

Dear Parents and Students,

Welcome to your school. You are about to begin a new and exciting school year. The faculty and staff of both OCEMS and RSHS are dedicated and caring individuals that are here to work with you and assist you in having a meaningful educational experience.

This handbook is provided to assist you in knowing the school policies and procedures in which we will operate throughout this school year. Please, take the time to familiarize yourself with its contents. Keep this handbook available throughout the school year so that you may refer to it if questions arise.

There may be situations that arise during the school year which require a modification to an established policy or procedure. You will be given advance notification prior to any changes being put into affect. If you should have any questions, please contact the appropriate office.

Thank you. Have a great school year.

Sincerely,

Keith E. Majewski
August, 2011

Rising Sun – Ohio County Community School’s Vision

Rising Sun Ohio County Community School Corporation will become a 90+% school corporation—90+% reading rate, 90+% success in state testing, and 90+% graduation rate.

Rising Sun – Ohio County Community School’s Mission

The mission of Rising Sun Ohio County Community School Corporation is to develop literate, responsible students who are able to demonstrate mastery of the National Common Core Standards and are prepared for post-secondary opportunities.

**Rising Sun-Ohio County Community Schools
2011-2012 School Calendar**

August

Friday, August 12, 2011	Teacher Workday/OCEMS Open House
Monday, August 15, 2011	1 st Student Day

September

Monday, September 5, 2011	Labor Day – No School
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October

Friday, October 14, 2011	End of 1 st Grading Period (44 days)
Wednesday, October 19, 2011	PM Parent/Teacher Conferences
Thursday, October 20, 2011	PM Parent/Teacher Conferences
Friday, October 21, 2011	Fall Break – No School
Monday, October 24, 2011	Fall Break – No School

November

Thurs. & Fri. Nov. 24 & 25, 2011	Thanksgiving Break – No School
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December

Wednesday, December 21, 2011	End of 2 nd Grading Period & 1 st Semester (44/88 days)
Thursday, December 22, 2011	Christmas Break Begins

January

Monday, January 2, 2012	Second Semester Begins
Monday, January 16, 2012	No School – 1 st Make-up Day

February

Monday, February 20, 2012	No School – 2 nd Make-up Day
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March

Friday, March 9, 2012	End of 3 rd Grading Period (48 days)
Monday, March 26, 2012	Spring Break Begins

April

Monday, April 2, 2012	Students Return from Spring Break
Friday, April 6, 2012	No School – 3 rd Make-up Day

May

Friday, May 18, 2012	End of 4 th Grading Period & 2 nd Semester (44/92days)
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Monday, May 21, 2012	4 th Make-up Day
Tuesday, May 22, 2012	5 th Make-up Day
Wednesday, May 23, 2012	6 th Make-up Day
Thursday, May 24, 2012	7 th Make-up Day
Friday, May 25, 2012	8 th Make-up Day
Sunday, May 27, 2012	Graduation

Foreward

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take the time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to contact the principal or assistant principal of your building. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August, 2011. If any of the policies or administrative guidelines referenced herein after August, 2011, the language in the most current policy or administrative guidelines prevail. Copies of the current Board policies and administrative guidelines are available on the Corporation's web site.

Equal Education Opportunity

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mr. Steve Patz
Superintendent
812-438-2655

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 school days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

Time and Class Schedules

OCEMS and RSHS operate from 8:00 AM to 3:00 PM. The doors to the building will unlock at 7:30 AM. Students should not arrive prior to that time. Breakfast in both buildings begin at 7:40 AM in the school's cafeteria. Students not wishing to eat breakfast will be informed of where to wait until it is time for them to go to their lockers or report to their classrooms.

Elementary School Times

8:00 AM	School Begins
10:45 AM – 11:20 AM	K-2 Lunch
12:05 AM - 12:35 AM	3-5 Lunch
2:40 PM	Early Release K-1 (Car Riders)
	Dismissed
2:55 PM	K-3 Bus Riders Dismissed
3:00 PM	4-5 Bus Riders Dismissed
3:05 PM	K-5 Walker/Car Riders Dismissed

Middle School Period Times

8:00 AM – 8:50 AM	1 st Period
8:54 AM – 9:42 AM	2 nd Period
9:46 AM – 10:34 AM	3 rd Period
10:38 AM – 11:26 AM	4 th Period
11:26 AM – 12:01 PM	Lunch
12:05 PM – 12:53 PM	5 th Period
12:57 PM – 1:45 PM	6 th Period
1:49 PM – 3:00 PM	7 th Period/Advisor Period
3:00 PM	6-8 Bus Riders Dismissed
3:05 PM	6-8 Walker/Car Riders Dismissed

High School Period Times

8:00 AM – 8:50 AM	1 st Period
8:55 AM – 9:45 AM	2 nd Period
9:50 AM – 10:40 AM	3 rd Period
10:45 AM – 12:10 PM	4 th Period and Lunch
10:45 AM- 11:15 AM	A Lunch
11:35 AM – 12:10 PM	B Lunch
12:15 PM – 1:10 PM	5 th Period
1:15 PM – 2:05 PM	6 th Period
2:10 PM – 3:00 PM	7 th Period
3:00 PM	All Students Dismissed

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process

(notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from a member of their building's administration.

Student Well-Being

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident he/she must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs shall submit those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a staff member or office personnel. 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 a staff member to go to the office. The office will determine whether or not a student should remain in school or go home. No student will be released from school without proper parental permission.

Power School (Student Management System)

Parents of all students (K-12) will be given a login and password that they will be able to use on the parent portal of the Power School system. Parents will be able to view attendance data, class grades, current assignments, and view daily announcements on the system. Parents are encouraged to visit the site often as the

information contained there may answer many of their questions and eliminate a call to the office.

Pledge of Allegiance and Moment of Silence

In accordance with State law each building (OCEMS and RSHS) will provide the students with an opportunity to recite the Pledge of Allegiance and observe a moment of silence on a daily basis. This opportunity will be determined by the administration and to insure a minimum of educational disruption. Any student who wishes not to participate in the Pledge of Allegiance or Moment of Silence shall remain seated and quiet and not disrupt those students taking part. Students who do not wish to participate will not be harassed or punished in any manner.

After-School Tutoring

After-school tutoring will be offered at each level (K-5, 6-8, 9-12) if funding is available. Students and parents will be notified in advance of the dates and times and the procedures needed to be followed for the after-school tutoring program.

Section I – General Information

Enrolling in School

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will bring:

- 1) A birth certificate or similar document,
- 2) Court papers allocating parental rights and responsibilities,
- 3) Or custody (if appropriate),
- 4) Proof of residency, (no homeless child will be denied enrollment based on lack of proof of residency),
- 5) Proof of all required immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Scheduling and Assignment

Grades K-5

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Parents are not allowed to request specific teachers for their child. Any questions or concerns about the assignment should be discussed with the principal.

Grades 6-8

Schedules are provided at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes to the student's schedule shall be handled through the building principal.

Grades 9-12

Schedules are provided at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. Students will be provided an opportunity to request schedule changes prior to the start of each semester. Once the current semester begins, schedules will not be made unless an administrative error has been made. Any changes to the student's schedule shall be handled through the Guidance Office.

Early Dismissal

No student may leave school prior to the dismissal time without either a) a written request signed by a person whose signature is on file in the school office or b) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without written or verbal authorization.

Transfer out of the Corporation

If a student plans to transfer from the school, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the main office for specific details.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the building Principal who must agree to the withdrawal. The Principal is required to provide the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student may not be able to obtain an employment certificate needed to obtain a job.

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 poliomyelitis, measles, diphtheria, rubella, pertussis, meningitis, hepatitis B, tetanus, and mumps, or have an authorized exemption from the State immunization requirements (I.C. 20-8.1-7-9.5) filed annually. Every student who enters any grade K-12 must be immunized for chicken pox or have written documentation of the chicken pox disease on file.

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 chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions with regards to immunizations should be directed to Mrs. Jamie Works, Corporation Nurse, at 812-438-2626.

Head Lice and Nit Policy

Head lice are tiny, wingless parasitic insects that live among human hairs and feed on small amounts of blood drawn from the scalp. Lice are not dangerous and do not spread disease, but they are contagious.

