policy 5602)

The discipline ladder described below is designed to progress from very low levels of intervention to moderate levels of intervention and finally to very high levels of intervention. Discipline should be handled at the lowest level possible, but will depend upon the seriousness and frequency of the inappropriate behavior. There may be a time when the first intervention occurs at level IV due to the seriousness of the inappropriate behaviors (i.e. a fist fight between students). This ladder should be used together with individual plans developed at each building, which may include, but are not limited to, rules for the playground, buses, lunch period, before and after school, in classrooms and hallways.

**Level 1** – is the responsibility of the person in charge of the area, (i.e. classroom, playground, cafeteria, after school, hallway, etc.). Attempts to resolve the problem will be made by that person. The first step for the person in charge of an area is to conference with the student in an attempt to resolve the issue. This may take many different forms and would address the issue(s) of these specific behavior(s) only. Examples of a Level I behavior may include, but are not limited to, talking in class, not being prepared in class, showing disrespect in minor forms to the teacher or other colleagues. If this does not resolve the issue, the problem moves to Level II.

**Level 2** – will initiate contact with the parent by a certified staff member. The purpose of this contact is to include the parent/guardian/custodian in the solution of the problem. If this does not

resolve the issue, the problem moves to Level III.

**Level 3** – will result in an intervention by the principal and any other appropriate personnel in the school or community and may result in a suspension and/or expulsion. Examples of Level III behaviors may include, but are not limited to, smoking, abusive or vulgar language, disruption of a school activity or an educational function. If this does not resolve the issue, the problem moves to level IV.

**Level 4** – will involve immediate action by the principal or designee, such as suspension, expulsion, or combinations of those tools available at a particular school (including outside resources). Examples of Level IV behaviors may include, but are not limited to: extortion, theft, illegal activity, vandalism, arson, use, possession or sale of alcohol or drugs, weapon possession, assault, or fighting.

### **AGGRESSIVE BEHAVIOR**

One of the most important social lessons for young adults to learn is how to resolve and manage conflicts with others. We have established ways for you to resolve problems without resorting to fighting. Physical or verbal aggression interferes with the operation of the school process and is, therefore, strictly forbidden. Our goal is prevention. If you believe you may become involved in such an act, you must do all you can to prevent it from happening, including seeking assistance from school employees. Observers and those instigating a fight may also be subject to disciplinary action.

### **BULLYING/HARASSMENT/HAZING**

**No kind of bullying, harassment or hazing will be tolerated.**

If you believe you are the victim of any kind of bullying, harassment or hazing or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to your counselor or an administrator. If you believe the principal has harassed you, report it to the Superintendent. The complaint will be investigated in a confidential and timely manner. Appropriate disciplinary action will be taken.

### **CELL PHONE/ELECTRONIC DEVICES USAGE**

- Cell phones or electronics may be used during passing periods between classes and during lunch.
- Cell phones or electronics are to be turned off during class time unless a teacher permits use for instructional purposes.
- All personal electronic devices are the responsibility of the student and the school will not assume liability for loss or damage of these items.

### **DANCE GUIDELINES**

- Only currently enrolled RHS students may purchase tickets to RHS sponsored dances. RHS students may invite a guest. To purchase a ticket for a guest, the RHS student must fill out a form in the main office that provides the name of the guest, the age of the guest, and the school the guest attends to be checked by administration.
- A current RHS school ID is required to purchase tickets for dances.
- Guests may not be middle school students or over the age of 20.
- Richmond High School students attending a RHS dance will be required to show their current valid school identification before being admitted to the dance. Guests will only be admitted if their name is on the guest list and accompanied by the RHS student purchasing the ticket.

All guests will be required to show a valid identification, which has their picture, their address, and their birth date, (e.g. driver's license) before entry to the dance.

