2026-27 STUDENT & PARENT HANDBOOK

Mission

The Rising Sun High School strives to provide a safe, healthy and orderly learning environment which challenges students to reach their maximum intellectual, social, emotional, and physical potential so that they may become productive members of our ever-changing society.

Contact Information

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RISING SUN HIGH SCHOOL

FREQUENTLY ASKED QUESTIONS AT RISING SUN HIGH SCHOOL

TOPIC	QUESTION	ANSWER
Attendance	I plan to take a college visit. What is the process for informing school?	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.
Attendance	What do I do to be excused from school when I am home sick?	For any absence, the parent/guardian should call the RSHS school office (438-2652) 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 returning to school. Students missing due to a medical visit shall bring documentation from the doctor's office verifying the visit. Personal illness requiring a physician's statement. **Statement must indicate the complete time/date(s) being excused by the physician (MD, DO, NP, PA, DDS or DMD) or certified personnel of Ohio County Health Dept.** *** Only absences with medical documentation do not count toward the days allowed. Students must be seen in doctor's office**
Attendance	What happens if I receive an unexcused absence?	A student is allowed **four (4)** absences per class period in each semester. A student who accumulates **five (5) or more** absences during school year will be subject to Make-Up Sessions.
Driving	How much are parking passes? Who do I see for this?	Parking Passes are $5.00 and can be purchased in the HS Office with the Secretary, Mrs. Lawwill.
Driving	Who do I see to sign up for Driver's Ed?	Driver Education forms and materials can be attained in the HS Office with the Secretary, Mrs. Lawwill.
Email Staff	How do I email a staff member?	All staff members emails are their first initial and last name plus @risingsun.k12.in.us

Computer Issues	Who do I see if I have computer issues?	Bring your school device to the high school office, fill out a Device Ticket and give to an office secretary.
Diploma Types	How do I earn an Academic Honors?	For graduating classes Honors Diploma in Indiana is the Indiana Core 40 Diploma plus several other credit requirements- refer to page 10 of the handbook. The Honors Diploma will no longer be offered for the Class of 2029 and beyond.
Athletics	Who do I contact if I want to join a sport?	See the RSHS Athletic Director, Abby Carrigan
Work Permits	How do I obtain a work permit?	Effective July 1, 2020-Employers are in charge of work permits. The school no longer is involved.

Dear Parents and Students,

Welcome to your school- Rising Sun High School. You are about to begin a new and exciting school year. The faculty and staff of RSHS are dedicated and caring individuals who 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 that require a modification to an established policy or procedure. You will be given advance notification prior to any changes being put into effect. If you should have any questions, please contact the appropriate office.

Thank you. Have a great school year.

Sincerely,

Abby Carrigan
Principal RSHS

2026-27 School Calendar

Rising Sun-Ohio County Community School Corporation
Calendar 2026-2027 School Year

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days
Student Days
No School

2026

July

July	30	Teacher workday (Open House 6:00-8:00)
July	31	Teacher workday

August

Aug.	3	First student day

September

Sept.	7	Labor Day---No School

October

Oct.	2	End of 1st 9 weeks (44 days)
Oct.	5-9	Fall Break---No School
Oct.	12	Begin 2nd 9 weeks

November

Nov.	23-27	Thanksgiving Break---No school (Nov. 23 make-up day)

December

Dec.	18	End of 2nd 9 weeks (45 days) / End of 1st Semester
Dec. 21	-Jan. 1	Christmas Break---No school

2027

January

Jan.	4	Second Semester Begins---Students Return
Jan.	18	Martin Luther King Day---No school or 2nd make-up day

February

Feb.	15	Presidents' Day---No school or 3rd make-up day

March

Mar.	12	End of 3rd 9 Weeks (48 days)
Mar.	15	Begin 4th 9 weeks
Mar.	22-26	Spring break---No school

May

May	19	End of 4th 9 Weeks (43 days)
May	23	RSHS Graduation @ 2:00

SNOW MAKE-UP DAYS

Nov 23-Thanksgiving Break
Nov. 24-Thanksgiving Break
Jan 18-MLK Day
Feb. 15-President's Day

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SECTION I: ACADEMICS

Course Offerings

Grades 9-12

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

Grades and Grading Scales

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.

K-12 Grade Scale Percentages

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%		

Time and Class Schedules

RSHS operate from 8:00 A.M. to 3:00 P.M. The RSHS doors to the building will unlock at 7:30 A.M. High school students are welcome to use the early drop-off at the OCEMS. Students should not arrive prior to that time. Breakfast in the RSHS cafeteria begins at 7:40 A.M. 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.

High School (Grades 9-12) Period Times

8:00 A.M. to 8:46 A.M.	First Period
8:51 A.M. to 9:37 A.M.	Second Period
9:42 A.M. to 10:28 A.M.	Third Period
10:33 A.M. to 11:19 A.M.	Fourth period
11:24 A.M. to 12:43 P.M.	Fifth Period & Lunch
11:24 A.M to 11:54 A.M.	HS Lunch A
12:13 P.M. to 12:43 P.M.	HS Lunch B
12:48 P.M. to 1:34 P.M.	Sixth Period
1:39 P.M. to 2:09 P.M.	Seventh Period (Plus Period)
2:14 P.M. to 3:00 P.M.	Eighth Period
3:00 P.M.	RSHS Student Dismissal

RSHS Scheduling and Schedule Change Policy

The guidance counselor meets with every student individually to schedule their classes in the spring of the previous school year, and parents sign off on their schedule requests. Schedules will be mailed home in the summer, and students will also be able to view their schedules on PowerSchool. Schedule changes will need to be completed before book bills are finalized. Schedule changes will be available during specific dates before school starts each year. During this time, students may make minor changes to their schedules if needed. After that, no schedule changes will be allowed. Schedule changes for the ENTIRE SCHOOL YEAR need to be made before school begins in August.