If head lice and/or nits are suspected, the student will be checked by the school nurse or other school personnel for signs of lice. If lice or nits(eggs) are present, the student will be sent home. Students are not permitted in the classroom with lice or nits.

Students with head lice or nits should not be sent to school and will be sent home for treatment. Students are not permitted to attend school until all lice and nits are removed.

Students will be sent home with active head lice and/or nits, even if they have been treated. Students who are sent home will be checked before he/she is readmitted to the classroom.

Once a student is sent home with head lice, treatment should occur immediately and the student is to be back in school within 3 days, including the day he/she was sent home. Students may be counted as unexcused after 3 days unless extenuating circumstances exist. Parents must contact the school nurse if their child is to be absent for more than 3 days.

Complete treatment includes removing lice and nits. The following steps should be followed:

- Report all suspected head lice and/or infestation to the school nurse.
- Treat your child and everyone who lives in the household with lice shampoo.
- Remove all nits (eggs) with a fine toothed comb.
- Vacuum all carpets, rugs, upholstered furniture, mattresses, and seats and headrests of your car.
- Wash all recently worn clothing including coats and backpacks, towels, sheets, and linens in hot soapy water and dry in hot dryer for at least 20 minutes.
- Vacuum all non-washable linens.
- Furry and fuzzy toys should be washed and placed in sealed plastic bag for 2 weeks.
- Soak all combs, brushes, headbands, etc. in hot water for at least 10 minutes.

Reasons to Exclude a Child from School

1. Elevated temperature of 100 degrees or higher.
2. Any rash unless documented by a physician as non-contagious. Must have a written note to return to school, stating that rash is not contagious.
3. Sore or inflamed throat.
4. Discharging ears.
5. Any skin disease, unless note from physician.
6. Inflammatory eye conditions.
7. Any undiagnosed cough.
8. Head lice and nits. We have a nit free policy, even if they have been treated.
9. Nausea, vomiting, diarrhea.
10. Diagnosed bacterial infections, must be on antibiotics for 24 hours before returning to school.

Use of Medications

In accordance with state guidelines, we will only administer those medications necessary to maintain the student in school.

A strict policy will be followed in order to comply with state guidelines and ensure safe effective administration of medication for those students who require them.

When sending medications to school, please follow these instructions:

PRESCRIPTION MEDICATION

1. Medications must be in their original container with pharmacy label and student's name affixed. Do not send medication in envelopes or containers other than original.
2. Please send only the number of pills or amount of medication student will need during school hours for duration of prescription.
3. A medication administration consent form must be completed. If you don't have a form, you must send in written permission including: child's name, date, name of medication, reason for taking medication, time and amount of medication to be given, and your signature.
4. All medication sent to school, whether prescription or non-prescription must be kept in the clinic. Students are not permitted to keep medication in their locker or desk.
5. Prescription medication that is possessed by the school for administration during school hours or at school functions may be released to the student's parent or guardian or an individual who is at least 18 years of age and designated in writing by the student's parent or guardian to

receive the medication. The School Corporation will send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent or guardian provides written permission to the school for the student to receive the medication.

OVER-THE-COUNTER MEDICATION

If it is absolutely necessary to administer over-the-counter medications, you must follow these instructions:

1. Medication must be in original container with label attached. Do not send medication in envelopes or any container other than the original.
2. A medication consent form must be completed. If you do not have a medication administration form, you must send in written permission including: child's name, date, medication name, amount and time to be given, reason for taking medication, and your signature.
3. Students bringing medication to school must take the medication and consent form to nurse first thing in the morning. Medicine may not be kept in their classroom.
4. If there are special circumstances and you want to keep medication at school for your child to take on an as needed basis, you must first talk with the nurse.

MEDICATION WILL NOT BE ADMINISTERED IF :

1. The medication is sent to school in anything but the original container.
2. You do not send in written permission including child's name., date, name of medication, time and amount of medication to be given, reason for taking medication, and your signature.
3. Medication label and consent form do not match.

MEDICATION CHANGES:

If there is a change in the dosage of prescription medication, these instructions must be followed:

1. A new pharmacy label with the correct dosage must be given to the nurse. Your pharmacy will print a new label to be affixed to the old bottle at your request.
2. A new medication consent form must be completed. If you don't have a medication consent form, you must send in written permission including: child's name, name of medication, new correct dosage, time to be given, date and your signature.

DISCARDING MEDICATIONS

The parent/guardian is responsible for picking up any unused medication at the end of treatment. Any medication not picked up by the last day of school will be discarded by the nurse.

ONLY MEDICATION THAT MUST BE GIVEN DURING SCHOOL HOURS WILL BE ADMINISTERED AT SCHOOL. IF YOU CAN SCHEDULE MEDICATION DOSES AROUND SCHOOL HOURS, PLEASE DO SO.

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.

Control of Noncasual-Contact Communicable Diseases

The corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-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.

Noncasual 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.

Special Education

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

- 1) has a mental or physical impairment that substantially limits one or more major life activities;

- 2) has a record of such impairment; or
- 3) is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

Students are entitled to a free appropriate public education in the “least restrictive environment.” The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Ms. Gloria Holland, Director of Student Services at 812-438-2655.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student’s parent(s). Parents who believe their child may have a disability that interferes substantially with the child’s ability to function properly in school, should contact Ms. Gloria Holland, Director of Student Services at 812-438-2655.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation, Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

Protection and Privacy of Student Records

A copy of the Family Education Rights and Privacy Act is on file in the principal’s office and may be viewed at any time upon request. The Corporation will follow the guidelines set forth by the act.

Any student or parent of students who does not wish to have specific information, such as, honor roll listing, statistics for sports events or results of music contest, etc. published may request the school to withhold the information. The information will then be kept from all news sources including local school publications.

For further reference, please review Corporation Policy 8330.

Student Fees and Charges

Rising Sun – Ohio County Schools has the right to charge specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is a financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to all students. 2011-2012 prices are:

K-2	\$2.10
3-12	\$2.35
Adult	\$2.70

A la carte or individual items are available to students in grades 3 through 12. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced Priced Meal program are distributed to all students.

Breakfast is served in both buildings (OCEMS and RSHS) beginning at 7:40 AM. 2011-2012 breakfast price is \$1.00 and shall be paid for on a daily basis. Free and reduced guidelines will be followed for student breakfasts.

All students will be assigned a Personal Identification Number (PIN). This number will remain with them throughout their school career. Students will need to use this number to purchase lunch items in the cafeteria. Parents will be provided instructions at the beginning of the school year on how they will be able to deposit money into a student's account. There will be No money accepted in the lunch lines.

Visitors During Lunch

OCEMS

Parents and/or guardians and grandparents may eat lunch with their child provided the following conditions are met:

- 1) The office is given a minimum of (1) one school day's notice as to the planned visit.
- 2) The number of lunch visits is limited to (2) two visits per student per calendar month.
- 3) If bringing food, guests will bring food for their child **only**. The food shall not be shared with other students.
- 4) Siblings and other non-school aged children are not allowed to be brought to the lunch.

Office personnel have the right to deny a request for a lunch visit for the following reasons:

- 1) School activities have previously been planned.
 - 2) The number of visits per student per month have been met.
 - 3) Violations of the policy or problems occurring on previous visits.
- Other reasons deemed necessary by school officials to maintain a safe and orderly school environment.

RSHS

Rising Sun High School is a closed campus for lunch. Students are not allowed to leave or have visitors during this time.

Lunch Charges

OCEMS

1. The school will allow a student, grades 1-8, to charge his/her lunch if he/she happens to forget or misplaces lunch money. The charge is to be obtained in the office **before school starts**. Students may be issued demerits, grades 6-8, or detention, grades 1-5, if they repeatedly wait and charge their lunch in the line instead of obtaining the charge before school starts, as this practice holds up lunch delivery for everyone.
2. The charge should be paid the next morning in the office before school starts.
3. No more than three unpaid lunch charges will be permitted at one time.

RSHS

Students are not allowed to charge lunches.

Classroom Food and Beverage Policy

Rising Sun Schools will only allow food and/or drink items that are provided for an entire class by parents, guests, or anyone else to be store bought.