- Students are expected to behave and dance in an appropriate manner. Those students unable to follow a chaperone's request will be expected to leave the dance.
- All students are expected to enter the dances, within the first hour. Students will not be admitted one hour after the dance has started. Students delayed because of a school conflict should make special arrangements with an administrator.
- Any student choosing to leave the dance early will be denied access should they return.
- All dances, with the exception of the Prom, will be scheduled from 8:00 p.m. until 10:00 p.m. The Prom will be scheduled from 8:00 p.m. until 11:00 p.m. All dance tickets will be sold at school for one week, but must be purchased in advance and will not be sold at the door.
- **School rules apply at all RHS dances** which are casual wear, semi-formal wear or formal wear depending on the dance.

### **Discipline Dance Guidelines**

A student can not purchase a ticket to a dance **for the remainder of the school year** if they have the following discipline offenses:

1. Arrested (on or off school grounds)
2. Habitual Truant

A student cannot purchase a ticket to a dance if they have the following discipline offenses: The following discipline offenses are in effect from one dance time period to the next dance.

1. Suspended 3 days from school
2. Assigned to ISR 3 days
3. Involved in a fight
4. Asked to leave a prior dance

**If students are told by an administrator about inappropriate dancing, they will be asked to leave the dance. Students are to dance upright at all times.**

### **RHS Prom Guidelines:**

1. All dance guidelines applies to students attending the Prom.
2. Only seniors and juniors may purchase a ticket to attend the Prom.
3. Freshmen and sophomore students may attend if invited by a junior or senior.

## **DRESS GUIDELINES**

### **RCS Student Code of Attire**

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. The purpose of such guidelines is also to promote student safety and civility, reduce disciplinary problems, increase security within the school, and avoid disruptions to the educational process.

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the learning environment or violate health and safety rules.

1. General
  - A. Clothing and accessories shall not be worn if they display or suggest:
    - \*Profanity
    - \*Symbols of violence
    - \*Gang or gang-like symbols
    - \*Alcohol, tobacco, or drugs
    - \*Offensive to any ethnic or cultural groups
    - \*Pictures that promote the above
    - \*Obscene or foul language
    - \*Discriminatory messages
    - \*Sexually suggestive messages
    - \*Vulgarity
  - B. Clothes with rips, tears, and/or holes revealing skin (in places that should be covered according to dress code) are not permitted.
  - C. Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.
  - D. Chains are not permitted.
  - E. Backpacks are not permitted in class.
  - F. Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.
2. Footwear
  - A. Shoes with laces are to be laced and tied.
  - B. House slippers are not permitted.
3. Headwear
  - A. Head coverings, including but not limited to caps, hats, wigs, bandannas, hair curlers, picks, combs, hoods, and scarves, may not be worn inside unless authorized by the school administration.
  - B. Wigs prescribed by physicians or authorized by the school administration will be permitted.
4. Pants/Shorts/Skirts/Dresses
  - A. "General" category guidelines apply to pants, shorts, skirts, dresses
  - B. Baggy pants, pants with legs that extend over the shoes to drag the ground, and pants with holes (in places that should be covered according to dress code) are not permitted.
  - C. Belts must be appropriately buckled.
  - D. Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments.
  - E. Flannel and pajama pants are not permitted.
  - F. Shorts/skirts/dresses may be worn and may not be shorter than the tips of the individuals' middle fingers when they are standing upright with their arms at their sides.
5. Shirts and tops
  - A. Size appropriate shirts acceptable.
  - B. All "general" category guidelines apply to t-shirts and tops.
  - C. Message bearing shirts are permitted per "general" category guidelines.
  - D. Low-neckline shirts are not permitted. No cleavage and/or midriff may be exposed.
  - E. Tank tops are permitted. Shoulder straps must be two inches wide and all other attire rules apply.

6. Undergarments
  - A. See-through or mesh garments may only be worn as undergarments.
  - B. Undergarments, such as boxer shorts, are not to be worn so that they are visible.
7. Outerwear
  - A. Message bearing sweatshirts are permitted per the “general” category guidelines.
  - B. Coats are not to be worn inside unless authorized by the school administration.
8. Exceptions
  - A. Specific outfits designed for extracurricular activities and authorized by the school administration will be permitted.
  - B. Decisions regarding questionable clothing will be left to the discretion of the principal.
  - C. These guidelines represent minimal standards that may be modified to a more restrictive level at any of the buildings. A building principal may temporarily modify the Code in his/her respective building to meet immediate needs. Permanent changes in the Code must be advanced with Central Office approval through the established formal discussion process as established in Public Law 217.