The only changes a student can make after first semester are to drop an elective for a study hall. Students are only allowed one study hall. If they already have one, no changes can be made. Students will not be permitted to switch to another class for interest reasons, to avoid a particular teacher, or to change lunch times. Students will not be permitted to drop AP or honors classes at any point during the school year unless they have written teacher request and are earning a grade below a C-.

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:

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

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.

Weighted Grades (RSHS Only)

Approved dual credit courses, PLTW courses (where applicable), AP Courses, and designated honors courses are courses with weighted GPA points. Each of these courses is weighted 1.0 per letter grade.

****Courses taken outside Rising Sun High School can be transcribed for high school credit with prior permission from the guidance office. Classes taken outside of RSHS will not be weighted (excluding IVY TECH Dual Enrollment with RSHS).****

Promotion, Placement, and Retention

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:

Classes 2027 & 2028 (40 credits)		Class of 2029 and beyond (42 credits)	
Freshmen	0-7 credits	Freshmen	0-9 credits
Sophomores	8-15 credits	Sophomores	10-18 credits
Juniors	16-25 credits	Juniors	19-27 credits
Seniors	26+ credits	Seniors	28+ credits

Graduation Requirements (Classes 2027 & 2028)

INDIANA CORE 40

Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	**8 credits** Including a balance of literature, composition and speech.
Mathematics	**6 credits (in grades 9-12)** 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Or complete Integrated Math I, II, and III for 6 credits.* *Students must take a math course or quantitative reasoning course each year in high school*
Science	**6 credits** 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	**6 credits** 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	**5 credits** World Languages Fine Arts Career and Technical Education
Physical Education	**2 credits**
Health and Wellness	**1 credit**
Electives*	**6 credits** (College and Career Pathway courses recommended)
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

**SAT scores updated September, 2017

***WorkKeys assessment titles updated, 2018

CORE 40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcripted college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE 40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.***
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66 , Writing 70, Reading 80.

Indiana General High School Diploma (Classes 2026, 2027, & 2028)

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Course and Credit Requirements (Class of 2016 & Beyond)

English/Language Arts	**8 credits**
	Credits must include literature, composition and speech
Mathematics	**4 credits**
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course ***General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.***
Science	**4 credits**
	2 credits: Biology I 2 credits: Any science course ***At least one credit must be from a Physical Science or Earth and Space Science course***
Social Studies	**4 credits**
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	**2 credits**
Health and Wellness	**1 credit**
College and Career Pathway Courses Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	**6 credits**
Flex Credit	**5 credits**
	Flex Credits must come from one of the following: • Additional elective courses in a College and Career Pathway • Courses involving workplace learning such as Cooperative Education or Internship courses • High school/college dual credit courses • Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	**6 credits** Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

The following new diploma is for the Class of 2029 and beyond

INDIANA DEPARTMENT of EDUCATION

THE NEW INDIANA DIPLOMA: ELIGIBLE COURSES FOR SY 25-26

The new Indiana diploma, effective for all students beginning with the class of 2029, includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

		REQUIRED CREDITS	FLEXIBLE CREDITS

ENGLISH	8 CREDITS	• 2 credits: English 9	• 1 credit: Communications-focused course
			  ○ Ex. Speech, Journalism, Visual Communication, etc.
			• 5 additional English credits
			  ○ Ex.: English 10-12, American Literature, World Literature, Expository Writing, etc.

MATH	7 CREDITS	• 2 credits: Algebra I • 1 credit: Personal Finance	• 4 additional math credits ○ Ex. Geometry, Algebra II, Pre-Calculus, Probability and Statistics, Business Math, etc.

SCIENCE, TECHNOLOGY, AND ENGINEERING	7 CREDITS	• 2 credits: Biology I
		• 1 credit: Computer Science
			• 2 additional science credits
			  ○ Ex. Biology II, Chemistry I, Physics I, etc.
			• 2 STEM-focused credits
			  ○ Ex. Plant and Soil Science, Principles of Engineering, Software Development, etc.

SOCIAL STUDIES	5 CREDITS	• 2 credits: U.S. History • 1 credit: U.S. Government	• 2 credits: World Perspectives ○ Ex. Geography and History of the World, AP World History, French III, etc.
PE/HEALTH	2 CREDITS	• 1 credit: Physical Education • 1 credit: Health & Wellness	
PERSONALIZED ELECTIVES	12 CREDITS	Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as Career and Technical Education (CTE), Performing or Fine Arts, and World Languages.	
COLLEGE & CAREERS	1 CREDIT	• 1 credit: Preparing for College & Careers	Preparing for College and Careers can be offered in middle school to provide additional flexibility in a student's high school schedule.

A complete list of eligible courses for the 25-26 school year is can be found here.

INDIANA DEPARTMENT of EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

	ENROLLMENT	EMPLOYMENT	ENLISTMENT & SERVICE

HONORS SEAL	• Complete at least 4 World Language and 6 Social Studies credits
	• Complete at least 8 Math credits
	  ○ Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
	• Complete at least 6 Science credits
	  ○ Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
	• Earn a C or higher in all courses and earn a cumulative B average
	• Complete one of the following:
	  ○ Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
	  ○ Earn 6 college credits
	  ○ Score a 1250 on the SAT or a 26 on the ACT
	  ○ Earn two of the following:
	  ■ At least 3 college credits
	  ■ 2 credits in AP courses and take corresponding exams
	  ■ 2 credits in IB courses and take corresponding exams
	  ■ 2 credits in Cambridge courses and take corresponding exams
		• Complete one of the following:
		  ○ A market-driven credential of value* aligned to a specific occupation
		  ○ 3 courses in a Career and Technology Education (CTE) pathway
		  ○ An approved career preparation experience aligned to Indiana's CSA program, or
		  ○ An approved, locally-created pathway
		• Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
		• Demonstrate skill development in Communication, Collaboration, and Work Ethic
		• Meet attendance goal
			• Complete one of the following:
			  ○ Introduction to Public Service course or approved locally-created equivalent
			  ■ Emphasis on developing an awareness of the physical standards and character required for service
			  ○ One year of JROTC in high school
			• Achieve a score of 31 on the ASVAB and complete one of the following:
			  ○ All three components of the Career Exploration Program
			  ○ A career exploration tool approved by IDOE
			• Meet attendance goal
			• Demonstrate skill development in Communication, Collaboration, and Work Ethic
			  ○ Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