The items must be in the original package and have the nutritional information attached and clearly visible. No homemade items will be allowed to be served to an entire class. The only exception to this is fresh produce, for example, whole apples, bananas, grapes, etc.

Fire, Tornado, and Safety Drills

The school complies with all fire and safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a verbal announcement through the P.A. system.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closing and Delays

If school must be closed or delayed because of inclement weather or other conditions, the school will notify parents in the following manner:

- 1) Notification using Alert-Now System
- 2) WSCH 99.3 Radio Station
- 3) Local television channels

Parents and students are responsible for knowing about emergency closing and delays.

Safety and Security

- 1) All visitors must report to the office upon arrival at school.
- 2) All visitors are given and required to wear a building pass while they are in the building.
- 3) Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass.
- 4) Students and staff are expected to immediately report to an administrator any suspicious behavior or situation that makes them uncomfortable.
- 5) Only the main entrance doors will remain unlocked during the school day. All other doors will be locked. Doors shall not be propped open at any time.

- 6) If a person wishes to confer with a member of the staff he/she shall call for an appointment prior to coming to the school in order to prevent any inconvenience.
- 7) Students are not allowed to bring visitors or guests with them during the school day.

Visitors

Visitors, particularly parents, are welcome at the school. Visitors must report to the main office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing and or wearing the proper pass shall be escorted to the main office by a staff member or administrator. If a person wishes to confer with a member of the staff he/she shall call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time.

Student Sales

No Student is permitted to sell any item or service in school without the approval of the administration. Violations of this policy will lead to disciplinary action.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school day's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Leaving the Building

A student is **never** to leave the building or school grounds while school is in session without securing permission from the office. Students must sign out, giving time and reason for leaving and also sign in when returning. No students may ever leave the school grounds without the following:

- a) verbal permission from the office
- b) permission from parents by a phone call before leaving
- c) authority from a teacher prior to coming to the office
- d) signing an attendance office sheet

Students may not leave school grounds without parental consent for such things as shop projects, class or club obligations, or class trips.

Use of Office Telephones

Office telephones are not to be used by students for personal calls. Students will not be called out of class to talk on the phone. Messages will be

delivered at the earliest convenience of the office staff. The delivery of messages during the day is not guaranteed.

Cell Phones

OCEMS

Students are not allowed to carry cell phones on their persons at Ohio County Elementary-Middle School. Any cell phone brought into the building must be turned off and kept in the student's locker. Students may not use their cell phones during school hours. Violation of the cell phone policy may include but is not limited to After-School, Friday School, or out of school suspension/expulsion. Violation will also result in the immediate confiscation of the phone until a parent is contacted. Cell phone violations that involve sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature will be turned over to the police as these activities are violations of state law.

RSHS

Students may use/possess cell phones during the school day provided the:

- 1) Cell phones are not allowed inside individual classroom areas.
- 2) Cell phones that are on must be in silent or vibrate modes while on school grounds during the school day.
- 3) All communications with regards to student illness or a student needing to leave the building for any reason must be made through the office phones under the supervision of office personnel.

If a student violates the above guidelines the following consequences will be followed:

- | | |
|-----------------|--|
| First Offense: | Student will have phone confiscated for the remainder of school day. |
| Second Offense: | Student will have phone confiscated for the remainder of school day and be assigned one (1) after-school detention. |
| Third Offense: | Student will be assigned two (2) after-school detentions and lose cell phone privileges for the remainder of the current semester. |

Further violations of this policy may result in the student being suspended and/or expelled from school.

Sending, sharing, 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 electronic device is strictly prohibited. Students found to be in violation of this standard face suspension and possible expulsion from school.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISLPAY:

- 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 digitized 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 photography, motion picture, digitized 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 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.

I-Pods, Game Boys, and Other Electronic Devices

I-Pods, Game Boys, and other similar electronic devices are prohibited from being in the academic instructional areas of both OCEMS and RSHS. At RSHS, prior permission must be granted to the student(s) by the administration or the individual classroom teacher. If a teacher does not allow students to use the device in his/her classroom, the device **SHALL** be left in the student’s locker. The fact that the student shuts the device off and has it in his/her pocket **WILL NOT** be acceptable. Students in violation will have the device confiscated and

turned into the appropriate office. Violations may result in additional punishment as deemed necessary by the administration.

Cameras

Cameras are prohibited from being in any academic area without prior approval from building administrators and/or the specific classroom teacher.

Passes

Every student who leaves a classroom must have a pass. Any student who is stopped in the hallways without a pass will be considered skipping that period. Teachers need to make sure that students have a pass when they are leaving their room.

Each student (Grades 5-12) will be given a student agenda book on the first day of school. These books will have places for passes in the back of the book. These passes are to be the only ones used by the student. If the student does not have their agenda book, he/she will not get a pass. The only exception will be passes from the offices. Teachers in K-4 will have passes for their students to use and return to the classroom.

Lockers and Locks (Grades 6 – 12)

At the start of each year, every student will be assigned a locker with a combination lock for personal use. Students should not give their combination to any other person. Students may not bring their own locks for lockers used at the school.

Students should only use the locker assigned to them. Students are not to share a locker with another student unless assigned to do so by the principal's office. Students are responsible for maintaining the locker in good condition. Students are not to write anything on either the inside or outside of the locker. Students are to get permission from the principal's office before hanging anything on their locker. A student may be charged a maintenance fee for excessive damage to a locker which could not happen through normal usage.

Students should never leave money or valuables in their locker. Large amounts of money should be left in the office for safekeeping. Students, not the school, are responsible for their own property.

Student Locker Inspection

All lockers made available for student use on the school premises, including lockers located in the hallways and physical education and athletic dressing rooms, are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which

cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rule.

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

Student Searches

School personnel have the right to protect students from harm, to conduct reasonable searches of students' lockers, belongings and, when necessary, of their person.

Parent/Teacher Conferences

Times will be scheduled in the fall of each school year for parents to have an opportunity to meet with all of their child's teachers. Parents are encouraged to attend these conferences.

Teachers may request parents to visit the school, and parents may request to meet with teachers. Conferences will be scheduled during school hours at a time when the teacher is not assigned to a classroom or immediately before or after school hours on any school day.

Parents should call the Principal's office to make arrangements with the secretary for a conference.

Pest Control Policy

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to children.

The corporation will

1. Inform annually parents and staff members of the corporation's control policy at the time of students' registration (beginning of the year or semester) by a separate memorandum or in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance of all pesticide use and provide such notice.

4. Provide notice of planned pesticides application to parents and employees who have requested advance notice.
5. **Provide notice of all pesticide applications to school nurse.**
6. Maintain written record for 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of the immediate threat to the public health, the school shall give written notice as soon as possible.

Section II—Academics

Course Offerings

Grades K-5

Language Arts	Reading	Mathematics	Social Studies
Science	Writing	Spelling	Art
Physical Education	Music		

Grades 6-8

Language Arts	Reading	Mathematics	Social Studies
Science	Health	Art	Music
Band	Physical Education		
Family/Consumer Science		Industrial Technology	

Grades 9-12

Contact the RSHS Guidance Office for the most up-to-date Corporation and State approved course list.

Grades and Grading Scales

OCEMS and RSHS have established a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

OCEMS (Grades K-5 ONLY)

S+	Working above appropriate level.
S	Working at appropriate level.
S-	Working below appropriate level.
U	Skills lacking or failing to comprehend lesson concepts.

OCEMS (Grades 1-8)

A+	100%	C	74% - 78%
A	94% - 99%	C-	70% - 73%
A-	92% - 93%	D+	67% - 69%
B+	89% - 91%	D	63% - 66%
B	85% - 88%	D-	60% - 62%
B-	82% - 84%	F	59% and below
C+	79% - 81%		

RSHS

A+	97% - 100%	C	73% - 76%
A	93% - 96%	C-	70% - 72%
A-	90% - 92%	D+	67% - 69%
B+	87% - 89%	D	63% - 66%
B	83% - 86%	D-	60% - 62%
B-	80% - 82%	F	59% and below
C+	77% - 79%		

Grading Periods, Progress Reports, and Power School

Students will receive a report card at the end of each 9-week grading period. Students will also be issued progress reports approximately halfway through each grading period. Parents will be provided login and passwords to the school's Power School system so that they may monitor their child's progress on a daily basis. If a parent needs to get a new login and/or password, they should contact the appropriate school office for assistance. It is the desire of the school administration that parents and students use the Power School system to stay informed of current grades. If a parent desires a hard copy of a student's progress report and/or report card, they must request to have one in writing to the appropriate office.