### **DRIVER'S LICENSE/PERMIT AND WORK PERMIT**

The driver's license/permit law (Public Law 121) was passed by the Indiana State Legislature in an attempt to curb the truancy and suspension rates in our schools. The Richmond Community Schools Board of Education has developed a policy based upon this law. The law provides that students who are classified as habitually truant or who have been suspended twice, or expelled or who withdraw from school (drop-out) before graduation can be denied the right to obtain a driver's license or learner's permit, or can have such a license, already held, revoked. Students must maintain a 2.0 GPA and a 95% attendance rate to obtain a work permit. Excessive tardies or behavior issues may prohibit a student from obtaining a work permit.

### **DRUG/ALCOHOL FREE ENVIRONMENT**

Illegal drug/alcohol/chemical use is a direct violation of criminal law and will not be tolerated at RHS. Vape pens/e-cigarettes of all types will not be permitted. Richmond High School and the Richmond Community Schools are Drug and Alcohol Free Environments.

### **DUE PROCESS OF LAW**

No student shall be suspended or expelled without due process of law being implemented. You are expected to be a good citizen and are also expected to report possible dangerous unlawful acts and forestall wrongful acts by others. Under I.C. 20-33-8-14, you may be suspended or expelled for student misconduct or substantial disobedience. You may face a variety of consequences for misbehavior such as, detention, in-school restriction, or community service.

### **HALL PASSES**

You must have a hall pass signed by an authorized staff member when you are in the hallways during regular class times. This pass must have your name, the date, the time, and the destination on it along with the authorized signature. This pass must be shown immediately upon request of a staff member. Students working as clericals should wear their badge when in the hall.

### **IN-SCHOOL RESTRICTION (ISR)/TIME-OUT**

In-School Restriction (ISR) is assigned to a student from an administrator when his/her behavior has violated the classroom or school rules/policies. Classroom teacher will refer the student to the Advisement Center for discipline action. Student may be assigned to ISR for an entire day with

work assigned by the teacher to complete while attending. Lunch will be provided by the school. No cell phones or any electronic device may be used in ISR (other than school issued laptops). Students are required to give their cell phones to the ISR supervisor.

Teachers may assign a student to time out for one period. Students are sent to the ISR room to spend the remainder of the period and complete their work.

### **PRIVATE PARTIES/DELIVERIES**

Private parties, flowers or balloons are not permitted during the school day. **Students may not order food to be delivered to RHS.**

### **PROHIBITED ITEMS**

It is necessary for student safety to prohibit items such as, but not limited to, weapons, look alike weapons or items which could be used as weapons, drugs or drug look-a-likes, explosive devices, stink bombs, mace, pepper spray, and gambling devices. Flags and symbols that are deemed offensive or gang-related (e.g. Confederate Flag, gang signs, bandanas) are prohibited at RHS. **Coats and hats are not to be worn during the school day and hoods may not be worn. Backpacks /coats/hats must be kept in the student's locker.**

### **PUBLIC DISPLAYS OF AFFECTION**

Public display of affection such as kissing, embracing, etc. is prohibited at Richmond High School.

### **SEARCH AND SEIZURE**

In the interest of safety, security, and health, administrators and/or their designee may with reasonable cause, search your person, property, or vehicle, as well as your locker.

### **SMOKE FREE ENVIRONMENT**

Richmond Community Schools operates under the Smoke Free Policy adopted by the Board of School Trustees. This policy prohibits the use of tobacco by ANYONE in school buildings, on school grounds, and in school vehicles and equipment. Tobacco use is also prohibited at local school related events and at public events held on school property. Cigarettes, tobacco products, e-cigarettes of all types, matches, and lighters are not to be brought to school. They will be confiscated and not returned.