HONORS PLUS SEAL	Earn the Honors Enrollment Seal, **plus**:
	• Earn a credential of value* that may include, for example:
	  ○ Associate degree;
	  ○ Technical Certificate;
	  ○ Indiana College Core;
	  ○ AP Scholar with Distinction;
	  ○ Cambridge AICE Diploma; or
	  ○ IB Diploma
	• Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
	• Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic
		Earn the Honors Employment Seal, **plus**:
		• Earn a market-driven credential of value* that may include, for example:
		  ○ Associate degree;
		  ○ Technical Certificate;
		  ○ Indiana College Core; or
		  ○ Advanced industry certificate
		• Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
		  ○ Pre-Apprenticeship
		  ○ Modern Youth Apprenticeship
		• Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally
			Earn the Honors Enlistment Seal, **plus**:
			• Complete one of the following:
			  ○ Achieve a score of 50 or higher on the ASVAB
			  ○ Enrollment in ROTC at the collegiate level
			  ○ Acceptance to a service academy
			• Demonstrate excellence in leadership through one of the following:
			  ○ Completion of at least 100 hours of public service;
			  ○ Holding a leadership role in a co/extracurricular activity;
			  ○ Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

Graduation Pathways Diploma

(Graduating Classes 2023 and Beyond)
The purpose for this Panel is to establish graduation pathway recommendations for the State Board of Education that create an educated and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors. To account for the rapidly changing, global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate's degree program, or a bachelor's degree program.
These recommendations seek to ensure that every Hoosier student graduates from high school with 1) a broad **awareness** of and **engagement** with individual career interests and associated career options, 2) a strong foundation of **academic** and **technical skills**, and 3) **demonstrable employability skills** that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills[1] (Students must complete *at least one* of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: • **Project-Based Learning Experience**; OR • **Service-Based Learning Experience**; OR • **Work-Based Learning Experience.**[2]
3) Postsecondary-Ready Competencies[3] (Students must complete *at least one* of the following.)	• **Honors Diploma**: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • **ACT**: College-ready benchmarks; OR • **SAT**: College-ready benchmarks; OR • **ASVAB**: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • **State- and Industry-recognized Credential or Certification;** OR • **Federally-recognized Apprenticeship**; OR • **Career-Technical Education Concentrator**[4]**:** Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • **AP/IB/Dual Credit/Cambridge International courses**[5] **or CLEP Exams:** Must earn a C average or higher in at least three courses; OR • **Locally created pathway** that meets the framework from and earns the approval of the State Board of Education.

- Once adopted by the State Board of Education, the Graduation Pathways will become effective for the graduating class of 2023 (eighth graders in 2018-19).

1. Learn and Demonstrate Employability Skills:

Employability skills standards may include Indiana's Employability Skills Benchmarks and other comparable character development benchmarks.

Demonstrations of employability skills are experiences that enable students to apply essential academic, technical, and professional skills and find engagement and relevancy in their academic careers through such means as project-based learning, work-based learning, or service learning experiences.

Demonstrations of employability skills can occur over the course of a student's high school career.

Any demonstration needs to be validated locally by: Student work product **AND** School validation.

2. Learn and Demonstrate Employability Skills – Graduation Pathway Options:

Project-based learning allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make their project work public by explaining, displaying and/or presenting it to people beyond the classroom.
Demonstrations include:

- Completion of a course capstone,
- Completion of a research project,
- Completion of Cambridge International Global Perspectives and Research,
- Completion of the AP Capstone Assessment, **OR** • Other (with approval by the State Board of Education).

Service-based learning integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities.
Demonstrations include:

- Participation in a meaningful volunteer or civic engagement experience,
- Engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year, **OR**
- Other (with approval by the State Board of Education).

Work-based learning is a strategy to reinforce academic, technical, and social skills learned in the classroom through collaborative activities with employer partners. Work-based learning experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals.

- Completion of a course capstone,
- Completion of an internship,

- Obtaining the Governor's Work Ethic Certificate,
- Employment outside of the school day, **OR**
- Other (with approval by the State Board of Education).

3. Postsecondary-Ready Competencies – Graduation Pathways Options:

National college-ready benchmarks are set by the College Board and ACT. The Indiana Commission for Higher Education, in consultation with the state's colleges and universities, may set Indiana-specific college-ready benchmarks that exceed—but may not be lower than—the national college-ready benchmarks.

For 2018, the college-ready benchmarks are:

- SAT: 480 in English and 530 in Math.
- ACT: 18 in English, 22 in Reading, 22 in Math, and 23 in Science. These scores are fluid and are subject to change.

ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military. The minimum score a student must earn is 31; individual branch scores are the following: Army is 31, Marines is 31, Navy is 35, Air Force is 36, and Coast Guard is 45. A score of 3 or higher on an AP exam, a 4 or higher on an IB exam, or E or higher on a CI Exam may satisfy the C requirement for one particular course.