Semester Grades

Students will be issued semester grades at the end of the first and second semester. The semester grades will be calculated as follows:

OCEMS

The semester grade will be the average of the two 9-week grading period grades during that semester.

Nine-week courses that are offered on a rotational basis will not have semester grades. These courses will have nine-week grades only.

RSHS

Each 9-week grading period grade will count for 40% each of the final grade.

The semester exam will count for 20% of the final grade.

Final Exams (RSHS ONLY)

Each class will administer a final exam and/or a final project at the end of each semester. Class periods will be reorganized to give a minimum of 90 minutes per class per exam. Schedules will be arranged so that a student will have no more than three (3) exams during a school day. The semester exam will count as 20% of the semester grade.

Promotion, Placement, and Retention

Grades K-5

Promotion in the elementary grades will be based upon the following criteria:

- 1) Current level of achievement.
- 2) Potential for success at the next level.
- 3) Emotional, physical, and/or social maturity

Grades 6-8

Teaching students to be responsible for their actions and their studies is one of the most important concepts taught at the middle school level. Students should develop independent learning skills that will stay with them for the rest of their lives. Students in grades 6-8 will earn points for the successful completion of language arts, mathematics, science, and social studies each semester in order to be promoted to the next grade. A student will earn one (1) point for the successful completion of each required subject each semester. In order to be promoted to the next grade level a student must have accumulated six (6) or more points during the school year.

If a student fails to accumulate the necessary points for a given year, he/she will have an opportunity to earn the necessary points during the summer by attending summer school sessions. A student, who still does not have the necessary points by the end of the summer term will repeat the current grade level until the required points are accumulated for that grade level.

Exceptions to this policy are:

- a. A student with an IEP will have their grade placement determined at the annual case conference by the case conference committee.
- b. A parent who disagrees with a student’s placement **at the conclusion** of summer school may appeal the placement in writing to the building principal. The principal will review the student’s records and make the final determination.

Grades 9-12

Classification of each student according to grade level will occur prior to the first student day of each school year and each student shall retain that classification for the academic year. All newly enrolled students will be classified upon entering RSHS at the time the entering student’s transcript is received from the sending school. A classification review may occur at the request of the student in writing to the school counselor.

Students classified as freshmen, sophomores, juniors, or seniors may participate only in activities of each representative class. The number of years in attendance does not mandate participation in particular class activity. Credits earned regulate grade classification:

Freshmen	0-7 credits
Sophomores	8-15 credits
Juniors	16-23 credits
Seniors	24+ credits

Graduation Requirements (RSHS ONLY)

CORE 40 Diploma – 42 Credits

English/Literature	8 credits
English 9	2 credits
English 10	2 credits
English 11	2 credits
English 12	2 credits
Math	8 credits
Algebra I	2 credits
Geometry	2 credits
Algebra II	2 credits
Elective	2 Credits
Science	6 credits
Biology	2 credits
Integrated Chem/Physics	2 credits
Chemistry or Earth Science	2 credits
Social Studies	6 credits
U.S. History	2 credits
Government	1 credit
Economics	1 credit

World History or Geography	2 credits
Physical Education	2 credits
Health & Wellness	1 credit
Directed Electives	5 credits
Computer Applications	1 credit
Languages or Fine Arts	4 credit
Electives	6 credits

Honors/Technical Honors Diploma

A student may earn a CORE 40 with Academic Honors diploma by completing the following requirements:

1. Complete all requirements of the CORE 40 diploma
2. Earn 6-8 CORE 40 world language credits
3. Earn 2 CORE 40 fine arts credits
4. Earn a grade of “C” or above in courses that will count toward the diploma
5. Have a grade point average of “B” or above
6. Complete one of the following:
 - a) Two advanced placement courses and corresponding AP exams
 - b) Academic, transferrable dual high school/college courses resulting in 6 college credits
 - c) One advanced placement course and corresponding AP exam and academic transferrable dual high school/college course(s) resulting in 3 college credits
 - d) Score 1200 or higher combined SAT math and verbal
 - e) Score a 26 composite ACT
 - f) An International Baccalaureate Diploma

A student may earn a CORE 40 with Technical Honors diploma by completing the following requirements:

1. Complete all requirements of the CORE 40 diploma
2. Earn a grade of “C” or above in courses that will count toward the diploma
3. Have a grade point average of “B” or above
4. Complete a career-technical program resulting in 8-10 credits
5. The student must earn a state-recognized certification or certificate of technical achievement in the career-technical program

Early Graduation Policy (RSHS ONLY)

A Student may elect to graduate at the end of the first semester of his/her senior year from Rising Sun High School provided:

- 1) He/she must be in attendance at the high school during the first semester of his/her senior year.
- 2) He/she must have completed all graduation requirements before the beginning of the second semester of his/her senior year.

Any student wishing to remain eligible for athletic participation during the second semester shall not be eligible for early graduation.

A student who wishes to graduate early will still be eligible to participate in the senior trip provided that all trip requirements are met prior to the departure date.

A student who wishes to graduate early will still be eligible to participate in commencement ceremonies with his/her class at the conclusion of the second semester.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all field trips.
- Students who violate school rules may lose the privilege to go on field trips.
- While the school encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- The student is responsible for all work missed in his/her classes on the day(s) of the trip and shall have work completed for the next class upon his/her return.

Homework

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and eventually graduation. Homework is not used for disciplinary reasons, but rather to enhance the student's knowledge of lesson material.

Cheating/Plagiarism

The administration and staff of OCEMS and RSHS expects that all work that a student turns into his/her teacher to be his/her own. Classroom teachers will develop guidelines on the consequences of cheating in their classroom.

Plagiarism is defined as the presentation of ideas or words of another as one's own. The administration and staff expects all of the students of Rising Sun-Ohio County Schools to strictly follow the rules of research, documentation, and notations. Students found to be in violation of these guidelines may have discipline procedures initiated against them, which may include grade reduction, grade forfeiture, class failure, and, in extreme cases, suspension and/or expulsion from school.

Computer Technology and Networks

While the major focus of this policy will address Internet access, this policy applies to all forms of information technology used in the schools and offices operated by the Rising Sun - Ohio County School Corporation. The school provides access to information technology and the Internet to further its educational goals and objectives. Parents should be aware that student account holders have the potential to access unacceptable material while using the Internet; however, the school's and school system's access guidelines are in place to prevent students from potentially accessing said material while in school. All use of the Internet should be consistent with the School's goal of promoting education by facilitating resource sharing, innovation, and communication. The terms and conditions are provided here so that users and parents are aware of the responsibilities that they are about to acquire. Permission for student Internet usage will be required prior to allowing a student to use the school's resources.