### **SOCIAL MEDIA**

Social Media has many educational benefits but when social media posting violates the law or District policies or creates a substantial disruption to the school community and/or work environment, administrative disciplinary action, including but not limited to investigation, removal of posts, discipline, and/or referral to law enforcement will be implemented. Sexting, videotaping, and bullying via social media, whether on or off school grounds, is subject to disciplinary action. Sending/sharing recordings is not permitted.

#### **Social Media Guidelines**

Richmond High School recognizes and supports the students' rights to freedom of speech, expression, and association, including the use of social networks. As an RHS student, you represent the school district and you are expected to portray yourself, your school and the school district in a positive manner at all times.

Below are some social networking guidelines which provide the following direction for social networking site usage:

1. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information

(including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

2. What you post may affect your future! Many employers, college admissions officers, and recruiters review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posts).

3. Similar to comments made in person, RHS will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm others; other RHS students, teachers or employees; and students or representatives of other schools, including comments that may be disrespectful.
- Incriminating photos or statements depicting weapons, violence, gangs, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

The information you post on a social networking site is considered public information. Think about who you represent: yourself, your family, and your school. Protect yourself by maintaining a self-image of which you can be proud for years to come.

### **STUDENT IDENTIFICATION**

You will be given an identification card which includes your photo and ID number. Students will not be allowed to enter a school dance/prom without presenting a current school ID at the door. A lost ID may be replaced by reporting to the Career Ed Office during lunch or before and after school on Tuesdays and Thursdays. A replacement ID costs \$2.

### **WEAPON/EXPLOSIVE FREE ENVIRONMENT**

Weapons, look-alike weapons, and other devices, which may be used to inflict bodily harm, are strictly forbidden by anyone while on school property, at a school-related event, or on a school bus. Also forbidden are explosives, fireworks, smoke bombs, and other items/substances that are hazardous, dangerous, or disruptive. False fire alarms, bomb threats, or other false reports are illegal and will be dealt with severely. All students, visitors, and employees must report immediately to an administrator or the police if a dangerous weapon is found or suspected on school property, at a school event, or on a bus.

### **EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS**

RHS offers many clubs and activities, as well as 21 varsity sports. Club registration usually takes place during the second or third week of school. Activities are held before or after school. Contact the Athletic Office for information about the various sports (973-3316). Athletic schedules are available in the Athletic Office. Also, you can check the web site [www.rcs.k12.in.us/athletics](http://www.rcs.k12.in.us/athletics).

### **ATHLETIC ELIGIBILITY**

Students participating in athletics must be passing in five (5) full credits for the previous grading period. Before participating, a student MUST have a physical examination form completed and on file in the athletic office; also, any required parent permission forms must be signed and returned to the proper sponsor or coach.



## RHS ATHLETIC DEPARTMENT

Athletic Director .....	Warren Cook
Assistant Athletic Director.....	Jeremy Hill
Athletic Secretary .....	Kris Pierce

### COACHES

#### Fall Sports

Cheerleaders.....	TBA
Cross Country (Boys & Girls) .....	Britni Gettinger
Football.....	Tony Sonsini
Golf (Girls).....	Brent Struewing
Soccer (Boys).....	
Soccer (Girls).....	Neil VanMiddlesworth
Tennis (Boys).....	Randy Hollingsworth
Volleyball (Girls).....	Russ Uthe

#### Winter Sports

Basketball (Boys).....	Shabaz Khaliq
Basketball (Girls).....	Shane Hillard
Gymnastics.....	Justine Coblentz-Boggs
Swimming (Boys& Girls).....	Stephanie Hooper
Wrestling.....	Danny Capps

#### Spring Sports

Baseball.....	Jake Carr
Golf (Boys).....	Brent Struewing
Softball.....	Doug Tidrow
Track (Boys & Girls).....	Britni Gettinger
Tennis (Girls).....	Randy Hollingsworth

\*RHS 2020-2021 Sports Schedules are available in the Athletic Office or on-line [www.RichmondRedDevils.com](http://www.RichmondRedDevils.com)

## CLUBS AND ACTIVITIES

### ACADEMIC COMPETITION

Richmond High School participates in the Hoosier Academic Superbowl. Teams are fielded in English, Fine Arts, Social Studies, Science, Math, and Inter-disciplinary. Teams start meeting in the fall and participate in academic meets in winter and spring. RHS teams have qualified for the state meet and have been state champions in several subject areas.