4. Career-Technical Education Concentrator: This new definition will begin with the 2023 graduating cohort (freshmen beginning in 2019-20). Students in 2019, 2020, 2021, and 2022 cohorts are grandfathered under the previous CTE Concentrator definition – earning at least 6 high school credits in a career sequence. School ma y opt to use this new definition of two courses for their current students. DOE will define the "advanced courses" that will constitute a CTE Concentrator beginning in 2019-20.

5. AP/IB/Dual Credit/Cambridge International courses: At least one AP/IB/Dual Credit/CI course or CLEP exam must be in a core content area and/or be part of a defined CTE curricular sequence. The Core Transfer Library defines "core content" for dual credit/AP/IB requirement. Students pursuing liberal arts tracks must have at least one course corresponding with the CTL.

RSHS Credit Recovery

Students that have failed one or more classes have an opportunity to make up the credits(s) through Edmentum only if the course(s) do not fit into their seven period class schedule. Students may sign up for Credit Recovery Edmentum course for either semester. Through Edmentum, students will have the opportunity to make up one or more classes in a semester (students must complete one course before moving onto the next one). Students may not use this program to gain credit for a course they have not already attempted in the traditional classroom setting. Parents/Guardians and students may consult their child's school guidance counselor in order to determine the best course of action and to enroll in an Edmentum Course. There are situations when a student may request, or be recommended, to retake a class for a better grade. There are various options as well as limitations. In the event that Edmentum courses are not possible, students will be allowed to earn required credits at other approved secondary programs on a case by case basis for credit recovery. These would include

approved correspondence programs aligned with the Indiana Academic Standards (i.e. Indiana Online Academy).

Early Graduation Policy

Students enrolled in Rising Sun-Ohio County School Corporation are expected to successfully complete all necessary requirements to attain a diploma from Rising Sun High School at the end of eight semesters. However, the Board of School Trustees recognizes that for some students this timeline may not provide them with an appropriate process for achieving their future goals. Therefore, if a student meets the following criteria, he/she may petition for early graduation. This policy is not intended to allow students to switch diploma tracks for the convenience of early graduation but rather to allow for early graduation as a result of extenuating circumstances. A Student may elect to graduate at the end of the first semester of his/her senior year from Rising Sun High School provided that:

1. He/she must be in attendance at the high school during the first semester of his/her senior year.

2. He/she has achieved the minimum number of credits to graduate in the required courses as established by the Indiana Department of Education and the Board of School Trustees.

3. He/she has achieved a passing score on the Graduate Qualifying Exam or the specified End of Course Assessments required for graduation.

4. He/she has maintained a C average (2.0) in the four core subject areas as well as health and physical education.

5. He/she has maintained an attendance rate that is 95% or better.

6. He/she has completed the petition process for early graduation during spring of student's junior year.

The circumstances in which a student can petition for early graduation with the above stipulations attained are the following:

1. The student plans to join the military, has proper documentation of same, and has notified his/her guidance counselor and principal or designee of his/her intentions.

2. The student plans to attend college or a vocational/technical school, has notified his/her guidance counselor and principal or designee, and has the proper documentation.

3. Hardship – if a student needs to work, he/she must provide a statement of his/her plan to work, including a statement from his/her employer, and notified the guidance counselor and principal of their intention.

4. Health reasons – verification needed from a medical doctor or mental health care provider that it is in the student's best interest to graduate early.

5. The Application for Early High School Graduation form must be completed and signed by the student, parent, principal or designee, and the superintendent.

6. If the student does not complete all course work necessary during the first semester of their senior year, mandatory attendance during the second semester will be required in order to graduate with his/her class.

7. Final determination for early graduation will be at the discretion of the principal or his/her designee.

Upon early graduation, students will still be eligible to attend school events and ceremonies, i.e. games, concerts, prom, senior trip and commencement. (This list is not a complete listing of approved activities, but serves as examples only). Attendance in these events and participation in commencement shall be denied to early graduates who do not follow RSHS School policies regarding behavior at such events. Students who graduate early are ineligible to participate in athletics in accordance to IHSAA policy.

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.

Opportunity School

As educators, we recognize that not all students experience success in the traditional school setting. An alternative setting and alternative approaches to instruction are options that may help them overcome educational barriers.

RSHS now offers an alternative program designed to provide some student with the resources and support necessary to successfully complete a program of studies leading to a high school diploma as well as obtain marketable work skills.

The RSHS Opportunity School is located at the Education Center of Rising Sun located at 591 Smart Drive, Rising Sun, IN 47040.

Rising Sun Opportunity School is a program for 12th grade students. Students in this program will use the Credit Recovery Edmentum Software and will take one high school course at a time. Students must be in attendance when Rising Sun HS is in attendance and will adhere to the attendance policies of RSHS. Students in the program have a choice of morning session (8:30a-11:30a), afternoon session (Noon-3p) or Both Sessions

Student and Parent Guardian must apply for program and have a meeting with Principal/ Guidance Counselor.

The RSHS Opportunity School is an extension of Rising Sun High School and students are expected to adhere to the standards outlined in the **Rising Sun Student Handbook**.

After-School Tutoring

After-school tutoring will be offered at RSHS 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. After School tutoring is free and will be held in the RSHS Library.

Dual Credit/Dual Enrollment at RSHS Early College High School

Rising Sun High School offers a variety of opportunities for students to earn college credits while still enrolled in high school, both through Dual Credit courses taught at Rising Sun HS and through Dual Enrollment courses taught on IVY Tech's college campus. The deadline to withdraw from a Dual Enrollment Course through Ivy Tech will follow the same withdrawal dates as Ivy Tech.