Terms and Conditions

1. Acceptable Use - All persons accessing or using the Internet through the school's connections and equipment, whether from a school location or from a remote location using school hardware, software and/or accounts, are prohibited from using such connections or equipment for anything other than educational purposes.
2. Privileges - Students and parents must understand that the provided Internet access is a privilege, not a right, and the administrative staff of the Rising Sun Ohio County School Corporation may deny, revoke, or suspend specific user accounts, accesses and privileges as a result of irresponsible or inappropriate behavior. The administrative staff will make all decisions regarding whether or not a user has violated this authorization and his or her decision is final. Electronic communications, downloaded material and /or other information obtained or transmitted via the Internet may be monitored or read by school officials.
3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Users need to familiarize themselves with these responsibilities. Failure to adhere to them will result in the loss of network use privileges. Examples of unacceptable uses are:
 - a. Unauthorized downloading and/or installing programs/software on any network computer(s)

- b. Playing games over the Internet
 - c. Listing to streaming audio or video
 - d. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations
 - e. Using the Internet for commercial purposes, advertising or similar objectives
 - f. Accessing sites with inappropriate language, violence, nudity, etc
 - g. Vandalizing data, software or equipment. Students should not misuse the technology equipment with intent to harm or damage
 - h. Students should not use a computer without adult staff supervision
 - i. No email or chat room use of any kind
 - j. No external media of any kind to be used on any of our equipment
 - k. All technology is to be used for educational purposes only
 - l. Willfully transmitting, accessing, posting, publishing, or displaying any information containing defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, pornographic, harassing, hate literature/graphics offensive or obscene literature/graphics, pirated software/programs, hacking software/tools, viruses, illegal material or other information and/or materials that are inconsistent with the objectives and /or teachings of the school
 - m. No unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law
 - n. Accessing the files or account information of another network user
 - o. Violating network security
 - p. Willfully damaging or removing components or data of any network computer
 - q. Using another user's password or account
 - r. Using the network while access privileges are suspended or revoked
 - s. Unauthorized subscriptions to Internet services such as listserves and newsgroups
4. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. Users have full responsibility to use the network in an ethical and educational manner. Profanity or obscenity will not be tolerated on the school's network. All users should use language appropriate for school situations as indicated by school codes of conduct.
- a. Use and share computer resources courteously and efficiently.
 - b. Be polite. Do not become abusive in your message to others.
 - c. Do not use the network in any way that would disrupt its use by other users.
5. Security – Network security is a high priority. If a user identifies a security problem, please notify the system administrator or principal right away. Do not demonstrate the problem to others. Never share your password or account with anyone. Keep your account and password confidential. You have full responsibility for the use of your account. All violation of this policy that can

be traced to an individual account will be treated as the sole responsibility of the owner of that account. Do not use another user's account and password to logon. Attempts to logon to the network as system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. No foreign or personal floppy disks or CD's are permitted without permission from administration.

6. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data for another use. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Personal Safety –
 - a. Do inform your teacher or other staff member of any inappropriate message.
 - b. Never give out personal contact information about yourself or others.
 - c. Do report any security breaches immediately to your teacher or staff member.

This document will remain in effect for each student's educational experience at Rising Sun Ohio County Schools. Permission to use can be withdrawn by parent or guardian.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. College entrance testing information can be obtained from the Guidance Office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained.

Section III---Student Activities

School Sponsored Clubs and Activities

Rising Sun – Ohio County Community Schools 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. OCEMS and RSHS have 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 Board approved sponsor. For an updated list of approved groups, please contact the appropriate school's main office.

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, drama, and the like.

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

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 building 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, unless any of the above statements is waived by the building Principal. School rules will still apply regarding behavior and equal opportunity to participate. No non-corporation sponsored organization may use the name of the school or school mascot.

Athletics

OCEMS and RSHS provide a variety of athletic activities in which students may participate providing they met eligibility requirements that may apply. To obtain a list of the current athletic activities offered, see eligibility requirements, and copy of current athletic handbooks please contact the appropriate Athletic Director:

OCEMS	Ms. Patty Huff	812-438-2626
RSHS	Mr. Noel Bostic	812-438-2652

Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must

maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains primary focus. Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until he/she meets the attendance and grade standards established by the school for receiving the work permit.

Section IV---Student Conduct

Attendance

Student absenteeism is one of the major causes of student failure in school. Parents and students together have a responsibility to see that needless absences do not occur. Punctuality and regular attendance reflect success in the classroom and eventually on the job. A careful record of attendance is maintained by the schools and becomes a part of a student's permanent record.

Reporting Absences

For any absence, the parent/guardian should call the appropriate school office on the day of the absence. If this is not possible, then a phone call or a written note signed by the parent/guardian stating the date of and the reason for the absence shall be submitted with the student upon their return to school. Student's missing due to a medical visit shall bring documentation from the doctor's office verifying the visit.

OCEMS (K-5)

A student is allowed **ten (10)** days of absences each semester. If a student exceeds the 10 days a parent will be required to submit a medical excuse for the absence within 1 school day of the student's return. If a medical excuse is not provided as required that absence will then be unexcused and the student will not receive credit for any of that day's work. If a student accumulates **five (5)** unexcused absences, probation officials will be contacted to determine truancy. If a student exceeds more than **twenty-five (25)** absences **during the school year**, the student may be retained at their current grade level the following school year.

OCEMS (6-8)

A student is allowed **eight (8)** absences per period each semester. If a student exceeds the 8 absences in a period a parent will be required to submit a medical excuse for the absence within 1 school day of the student's return. If a medical excuse is not provided as required that absence will then be unexcused and the student will not receive credit for any of that day's work in that period. If a student accumulates **three (3)** unexcused absences in any class period, probation officials will be contacted to determine truancy. If a student exceeds more than **twenty (20)** absences during the school year in **three (3) or more** class periods, the student may be retained at their current grade level the following school year.

RSHS (9-12)

A student is allowed **six (6)** absences per class period in each semester. A student who accumulates **seven (7) or more** absences in a class period during a semester will forfeit the opportunity to earn credit in that class period for the semester unless **one** of the following conditions are met:

- 1) The student applies for and is granted an attendance waiver for those days in which they are in violation of the school's attendance policy.
- 2) The student earns a grade of 90% or better on the final exam for that class period.

If either of the above conditions is met the student will receive the appropriate semester grade earned with respect to the school's grading policy.

A student who misses more than half of a class period is considered absent from class for one session unless the student has an admittance pass from the office or another teacher. The attendance officer is the final authority for whether or not students were in attendance during any class period for any particular day.

Students who have lost the ability to earn credit in a class due to excessive absences are still required to attend and participate in class and follow all class rules.

A student **will not** be counted absent from school (K-12) for:

- a) Service as a page of the Indiana General Assembly
- b) Service as an election day worker
- c) Out of class, school sanctioned activities such as field trips
- d) Student is detained in a juvenile detention center
- e) Junior or senior college visits (maximum of two college visits per year).

Students must notify the school administration of proposed college visits prior to the day of the visit and must provide documentation of the visit from the college to the attendance officer on the day of return to school.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents shall discuss the matter with the building Principal to make the necessary arrangements. The student will be required to get their assignments in advance and turn their completed assignments in to their respective teachers by the determined date.

Attendance Committee (9-12)

The high school administration will establish an Attendance Committee on an annual basis that will consist of the school's faculty members. The Committee's responsibilities will include:

- 1) Review submitted attendance waiver applications and provided documentation.
- 2) Determine whether a waiver application should be approved or not approved.
- 3) Determine whether or not there are extenuating circumstances which warrant modifications to the attendance policy for a particular student.

If a student has a serious medical condition or extenuating circumstance which make it impossible for him /her to adhere to the attendance policy, the student and parent/guardian may submit a request for an attendance waiver to the school attendance committee. A parent or guardian may obtain an attendance waiver form through a conference with the school attendance officer. Attendance waivers will be considered on a case-by-case basis and granted only in circumstances where the student and parent/guardian have done everything possible to maintain regular school attendance.

Attendance waivers are for extreme circumstances. Days missed due to general absences for illness or Dr. Appointments, in general, do not meet waiver guidelines and are what the six days of allowed absences are for.

If a parent wishes to appeal an Attendance Committee decision, he/she must request an appeal by the building principal in writing within (7) days of receiving the written determination of the Attendance Committee. The building principal will review the documentation and the determination of the Attendance Committee.

Truancy/Habitual Truant

Truancy is when a student is absent from school without the knowledge of his/her parent(s) or guardian(s). A student is considered a habitual truant upon the third absence from school in which the parent is unaware of the student's absence.

Make-Up Work

Upon return to school, it is the student's responsibility to request make up work, which must be completed within the same number of days which the student has missed. Students are advised that a test or quiz,

written or oral, taken as make up upon return to school, may not be identical to the one which the student missed. It may not even be the same type of test. Students with unexcused absences or students who have been suspended out of school have no make up privileges.

Tardiness

Grades K-5

A student who is not in his/her assigned location by **8:00 AM** shall be considered tardy. Any student arriving late to school must report to the main office and sign-in before going to class.