### ANIME CLUB

The Anime Club is all about understanding a very unique part of Japanese culture. Anime refers to hand-drawn and computer animation originating in Japan. It has its own unique tropes, clichés, and story styles that allow you to individualize it from other forms of media. In the Anime Club you will not only watch and discuss your favorite anime, but also learn more about this part of Japanese culture. You will have discussions comparing this form of media to others and discuss the tropes and qualities that set the plot-line apart. This club will improve your comprehensive skills and understanding of the Japanese culture.

### AVP CLUB

AVP Recycling Club is a group of students and staff dedicated to improving recycling efforts at RHS. All are welcome to attend and help us maintain our current recycling programs (white paper, plastic #1 & #2, and aluminum cans) or expand our recycling to more options. We meet from 3:35pm-4:30pm every Tuesday starting in R236.

## **BIBLE CLUB**

A student led organization to encourage positive spiritual discussion in our school about Christianity and to learn more about the principles taught in the Bible, and to pray for the needs of the students, our school, community, and nation. Our regularly scheduled meetings are open to all students genuinely interested in knowing more about spiritual matters.

## **BLEACHER CREATURES**

The **Bleacher Creatures** are a group of students who support all of Richmond High School Athletics. They attend athletic events to show their school spirit with different themes and to have fun.

## **BOWLING CLUB**

The Bowling Club consists of both a boys' team and a girls' team. Tryouts are held for novice to experienced bowlers. The final roster consists of 8 to 10 individuals per team. Teams practice twice a week and have conference matches on Saturdays. The Bowling Club uses IHSAA Academic Guidelines for eligibility. The season runs from October to February. Matches are held at various bowling facilities in New Castle, Rushville, Richmond, and Connersville. It is the parent's or student's responsibility to get to practice and competitions when scheduled.

## **BUSINESS PROFESSIONALS OF AMERICA**

Business Professionals of America is a co-curricular youth organization that provides the opportunity for students to compete in a variety of competitive events. These events include administrative support services, key boarding production, integrated office applications, desktop publishing, support teams and many more. Students feel a sense of membership and belonging in a truly unique way. The competitive events begin within the district, advance to the state level and ultimately to the national level. Students have an opportunity to meet with others who will be our business leaders.

## **COUNCIL CLUB**

The Council Club has one underlying theme: ambition. It is all about accomplishing goals as a group, proving that anything can be done if you put our mind to it. The Council is about helping people accomplish their goals and great things together. Whether it's starting a business or having an intellectual discussion, the Council Club is a very free-form group.

## **DRAMA CLUB (Red Devil Players)**

The Red Devil Players is Troupe 3767 of the International Thespian Society. Each year the troupe produces at least two shows, travels to regional and state conferences, and works with professional and amateur theatre groups that perform in Richmond. The troupe has earned recognition on the state and national level for its productions.

## **E-SPORTS CLUB**

Red Devil E-Sports is competitive team-based video gaming. Scholar-Gamers compete at the state and national level. Red Devil E-Sports focuses on teamwork, leadership, communication, organization, strategic thinking, and camaraderie. Try-outs are held in August and January.

## **FELLOWSHIP OF CHRISTIAN ATHLETES**

FCA unites two passions, faith and athletics. FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire and change the world through their faith. The FCA at Richmond High School invites not just athletes but welcomes all students to join.

## **GSA**

The Gay-Straight Alliance/Gender and Sexuality Alliance is a club in which students can talk and learn about sexual orientation, gender identity, and some of the issues that surround them. The GSA has weekly meetings to provide a supportive and accepting space for all students. We actively work to improve our school climate and community as well as foster positive friendships.