Early College is a term used to describe programs & a culture within high schools that promote students toward dual college credit opportunities in a variety of paths. Dual credit courses are courses which can be taken to earn both high school credit as well as college or university credit. High school students have the opportunity to enroll in dual credit courses available at the high school or career center during the school day, or may take a dual credit course at a college or university. Prior approval is required for a course taken at a college or university to be counted toward a student's diploma requirements. RSHS Students can take college courses off campus in the summer. But during the school year if a class is offered as dual credit at RSHS, then it must be taken through RSHS dual credit teacher(s) or dual enrollment professor(s). Any interested student should contact their school counselor to obtain the necessary information; students are encouraged to seek advanced approval of coursework taken if they wish for that coursework to count for high school credit.

F.A.S.T Fridays

(Foster Academic Success Today)

Rising Sun High School is initiating a positive academic success program. This program is intended to reward and reinforce students who already exhibit good grades as well as motivate students to improve academically. Additionally, FAST Fridays will provide students with academic interventions and teacher support during the regular school day instead of requiring students to make arrangements before or after school.

On FAST Fridays, RSHS will operate on an early dismissal (2:00PM) schedule. Students with all C- (70%) or higher grades can leave campus. All buses will still run on the regular dismissal schedule. If students ride the bus and do not have a ride at 2:00PM, they can stay and study until buses arrive at 3:00 PM. Once students leave, they are not to return until after school for extracurricular activities (3:15 PM).

Students with a grade of D+ (69%) or below in any class-including Plus Period (even if weighted) for the semester grade will be required to stay until the normal 3:00 PM dismissal time. From 2:00 to 3:00 PM, students will meet with their Plus Period teachers for interventions to improve their grades. This intervention time will allow students to work on missing assignments, make test corrections, make up work, do test prep, and do extra practice.

Students with no transportation who qualify for FAST Fridays and do not have transportation will report to the High School cafeteria on campus to study:

FAST Friday Dates for 2026-27 (Subject to change):

August 28 (Grade verification date: August 26 at 8:30am, First 9-weeks grade)

<u>September 18</u> (Grade verification date: Sept. 16 at 8:30am, First 9-weeks grade)

<u>October 16</u> (Grade verification date: First 9-weeks <u>final</u> grade)

<u>November 20</u> (Grade verification date: Nov. 18 at 8:30am, <u>Semester</u> grade)

<u>January 29</u> (Grade verification date: Jan. 27. at 8:30am, Third 9-weeks grade)

<u>February 19</u> (Grade verification date: Feb. 17. at 8:30am, Third 9-weeks grade)

<u>March 19</u> (Grade Verification date: Third 9-weeks <u>final</u> grade)

<u>April 16</u> (Grade verification date: April 14 at 8:30am, <u>Semester</u> Grade)

Each Plus Period teacher will have a list of students who must stay for FAST Friday. The teacher will communicate with the student where they must go if they need to see another teacher for intervention. An email (s) will be sent as reminders. Plus period teachers will enter the attendance into PowerSchool Plus Period Attendance. Grade Verification Dates and Times have 8:30am deadline- That's the cutoff. If a student's grade improves after this cutoff, the students still need to attend Fast Friday.

Qualifying is based on the Wednesday 8:30AM report or Report Card grades.

STUDENTS' FAST FRIDAY ATTENDANCE WILL AFFECT THE CLASSROOM ATTENDANCE FOR THEIR PLUS PERIOD. PLUS PERIOD ATTENDANCE WILL FOLLOW THE RSHS ATTENDANCE POLICY GUIDELINES. ALSO, IF YOU ARE IN EXTRACURRICULAR ACTIVITIES AND DO NOT STAY FOR YOUR PLUS PERIOD INTERVENTIONS, YOU WILL BE CONSIDERED TO BE ABSENT FOR THE LAST 4 PERIODS OF THE DAY, WHICH WOULD RESULT IN BEING INELIGIBLE FOR THAT NIGHT'S EVENT. THIS IS BASED ON THE RSHS ATTENDANCE and ATHLETIC POLICIES.

<u>FAST Friday Bell Schedule</u>

8:00 A.M. to 8:46 A.M.	First Period
8:51 A.M. to 9:37 A.M.	Second Period
9:42 A.M. to 10:28 A.M.	Third Period
10:33 A.M. to 11:19 A.M.	Fourth period
11:24 A.M. to 12:43 P.M.	Fifth Period & Lunch (9-12)
11:24 to 11:54	HS Lunch A
12:13 to 12:43	HS Lunch B
12:48 P.M. to 1:19 P.M.	Sixth Period
1:24 P.M. to 1:55 P.M.	Eighth Period
2:00 P.M. to 3:00 P.M.	**Intervention Time (Plus Period)**

Peer Tutoring- RSHS

The administration at RSHS is looking to build upon the after-school tutoring program by offering students who meet qualifications the opportunity to tutor their peers. The goal of the program is to provide one-on-one assistance to students who need extra help in a particular subject in the after-school tutoring room. Peer tutors are junior or senior students at RSHS who have achieved academic success in the subject they wish to tutor. Prerequisite guidelines, rules and sign-up forms are available in the guidance counselor's office.

Parent/Teacher 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.

Cheating/Plagiarism

The administration & staff of 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 classrooms.

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.

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

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.

SECTION II: ATTENDANCE

Ohio and Dearborn County Schools Attendance Program

Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parent/Guardian must assume primary responsibility for student attendance. Parent/Guardian must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Students are expected to be at school every day. Business and industry both require regular attendance and punctuality from employees, so it shall be the expectation of Ohio and Dearborn County Schools to train students to those same high standards.

State Law Regarding Attendance

- Compulsory Attendance Law
- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws, or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile court proceedings can result in probation, out-of-home placement, community service, psychological services, and/or curfew.
- It is unlawful for a parent/guardian to fail, neglect, or refuse to send his or her child to school in compliance with this law.