Grades 6-12

A student will be allowed four tardies to **any** class **each grading period**. After the fourth tardy to **any** class by a student the following action will be taken:

5 th tardy	Assigned 1 after-school detention
6 th tardy	Assigned 1 after school detention
7 th tardy	Assigned 1 Friday Evening school
8 th tardy	Assigned 2 Friday Evening schools
9 th tardy	Assigned 3 Friday Evening schools
10 th tardy +	Determination of the Administration

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event.

In order to ensure that students attending evening events as non-participants are properly safe-guarded, the following guidelines will be enforced:

- Students in grades K-5 must be seated during the activity time with a parent/guardian or another adult.
- Students in grades 6-12 must be seated in an approved area during the activity time.
- Students who are not seated during the activity will be given one warning, on the second offense they will be returned to their parent and reminded to remain seated.
- On a third offense, the student and/or parent may be asked to leave the activity.

The school is not able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Discipline Guidelines

While this document deals directly with students' rights and responsibilities, it indirectly describes the rights and responsibilities of teachers, school administrators, and school employees.

The teacher is required by law to maintain a suitable environment for learning, to carry out this responsibility, the teacher may discipline a student. Administrators have the right to discipline, suspend, or recommend expulsion of students.

Discipline shall mean all forms of corrective actions taken by school personnel other than suspension and expulsion. The following methods are among those forms considered as "discipline": conferences, detention, reduction of grades, assigning additional work, restriction from extra-curricular activities, corporal punishment, and any other action that is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

Law officials will be summoned whenever it appears laws are being violated or whenever it is deemed necessary.

Student Conduct

"We are known by our actions as well as our words." This old saying implies that learning correct behavior is as important as any other part of school training.

Good appearance in and about the school building is necessary. This means the entire campus should be free of paper and waste materials. Walking across the lawn destroys the efforts to keep it attractive. Inside the building, locker doors are to be kept closed, waste paper off the floor, and chewing gum off the desks, tables, and floors. Writing on walls and furniture and the defacing of books, magazines, and other property is not tolerated and would be cause for disciplinary action.

Student relationships with teachers and other students should be friendly and respectful at all times. Undesirable behavior while a fellow student or teacher is talking is disrespectful and is not permitted.

Proper clothing and attractive personal appearance in school are very important. Both boys and girls should have sufficient pride in personal appearance to use good taste in dress and personal appearance.

At convocations, assemblies, or athletic events every speaker or group of performers should receive respectful attention. Proper respect for the display of the flag and the playing of the national anthem reflects credit upon the individual, the school, and the community.

Conduct at sports events reflects on the students as citizens. Sitting in the school section is important for supporting your athletic team. Cheerleaders and the teams need your support at pep sessions and ballgames. The student body must show respect for the referees' decisions. The teams appreciate the students'

presence and enthusiasm. The reputation of a school body is developed through the conduct of its individual students and the collective student body.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. The following restrictions will be enforced:

- 1) Any clothing that contains vulgar or obscene slogans or pictures as well as any clothing that advertises any alcohol, tobacco, or illegal drug is prohibited.
- 2) Hats/bandanas are not to be worn inside the building without prior permission from administration.
- 3) Pants must be worn properly around the waist (no under garments showing). Pants that contain rips or tears above the mid-thigh area are prohibited.
- 4) All shirts must be able to touch the top of the pants. Strapless shirts and low-cut, spaghetti tops are prohibited.
- 5) Excessive amount of chains or jewelry, which may cause safety concerns for the student or other students, will not be allowed. (OCEMS—The only visible piercings permitted are to the earlobes).
- 6) Backpacks, purses, and other bulky items are not allowed into the classroom areas. Gym bags for P.E. classes must be left in the P.E. locker room.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they will be asked to change into proper attire, removed from the educational setting, and/or be sent home until they comply with the dress code.

Grounds for Suspension or Expulsion

SECTION 10. IC 20-8.1-5.1 IS ADDED TO THE INDIANA CODE AS A NEW CHAPTER TO READ AS FOLLOWS [EFFECTIVE JULY 1, 1995]:

Chapter 5.1 Suspension, Expulsion, and Student Discipline

Sec. 1.

As used in this chapter, “principal” includes a principal’s designee.

Sec. 2.

As used in this chapter, “superintendent” includes a superintendent’s designee.

Sec. 3.

- a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
- b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relationship of parents and guardians to the students of the School Corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
- c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

Sec. 4.

- a) This section applies to a person who
 - (1) is a teacher or other school staff member; and
 - (2) has students under that person's charge.
- b) A person may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.
- c) Subject to rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the person, another person who is a teacher, or anyone who is a school staff member.

Sec. 5.

- a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- b) Subsection (a) allows a principal to write regulations to govern student conduct.

Sec. 6.

A superintendent or a member of the superintendent's administrative staff may take, with the superintendent's jurisdiction, any action that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

Sec. 7.

- a) The governing body of a school corporation must do the following:
 - (1) establish written discipline rules for the School Corporation
 - (2) give general publicity to the discipline rules within a school where the discipline rules apply by these actions:
 - (A) making a copy of the discipline rules available to students and students' parents; or
 - (B) delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied in any case when the School Corporation makes a good faith effort to disseminate to students or parents generally the text or substance of discipline rules.

- b) The superintendent of a school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.
- c) The governing body of a school corporation may delegate rule making, disciplinary, and other authority as is reasonably necessary to carry out the school purposes of the School Corporation.
- d) Subsection (a) does not apply to rules or directions concerning the following:
 - (1) movement of students
 - (2) movement of parking vehicles
 - (3) day-to-day instruction concerning the operation of a classroom or teaching station
 - (4) time for commencement of school
 - (5) other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

Sec. 8.

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

The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:

- (1) using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon.

The following enumeration is illustrative of the type of conduct prohibited by this subdivision:

- (A) occupying any school building, school grounds or part thereof with intent to deprive others of its use

- (B) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
- (C) setting fire to or substantially damaging any school building or property
- (D) possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose
- (E) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property
- (F) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other rights under the Constitution of Indiana or the United States.

- (2) causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value
- (3) intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property
- (4) intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision
- (5) threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student
- (6) knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. *(See RS-OC Policy 11.20 on Weapons)
- (7) knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- (8) engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
- (9) failing in a substantial number of instances to comply with directions of teachers or other school personnel during the period of time when the

student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function

(10)engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function

(11)violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of this chapter

(12)knowingly possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or an educational function

(13)failing to comply with the smoking restrictions for school buildings as established by Indiana Code and the School Corporation Attendance Policy

(14)willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law or excessive absence as defined by the School Corporation Attendance Policy

(15)causing or attempting to cause disruption of a class, study hall, or other school function

(16)refusal to follow reasonable directions and/or requests of teachers or administrators

(17)leaving school grounds without permission from a school official

(18)running in the hallways of the school building.

- c) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- d) A student who must use a knife as part of an activity held by an organization that has been approved by the principal of the school is exempt from application of subsection (b) (6) so long as the knife is used as a part of or in accordance with the approved organized activity.

Sec. 9.

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off campus grounds if

- a) the unlawful activity may be reasonably considered to be an interference with school purposes or an educational function; or
- b) 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 functions.

Sec. 10.

- a) As used in this section, "weapon" means a firearm (as defined in 18 U.S.C. 921).
- b) Notwithstanding section 14 of this chapter, a student who is

- (1) identified as bringing a weapon to school or on school property; or
 - (2) in possession of a weapon on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period.
- c) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (b) for a student who is expelled under this section.

Sec. 11.

A student may be expelled from school if the student's legal settlement is not in the attendance area of the School Corporation where the student is enrolled.

Sec. 12.

- a) A principal may suspend a student for not more than ten (10) school days under section 8,9 or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.
- b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
 - (1) a written or an oral statement of the charges against the student
 - (2) if the student denies the charges, a summary of the evidence against the student
 - (3) an opportunity for the student to explain the student's conduct.
- c) When misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension.
- d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
 - (1) the student's misconduct
 - (2) the action taken by the principal.