## **HOSA**

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health to all. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization of national scope designed to recognize outstanding high school students. Richmond High School has a local chapter based on the national guidelines. Membership in Richmond's National Honor Society is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. Sophomore, junior, and senior students with a cumulative grade point average of 3.5 or better are eligible for membership. In addition to the academic requirement, participation and leadership in school and community activities is required. Once the candidate qualifies with a 3.5 grade point average, Richmond High School faculty members evaluate each candidate based on the areas of character, leadership, and service. An induction ceremony takes place in the early spring of each year.

## **RED DEVIL MENTORS**

11th and 12th grade students may apply to become a Red Devil Mentor (RDM) for 9th grade students. RDM are eligible to receive Service Learning credit.

## **SKILLSUSA**

SkillsUSA is a national organization serving more than 240,000 high school and college students and professional members who are enrolled in training programs in technical, skilled and service occupations, including health occupations. SkillsUSA promotes leadership and competition at the state, regional and national levels.

## **STUDENT COUNCIL**

The purpose of Richmond High School student government is to develop open communications between the teaching and administrative staff and the student body. It is in place to help develop leadership skills within the student populations and through this leadership represent all facets of the student body. The members of Student Council and its officers have a responsibility to the students, staff, and the community to represent themselves and the school in the highest ideals. These members should strive to maintain the highest standards in their every day activities both in school and out. Members include officers of the class and any student of that given class who presents a properly completed application and meets the standards as set in the section titled Standards for Members of Student Council.

## **YOUNG LIFE**

Young Life is a faith-based organization dedicated to creating a fun and loving environment for High School students. All students are welcome at Young Life. For event details find us on Instagram and Facebook (Greater Richmond Young Life).

<b>ACTIVITY</b>	<b>ADVISOR/SPONSOR</b>
Academic Team Coordinator .....	Brandon Hilbert
English .....	Kate Hogg
Fine Arts .....	Robin Nicholson
Math.....	TBA
Science.....	Brandon Hilbert
Social Studies .....	Joel Schlabach
Anime Club .....	Tia McCargish
AVP Club .....	Archer Bunner
Bible Club .....	Sara Ainsworth
Bleacher Creatures.....	A. J. Cox
Bowling Club.....	Mike Higgins
Business Professionals of America .....	Angie Witham/Denise Selm
Council Club .....	Karen Ball
Drama Club .....	Bill Langley
E-Sports Club .....	Tia McCargish
Fellowship of Christian Athletes .....	Vagas Ferguson
Gay/Straight Alliance .....	Jennifer Hartman/Maryann Avery
HOSA .....	Sarah Hawley
National Honor Society.....	Derek Worch
Pierian/Register .....	Brian Bennett
Red Devil Mentoring Program .....	Tre Ronne/Tess Scheiben
SkillsUSA.....	Larry Wilson
Student Council .....	Hunter Lambright
Freshman Class Sponsor .....	TBA
Sophomore Class Sponsor.....	Abby Busse
Junior Class Sponsor .....	Janet Bowling
Senior Class Sponsor .....	Archer Bunner
Young Life .....	Shauna Flanagan

## **STUDENT SERVICES**

### **COUNSELING CENTER**

You will be assigned a counselor who will work with you at Richmond High School. You are encouraged to discuss your progress and future plans with them. Additionally, this support person will help with more in-depth problems and scheduling. The Counseling Center is located on the first floor of the building and is the place to obtain information on scholarships, careers, jobs, and future opportunities.

### **RELEASE OF INFORMATION TO ARMED SERVICES**

Any parent who does not wish to have their student's name released to the Armed Services must sign a form requesting that we withhold this information. Forms may be obtained from the registrar in the Counseling Center.