Attendance Procedures to Report a Student Absence

For any absence, the parent/guardian should call the RSHS school office (438-2652) on the day of the absence by 9:30am. If no call is received, the school will attempt to contact the parent/ guardian at home, work or cell to find reason for the absence. If this is not possible, then a phone call, email 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 returning to school. Students missing due to a medical visit shall bring documentation from the doctor's office verifying the visit. A medical note, a parent call, or email must be sent within three school days of the absence to be counted as excused and/or waived for that date.

Absences relating to illness will be counted in PowerSchool as excused, unexcused, medical, or nurse if sent home during the school day by the nurse. If a medical note, a parent call, or email is not sent within the three school day requirement, the absence will be counted as <u>unexcused</u>.

Absences/Limitations

- Students are limited to four (4) parent excused absences per school year.
- Absences due to medical reasons accompanied by a medical excuse, field trips, and college visits will be placed in a separate category. Medical excuses must be original and from the office of a practicing physician. All medical excuses must be presented to school. Each additional and all absences not previously mentioned will be unexcused.

<u>PARENT EXCUSED ABSENCES</u>

- Students are limited to four (4) parent excused absences per school year.
  - Personal illness not under a physician's care.
  - Driver's test

- Funeral of a friend- verified
- Vacations/Family Trips/Personal Time. A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation and/or personal time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. These trips require RSHS administrative approval no later than 8:00 a.m. of the first day of absence.
- Weather: If school is in session and student does not live in a limited bus service area
- Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

SCHOOL EXCUSED ABSENCES: DO NOT COUNT TOWARDS PARENT EXCUSED LIMITS

In accordance with Indiana State Law, students may be excused from school attendance for only the following reasons and will be place into a separate category with approved documentation:

- Personal illness requiring a physician's statement. **Statement must indicate the complete time/date(s) being excused by the physician (MD, DO, NP, PA, DDS or DMD) or certified personnel of Ohio County Health Dept. and must be turned in within three school days of the absence in question. Only dates related to the specific absence will be counted as a medical absence**
- Service as a page of the Indiana General Assembly
- Service as an election day worker
- Out of class, school sanctioned activities such as field trips
- Death and Funeral of members of the household and/or immediate family: up to 5 non-counting days for any absence due to death of father, mother, guardian, brother, sister, grandparent, spouse, child, father-in-law, mother-in-law. One day absence will be allowed due to death of any other blood relative. Additional days of absence will be considered on an individual basis by RSHS Administration, if they are requested in advance.
- Subpoenaed to appear in court in a judicial proceeding- court documentation required.
- Student is detained in a juvenile detention center
- No regular school bus pick up at residence due to inclement weather or bus breakdown.
- School related injury (for the day missed only)
- Military Training- not to exceed 10 days
- Junior or senior college visits (maximum of two (2) college visits per year). Sophomore college visit (maximum of one (1) college visit per year).
- Religious Observation
- Attend a showcase (athletic, art, 4-H expo, etc...) (maximum of 2 showcase days/year) Students must notify the school administration of proposed showcase prior to the day(s) of the showcase and must provide documentation to the attendance officer on the day of return to school.
- Student will not be counted as absent for reasons listed under Indiana code IC 20-33-2-14-17.2.

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.

UNEXCUSED ABSENCES

- Unexcused absences are defined as missing school under the following circumstances:
    - Without an excused reason (see above list).
    - Any absence which has not been verified.
    - Absences which require approval and prior approval had not been obtained.
- An absence of any type will be calculated as follows:
    - 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.
    - I.e. Student misses 1 to 4 periods - Half day absence, Student misses 5 or more periods - Full day absence
- The following chart defines the actions that will be taken at all Ohio and Dearborn County middle and high schools for subsequent unexcused absences:

Limit Parent Excused to four (4) days per year - each additional after will be unexcused

Number of Unexcused	**Action**
2 Unexcused	Parent Letter
4 Unexcused	Parent Letter
5 Unexcused	Parent Meeting with Student and Attendance Contract
6 Unexcused	Parent Letter Notifying of Dearborn County Probation Referral
8 Unexcused	Friday School
9 Unexcused	1 Day ACDC
10 Unexcused	Dearborn County Probation Meeting

UNEXCUSED ABSENCES--STUDENTS 18+

- Unexcused absences are defined as missing school under the following circumstances:
    - Without an excused reason (see above list).
    - Any absence which has not been verified.
    - Absences which require approval and prior approval had not been obtained.
- An absence of any type will be calculated as follows:
    - 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.

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Limit Parent Excused to four (4) days per year - each additional after will be unexcused

Number of Unexcused	**Action**
2 Unexcused	Parent Letter
4 Unexcused	Parent Letter
5 Unexcused	Parent Meeting with Student and Attendance Contract
6 Unexcused	Friday School
8 Unexcused	2 Friday Schools
9 Unexcused	1 Day In School Suspension
10 Unexcused	2 Days of In School Suspension
11 Unexcused	1 Day ACDC
12 Unexcused +	Pending Expulsion

Vacations during the School Year

Parents are encouraged **not** to take their children 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 assignments in advance and turn completed assignments in to the respective teachers by the determined date.

Attendance Waiver

High school administration consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school. In such cases the administration will:

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, in general, do not meet waiver guidelines and are what the four days of allowed absences are for. The decision by the high school administration is final.

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 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.

Tardiness

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:

5th tardy	Assigned 1 after-school detention
6th tardy	Assigned 1 after school detention
7th tardy	Assigned 1 Friday Evening school
8th tardy	Assigned 2 Friday Evening schools
9th tardy	Assigned 3 Friday Evening schools
10th 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 schoolwork 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.