ACDC Program Alternative Classroom in Dearborn County

All students placed on short term (1-10 days) out of school suspension are subject to assignment to the Alternative Classroom for Dearborn County (ACDC) at the discretion of the school. ACDC is a Dearborn-Ohio County-wide program that provides an alternative to out of school suspension in which students are required to report to the ACDC location to serve their suspended days. Parents are responsible for transportation to the program and students are required to report with all necessary materials for the completion of class work and are required to bring a sack lunch. Since this is an alternative educational placement, **student attendance is mandatory**. Failure to report to ACDC, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive credit for class work completed while in ACDC. The ACDC day runs from 8:30a.m. – 2:30p.m. and includes time for completion of class work in the morning, a supervised lunch and

community service in the afternoon. More specific information on the ACDC program will be provided at the time of the suspension.

After-School Detention

After school detention can be given by the teacher or administration for disciplinary problems that would not be serious enough for suspension or expulsion. After school detention will be from 3:05 p.m. until 4:35 p.m. Students who serve after school detention will be responsible for their own transportation home. Students will be notified as least one day ahead of time prior to serving After School Detention. Students must receive prior permission from the office if they cannot attend an assigned detention. If permission is not obtained, the absence will be unexcused.

Friday Evening School

Friday evening school can be given by the teacher or administration for disciplinary problems that would not be serious enough for suspension or expulsion. Friday evening school will be from 3:05 PM until 6:00 PM. Students who serve Friday evening school will be responsible for their own transportation. Students will be notified at least one day ahead of time prior to serving Friday evening school. Students must receive prior permission from the office if they cannot attend an assigned Friday Evening school. If permission is not obtained the absence will be unexcused.

Classroom Discipline

Teachers in grades K-12 will establish rules, guidelines, and procedures that will govern the students while in that classroom. Students are expected to follow those classroom rules at all times while in that class. After the teacher has taken corrective action with a student for violating a classroom rule and has been unsuccessful in modifying the student's behavior, the student shall be referred to the office. In general, a student may be assigned in-school suspension (grades K-5 ONLY), after-school detention, Friday school, out-of-school detention, and/or assignment to the ACDC program. In accordance with new Federal recommendations, students in grades K-5 will not lose recess time unless all other behavior modification attempts have failed.

Some General Discipline Areas

Offense: Skipping After-School Detention

Consequences:

1. Double the detention
2. Assigned 1 Friday Evening School
3. Assigned 2 Friday Evening Schools
4. Suspended out-of-school 1 day

5. Suspended out-of-school an additional day for each occurrence

Offense: Skipping an Assigned Friday Evening School

Consequences:

1. Double the Friday Evening School
2. Suspended out-of-school 1 day
3. Suspended out-of-school an additional day for each occurrence

Offense: Damaging Property

Consequences:

*Restitution of damaged property in all instances

1. Assigned 1 after-school detention
2. Assigned 1 Friday Evening School
3. Suspended out-of-school 3 days
4. Suspended out-of-school 5 days
5. Expulsion proceedings begin

Offense: Stealing

Consequences:

1. Suspended out-of-school 3 days, plus return of item
2. Suspended out-of-school 5 days, plus return of item
3. Expulsion proceedings begin, plus return of item

Offense: Skipping Class or Leaving Class without Permission

Consequences:

1. Assigned 1 after-school detention
2. Assigned 1 Friday Evening School
3. Suspended out-of-school 1 day
4. Suspended out-of-school an additional day for each occurrence

Offense: Truancy

Consequences:

1. Assigned 2 Friday Evening Schools
2. Assigned 4 Friday Evening Schools
3. Suspended out-of-school 3 days
4. Suspended out-of-school 5 days
5. Expulsion

Offense: Intimidating, Harassing, and/or Threatening Another Student

Consequences:

1. Suspended out-of-school 2 days
2. Suspended out-of-school 5 days
3. Suspended out-of-school 10 days
4. EXPULSION

Offense: Fighting, Inciting a Fight, Hazing, Initiating
Consequences:

1. Suspended out-of-school 3 days
2. Suspended out-of-school 5 days
3. Suspended out-of-school 10 days
4. Expulsion

Offense: Sent to Office Due to Disruption in Class

Consequences:

1. Assigned 1 after-school detention
2. Assigned 2 after-school detentions
3. Assigned 1 Friday Evening School
4. Assigned 2 Friday Evening Schools
5. Suspended out-of-school 1 day
6. Suspended out-of-school 1 additional day for each occurrence

Offense: Failure to Follow a Reasonable Request

Consequences:

1. Assigned 1 after-school detention
2. Assigned 2 after school detentions
3. Assigned 1 Friday Evening School
4. Assigned 2 Friday Evening Schools
5. Suspended out-of-school 1 day
6. Suspended out-of-school 1 additional day for each occurrence

Offense: Disrespect to Another Student

Consequences:

1. Assigned 1 after-school detention
2. Assigned 2 after school detentions
3. Assigned 1 Friday Evening School
4. Assigned 2 Friday Evening Schools
5. Suspended out-of-school 1 day
6. Suspended out-of-school 1 additional day for each occurrence

Offense: Disrespect to a School Employee

Consequences:

1. Suspended out-of-school 1 day
2. Suspended out-of-school 3 days
3. Suspended out-of-school 5 days
4. Suspended out-of-school 10 days

5. Expulsion proceedings begin

*NOTE -Blatant disrespect will result with consequence #3 above

Offense: Possession of, Distribution of, Consumption of, or Under the Influence of Illegal Drugs or Alcohol

Consequences:

1. Automatic expulsion proceedings begin

Offense: Possession of a Deadly Weapon

Consequences:

1. Automatic expulsion proceedings begin

The preceding procedures will serve as administrative guidelines when disciplining a student. The administration reserves the right to modify or expedite the consequences due to the severity of the offense, combination of offenses, a student's prior discipline record, or other unforeseen circumstances.

Bullying

Rising Sun –Ohio County Schools prohibit bullying in any form of an individual while on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school.

Bullying is defined as any overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by the student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

If an individual is a victim of bullying or suspects acts of bullying they should immediately report the incident to the Principal or Assistant Principal. Upon notification, the administrator will conduct an appropriate investigation.

A student found to be guilty of bullying another individual faces the following consequences:

Grades K-5

- | | |
|-----------------|--|
| First Offense: | Student will be assigned 2 Days of In-School Suspension. The student and his/her parent must meet with building administrators prior to the student returning to the regular classroom. |
| Second Offense: | Student will be assigned 5 Days of In-School Suspension. Law enforcement agencies will be notified. The student and his/her parent must meet with the building administrators to implement a |

behavior plan prior to the student returning to the regular classroom.

Third Offense: Student will be suspended out-of-school for 10 days, pending expulsion. Law enforcement agencies will be notified.

Grades 6-12

First Offense: Suspended out-of-school 2 Days—The student and his/her parent must meet with building administrators before the student will be allowed to return to school.

Second Offense: Suspended out-of-school 5 Days—Law enforcement agencies will be notified. Student will be required to show proof of enrollment in an appropriate counseling program (at parent's expense) before being allowed to return to school.

Third Offense: Suspended out-of-school 10 Days- Pending Expulsion—Law enforcement agencies will be notified.

Alcohol/Drugs

Students found possessing, using, transmitting, or being under the influence of any narcotic, drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind is prohibited at any time. Students in possession of any drug paraphernalia are also in violation of this policy.

Any student appearing on school grounds who has been drinking alcoholic beverages in any amount, is under the influence of alcohol, or has alcohol detected on his/her breath is considered a violator.

Tobacco

Students are not permitted to use or be in possession of tobacco or tobacco paraphernalia (lighter, matches, wrappers, etc) in any form at any time in the school building, on the buses, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular school day.

Violations of the above school policy will result in the following:

- 1st offense – two days out-of-school suspension
- 2nd offense – four days out-of-school suspension
- 3rd offense – six days out-of-school suspension
- 4th offense – expulsion from school

Students under the age of 18 in possession of tobacco products may also be reported to local law enforcement authorities because they are in violation of the law.

Harassment

Harassment of any source whether physical or verbal is not tolerated at Rising Sun –Ohio County Schools. This includes a student or group of students harassing a teacher, staff member, or student and a teacher harassing a student or a group of students. Students who feel they have been harassed should report to the building principal immediately.