### **SCHOOL NURSE**

If you are not feeling well, you must have a pass signed by your teacher and go to the clinic. The nurse will determine what should be done. If you have a health condition such as diabetes, heart condition, epilepsy, etc., indicate it on your Emergency Medical Information Form. All medication, prescription or over-the-counter, MUST be transported to and from school by parent/guardian or responsible adult. This must be brought to the high school clinic immediately and must be kept in the clinic. The prescription medication must accompany the Physician's Request for Administration of Medication at School with parent signature also. The over-the-counter medication must be brought in the original container with parental permission. The only exception will be for those students who have been given permission with the proper forms to carry their inhalers on their person. The clinic located in Room R144 is open from 7:30 a.m. - 3:30 p.m., Monday through Friday. If the clinic is closed, go immediately to the Main Office.

**RICHMOND HIGH SCHOOL  
CALENDAR/ACTIVITIES**

Aug. 10	Teacher Work Day	Jan. 18	Martin Luther King Day /No School
Aug. 11	Teacher Work Day	Feb. 11	Cap & Gown Order
Aug. 12	1 <sup>st</sup> Day for Students	Feb. 12	Cap & Gown Order
Aug. 19	Student Council Meeting*	Feb. 15	President's Day/No School
Aug. 20	Fix It Thursdays**	Feb. 19	4 <sup>th</sup> Grading Period Ends
Aug. 29	SAT Test	Mar. 1	NHS Induction
Sept. 4	Mentoring Café***	Mar. 13	Sat Test
Sept. 7	Labor Day/No School	Mar. 22	Spring Break
Sept. 18	1 <sup>st</sup> Grading Period Ends	Mar. 29	School Resumes
Sept. 23	Homecoming Games	Apr. 5	Academic Excellence
Sept. 26	SAT Test	Apr. 8	Percussion Concert
Oct. 3	SAT Test	Apr. 12	Senior/Parent Night
Oct. 5	Parent/Teacher Conferences E-Learning Day	Apr. 13	5 <sup>th</sup> Grading Period Ends
Oct. 12	Fall Break Begins	Apr. 15	FAFSA Deadline
Oct. 14	PSAT Testing	Apr. 16	ISSMA Competition
Oct. 19	School Resumes	Apr. 21	Cap/Gown Delivery
Oct. 25	Young Artist Competition	Apr. 23	Devilette Showcase
Nov. 6	2 <sup>nd</sup> Grading Period Ends	Apr. 24	Prom
Nov. 7	SAT Test	Apr. 28	RCS Band Concert
Nov. 11	Veterans Day Program	Apr. 30	Early College Decision Day Early College Bridgeway
Nov. 19	Cap & Gown Orders	May 1	Platinum Prom
Nov. 20	Cap & Gown Orders	May 3	AP Government Test
Nov. 25	Thanksgiving Break/No School	May 4	AP Calculus
Nov. 26	Thanksgiving Break/No School	May 5	BPA National Conference AP English Lit Test AP Physics Test
Nov. 27	Thanksgiving Break/No School	May 6	AP US History Test AP Computer Science Test
Dec. 3	RCS Band Concert	May 7	AP Chemistry Test
Dec. 5	SAT Test	May 8	SAT
Dec. 7	BPA District Conference	May 10	AP English Language Test
Dec. 8	RCS Orchestra Concert	May 11	AP Spanish Test
Dec. 14	RHS Choirs Concert	May 13	RCS Orchestra Concert AP Statistics Test
Dec. 18	First Semester Ends	May 14	AP Biology Test AP Environmental Science Test
Dec. 21	Winter Break Begins		
Jan. 4	Teacher Work Day		
Jan. 5	Professional Development Day/ E-Learning Day		
Jan. 6	Students Return From Break 2 <sup>nd</sup> Semester Begins		

May 18 RHS Choirs Concert  
May 19 Career Education Awards  
May 21 Honors & Awards  
May 27 Students' Last Day  
May 28 Teacher Work Day  
May 31 Memorial Day  
June 5 SAT Test  
June 6 Graduation

**\*Student Council = 2<sup>nd</sup> & 4<sup>th</sup> Wed.**

**\*\* Fix It Thursdays = Every Thurs**

**\*\*\*Mentoring Café = Every Wed.**