SECTION III: Safety

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 healthcare needs shall submit those needs in writing and with proper documentation by a physician to the school office.

Anonymous Reporting Application

Rising Sun-Ohio County Schools has created an anonymous tipline for students and parents to use in order to maintain a safe and secure school and community. The number will be published on an annual basis. Students and parents with cell phones will be able to text information to the school's resource officer. The texter will be anonymous with only the phone number from where the text originated being displayed. The school resource officer will evaluate the information and make proper notifications as the information provided dictates. If determined to be necessary, the SRO will try to contact the texter to arrange a meeting for further details.

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) Twitter- @risingsun_hs
3) WSCH 99.3 Radio Station
4) Local television channels
5) School website risingsun.k12.in.us or risingsunschools.com

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

Visitors

While the Rising Sun-Ohio County School Campus is a public facility, the safety and security of our students and staff is the highest priority. There will be times during the year that events are opened to the public and everyone will be invited to attend. On a daily basis, access to the buildings during school hours will be limited and monitored. Accordingly, visitors wishing to enter a school building past the main office area must have a completed criminal history search that has been approved by an administrator on file with the Corporation. 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 the proper pass and identification will be escorted to the main office by a staff member or an administrator and, if the situation warrants, report the person to the SRO.

Any person wishing to conduct a meeting with an administrator or staff personnel shall contact the appropriate school office and schedule a meeting time. While efforts will be made to accommodate visitors on a walk-in basis, a meeting with a walk-in visitor from the administration is not guaranteed.

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.

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.

Passes

Every student who leaves a classroom must have a lanyard pass. Any student who is stopped in the hallways without a lanyard pass will be considered skipping that period. Teachers need to make sure that students have a pass when leaving the classroom. Special circumstances are when students are called to the office by intercom.

Lockers and Locks at RSHS

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 that could not happen through normal usage.

Students should never leave money or valuables in their lockers. 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.

Book Bags and Backpacks

For the safety of our students and staff, book bags, cinch bags and backpacks should be placed in lockers within ten (10) minutes of arrival in the building. Any type of bag or backpack is not permitted in classrooms or cafeteria without permission from administration.

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 IV---Student Conduct

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, and 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/Hoods/Bandanas are not to be worn inside the building without prior permission from administration.

3) Pants must be worn properly around the waist. Pants may not contain rips or tears above fingertip level unless rip has appropriate under garment. All shorts and skirts must be at a minimum of a fingertip length when the arm is extended at the side of the student.
4) All shirts must be able to touch the top of the pants. Strapless shirts, low-cut, and spaghetti tops are prohibited.
5) Excessive amounts of chains or jewelry, which may cause safety concerns for the student or other students, will not be allowed.

Dress Code Violation Consequences

1st Offense:	Warning issued and student corrects the violation
2nd Offense:	Student corrects the violation and is assigned **one** after-school detention.
3rd Offense:	Student corrects the violation and is assigned **one** Friday School. Administration may request a meeting with parent/guardian.
4th Offense:	Student corrects the violation and is assigned **one** ACDC day. Parent/guardian is required to meet with administration prior to student returning to school.
5th Offense:	Administration determination.

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

SUSPENSION UP TO 10 DAYS – The principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Before a student is suspended from school for ten days or less, the principal or designee will inform the student of the offense and allow the student an explanation. If the student is suspended, the student's parents will be notified if possible.
LONG-TERM SUSPENSION OR EXPULSION – The maximum punishment includes long-term suspension or expulsion, determined after a disciplinary meeting as outlined in the Rising Sun- Ohio County School Corporation policies. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a firearms violation. Parents or students may elect not to contest a violation or the appropriate discipline, and in such cases an agreement may be negotiated which would include the parents or students waiving the right to a disciplinary meeting. Such an arrangement and waiver must be approved by the superintendent's designee for discipline.
GROUNDS FOR SUSPENSION OR EXPULSION – Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples include, but are not limited to:
a. Using violence, force, noise, threat, etc., to interference with school purposes,
b. Causing or attempting to cause damage to school or private property; stealing or attempting to steal school property.
c. Intentionally causing or attempting to cause physical injury.
d. Threatening or intimidating any student or staff.
e. Possessing, handling, or transmitting a weapon.

f. Possessing, using, transmitting, or being under the influence of any narcotic drug, alcohol, or controlled substance of any kind.
g. Repeatedly failing to comply with directions of teachers and staff or repeatedly violating any rules.
EXPULSION PROCEDURES – An expulsion meeting will be held after the student and the student's parent or guardian are given notice of their right to appear and have the opportunity to answer the charges and present evidence to support the student's position. An Expulsion Examiner will be assigned to run the hearing, hear the evidence, prepare a summary of evidence and make a determination. (Failure by a student or a student's parent/guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.)
REFERRAL TO LAW ENFORCEMENT AUTHORITIES – RSHS and its employees will adhere to all federal and state laws that require reporting certain violations to law enforcement agencies. These violations include the following aggravated assault with a firearm, aggravated battery, carrying deadly weapons, cyber bullying, false alarms, possession/other activities regarding marijuana and controlled substances, sexual offenses, and other violations based upon administrative prerogative.

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

Sec. 14. (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 or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

IC 20-33-8-15 Unlawful activity by student

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

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

(2) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

IC 20-33-8-17 Student's legal settlement not in attendance area

Sec. 17. 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.

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.

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 for RSHS will be from 3:05 p.m. until 4:35 p.m. and operate on Tuesdays and Thursdays during the week as determined by the administration. 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 P.M. until 6:00 P.M.. 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 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 after-school detention, Friday school, out-of-school suspension, and/or assignment to the ACDC program.