Student Courtship/Public Displays of Affection

Students are expected to use good judgment and good taste in their affectionate expression in school. Physical contact such as kissing, hugging, embraces, hand holding, etc. on school grounds during regular school days is not permissible.

Section V—Transportation

Bus Transportation to School

The school provides bus transportation for all students who reside outside of the Rising Sun city limits. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the Superintendent's Office at 812-438-2655.

Students will ride only assigned school buses and will board and depart from the bus at the assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in the student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

Bus Conduct

1. Students should not use loud, boisterous or profane language or indecent conduct.
2. Students should not eat or drink on the bus. Students should not be tardy to the bus due to shopping at vending machines at the end of the day.
3. Students will neither purposely nor carelessly destroy property.
4. Students should stay in their assigned seat at all times unless given permission by the bus driver to move.
5. Students should stay seated at all times until the bus comes to a stop.
6. Students should not stand or be leaning over other seats. Students must stay within their seating compartment.
7. Students should keep their heads, hands and feet inside the bus.
8. Students shall be seated immediately upon entering the bus.
9. Bus drivers are authorized to assign seats.
10. Electronic devices are allowed on the buses provided:
 - a) Earphones are used to listen to sound (music, sound effects, etc.)
 - b) Pictures are not being taken or shared.
 - c) The device is not distracting the driver and/or interfering with the bus radio.
 - d) The device is not being shared or passed around to other individuals.
 - e) Students will not use cellular telephones, including camera phones, cameras or electronic communication devices to record/store/send/transmit the spoken word or visual image of other students or staff members.

- f) The use of any electronic device is a privilege and not a right.
11. Unless otherwise noted all School Corporation and building rules/policies must be obeyed at all times.
 12. School authorities may temporarily or permanently deny the privilege of riding on the school bus to any student who refuses to obey these rules and policies.
 13. Students will remain quiet enough to not distract the driver.
 14. Students should not play on or near the road while waiting for the bus to arrive.
 15. Students should wait until the bus comes to a complete stop before trying to load or unload.
 16. Students should be waiting on time at their boarding station/home when the bus arrives. Students should be waiting near the road for the bus to arrive.
 17. Students who must cross the road to load or unload must cross 10 feet in front of the bus.
 18. No windows or doors will be opened or closed without permission of the driver. Windows will be opened no further than half way.
 19. Students will not throw any objects inside or out through the windows.
 20. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable or threatening manner.
 21. Students will not bring unauthorized articles onto the bus (ie, combustibles, large items, weapons, or animals. If you are unable to hold the object in your lap safely, the object is too large.)
 22. Students will not smoke or have any tobacco products on the bus.
 23. Students must present a note from a parent/guardian to allow a “friend” to ride home with them on the bus.
 24. Students must keep toys such as legos, etc. in their bookbag.
 25. Students are not allowed to have large items on the bus. The item must be able to fit in their lap or under the seat.

Penalties for Infractions

Proper student behavior is critical to the safe operation of school buses in our school district. The following procedure will be used in the event behavior expectations are not met.

1. Initial Concern
 - a. The bus driver will talk with the student and ask for appropriate behavior.
 - b. The bus driver may also choose to contact the student's parents.
 - c. The bus driver will notify the building administrator in writing of initial concern.

2. First Referral

- a. The school administrator will meet with the student and discuss the problem.
- b. A plan to correct the problem will be established.
- c. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be given to the bus driver.
- e. Detention or other school related punishment may be given at the recommendation of the bus driver and the determination of the building administrator.

3. Second Referral

- a. The school administrator will meet with the student and discuss the problem.
- b. A meeting may be scheduled between the school administrator, parent, bus driver, and student to develop a plan of action.
- c. The school administrator will send of a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the bus driver.
- e. Detention or other school related punishment may be given at the recommendation of the bus driver and the determination of the building administrator.

4. Third Referral

- a. The school administrator will meet with the student to discuss the problem.
- b. In most cases, the school administrator will issue a 1-3 day suspension from the bus. This information will be communicated to the bus driver and the student's parents prior to the student suspension.
- c. The school administrator will meet with the student and parents (optional) after the 1-3 day suspension to establish a plan of action.
- d. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.

- e. A copy of the referral and related information will be sent to the bus driver.

5. Fourth Referral

- a. The school administrator will meet with the student to discuss the problem.
- b. In most cases, the school administrator will issue a five (3-5) day suspension from the bus. This information will be communicated to the bus driver and the student's parents prior to the suspension
- c. The school administrator will meet with the student and parents (optional) after the five (3-5) day suspension to establish a plan of action.
- d. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the student and parents of the consequences of future referrals.
- e. A copy of the referral and related information will be sent to the bus driver.

6. Additional Referrals

- a. The school administrator will meet with the student to discuss the problem.
- b. The school administrator may repeat the five (5) day suspension any number of times as outlined in the consequences for the fourth referral.
- c. The school administrator may suspend the student or revoke the student's transportation privileges for a time period not to exceed one school year.
- d. A copy of the referral and related information will be sent to the bus driver.

Miscellaneous Bus Rules

- 1. Students wishing to bring guests home on the bus need to bring a parent permission note to the driver in advance.
- 2. If a student causes damage to the bus, he/she will be held financially responsible.
- 3. Students involved in more violent behavior on the bus such as fighting, bullying, etc. may start at the fourth or fifth referral steps or be handled in accordance with the building student handbook, which may call for out of school suspension or expulsion.
- 4. Bus driver referrals should be turned into the building administrator as soon as possible. The building administrator will begin handling the referral once the written referral is received. If the referral is turned into the office after 12:00PM the referral may not be handled until the next day.

5. Violent or illegal behavior on the bus will take precedence in handling bus problems. Fighting, bullying, illegal behavior, etc. may have immediate removals due to the nature of the problem. While a suspension for a non-violent incidence, may begin the next school day following the referral and administrative handling of the incident.
6. The building administrator may skip steps in this process if the circumstances in their opinion warrant such action.

Videotapes on School Buses

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Student Driver Policy

Students who drive or ride any motor vehicle, automobile, motor bike, scooter, or motorcycle to school are expected to abide by the following regulations:

1. drivers must possess a valid driver's license
2. adhere to the 15 MPH speed limit in the school area
3. vehicles must be parked in the lot designated for students, which is east of the main entrance. A parking lot is also located behind the school building
4. parked vehicles should be at least five feet from the edge of the curb, which will permit school buses to make a complete turn when necessary
5. upon entering the area between Main and First Streets, drivers will park their vehicles immediately in the area designated for student parking
6. students will not remain in, on, or about vehicles after they are parked
7. students are not to be in vehicles at anytime during the school day (including lunch time) without permission - noon time driving is prohibited
8. all vehicles will remain in the parking lots until the end of the school day
9. permission, which may be granted only in the office, to drive one's vehicle during school hours will be permitted for the following reasons only:
 - a) dental or doctor's appointments
 - b) school sponsored activities
 - c) emergency requests for students to return home
10. at the end of the school day, drivers are encouraged to leave the parking lot in an orderly and safe manner.

Laws on Suspension of Driver's License

SECTION 1 IC 9-24-2-1 IS AMENDED TO READ AS FOLLOWS
[EFFECTIVE JULY 1, 1995]:

Sec. 1.

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (a) at least a second suspension from school for the school year
- (b) an expulsion from school
- (c) in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the School Corporation in which the student is enrolled, the student withdraws from school before graduating.

SECTION 2 IC 9-24-2-4 IS AMENDED TO READ AS FOLLOWS
[EFFECTIVE JULY 1, 1995]:

Sec. 4.

- (a) If a person is less than eighteen (18) years of age and 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:
 - (1) the person becomes eighteen (18) years of age
 - (2) one hundred twenty (120) days after the person is suspended
 - (3) one hundred eighty (180) days after the person is expelled
 - (4) the suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1
 - (5) If section 1 (3) of this chapter applies, the student in good standing has re-enrolled in school.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
 - (1) that the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice
 - (2) that the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that
 - (1) the information provided was technically incorrect; or
 - (2) the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the condition for reinstatement of a license under this section, the person may submit to the bureau the necessary

information certifying that at least one (1) of the events described in subsection (a) has occurred.

- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.