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
(includes disability, racial or sexual harassment)
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, Biting, Spitting
Consequences:
1. Suspended out-of-school 3 days
2. Suspended out-of-school 5 days
3. Suspended out-of-school 10 days
4. Expulsion

*NOTE –Results in Serious Bodily Injury- Consequence #3

Offense: Sent to Office Due to Disruption in Class (also any school disruption)
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: Inappropriate Language, Gestures or Derogatory Written Material
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: Providing False or Misleading information (written or oral)
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: Misuse of Student Device (i.e. Device not charged, graffiti on device, altering device settings, minor damage to device, etc..)
Consequences:

1. Verbal Warning
2. Assigned 1 after-school detention
3. Assigned 2 after school detentions
4. Assigned 1 Friday Evening School
5. Assigned 2 Friday Evening Schools

Offense: Disrespect to a School Employee
Consequences:

1. Two (2) Friday School Detentions
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 #2 above

Offense: False Fire Alarm
Consequences:

1. Suspended out-of-school 1 days
2. Suspended out-of-school 5 days
3. Expulsion proceedings begin

Offense: Trespassing- entering any school property without permission during a a period of suspension of expulsion.

Consequences:

1. Suspended out-of-school 1 days
2. Suspended out-of-school 5 days
3. Expulsion proceedings begin

Offense: Sexual behavior: Participating in inappropriate Sexual Behavior including and not limited to : sexual harassment, sexual acts or public indecency on school property, at school activity or going to or from school event.

Consequences:

1. Suspended out of School or ACDC

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. Suspended out-of-school 10 days
2. Automatic expulsion proceedings begin

Offense: Use of a Deadly Weapon

Consequences:

2. 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:

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 Use and Possession/ E-cigarette/ Vaping

Rising Sun- Ohio County Schools are a tobacco free school corporation. Students are not permitted to use or be in possession of tobacco or tobacco paraphernalia (lighter, matches, wrappers, etc.), Electronic Cigarette or Vaping 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 ACDC or out-of-school suspension
2nd offense – four days ACDC or out-of-school suspension
3rd offense – six days ACDC or 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 book bags.
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.

Consequences

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 12:00P.M., 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.

Motor Vehicles, Registration, Parking, and Driving

It is our intent to provide a safe and secure parking lot, but the school is not responsible for any damage or loss of property while vehicles are parked in the RSHS parking lots. All motor vehicles must be registered in the main office.

Parking tags are $5.00 per school year and must be displayed in the front windshield.

Students MUST PARK their cars in the Front and Back lots or in spaces along Henrietta Street from 7:00 a.m. to 3:30 p.m. Use of a parking lot is a privilege, and with this privilege comes certain obligations.

1. Students will be assigned a numbered parking space and must park in that assigned space. Park solely in the area specified as student parking lot.
2. Students must ride only in passenger compartments of vehicles on school grounds.
3. Parking in other areas may result in a car being towed away at the owner's expense.
4. Lock your car. Report any accidents or thefts immediately to your principal who will assist in contacting the police.
5. Students are not to be in the lot or a car during school hours unless arriving or leaving. Students must leave their cars immediately and go directly to the buildings.
6. Prior to going to your car during the day, permission must be obtained from an administrator.
7. Upon arrival at school in the morning, your car is to remain parked. You will not be permitted to leave prior to the first bell.
8. Failure to comply with driving and parking regulations will result in loss of privileges and/or the towing of your car at the owner's expense and/or suspension from school.
9. It is understood that school officials have the right to search a vehicle any time it is parked on school property.
10. Any student who drives to school will be required to enroll in the drug-testing program

Career Center Transportation

All Career Center students are to ride the bus to and from the Career Center. Exceptions for special activities requiring driving a private vehicle must be cleared through the Principal's office (i.e. Cosmetology, Internship, etc...). Students that have been suspended from the career center bus will receive an unexcused absence from SCC, unless they are transported by a parent. Any student driving and or a passenger in a private vehicle to or from the Career Center without permission shall be subject to discipline by school officials.

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. Drivers must 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.

Consequences:

a.) First Offense: Warning
b.) Second Offense: Loss of driving privileges for a week
c.) Third Offense: Loss of driving privileges for two weeks
d.) Fourth Offense: Loss of driving privileges for the remainder of semester

Laws on Suspension of Driver's License

SECTION 1 IC 9-24-2-1 IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY1, 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.

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

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

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

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

Section VI---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. 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. List of approved groups are:

ACADEMIC TEAM
ART CLUB
ATHLETIC TEAMS
CHEER SQUAD
DRAMA CLUB
FCCLA
HONOR BAND
HOSA
NATIONAL HONOR SOCIETY
PEER TUTORING
PROJECT GET TOGETHER
PROM COMMITTEE
SADD
SCIENCE CLUB
SCHOOL DANCES
SPANISH CLUB
SPEECH AND DEBATE TEAM
SPELLBOWL
SOLO & ENSEMBLE (Instrument and Vocal)
STUDENT COUNCIL

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

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 for a copy of current athletic handbooks, please contact the appropriate Athletic Director:

Mrs. Abby Carrigan 812-438-2652

Homecoming and Prom Court Code of Ethics

Any student wanting to be on Fall or Winter Homecoming Court or Prom Court must meet the following requirements:

1. Overall GPA of 2.0 with no F's in the last full grading period.
2. Student should be able to demonstrate good citizenship in the school and community. Students earning an ACDC or suspension (assigned by the administration) during the corresponding school year or the spring semester of the previous year (for fall court) will not be allowed to be on court.
3. Also, students charged with or convicted of a felony or misdemeanor will not be allowed on court

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.

High School Senior Trip Eligibility

In order for a member of the current graduating class to be eligible to go on the senior trip the student must do the following:

1) Work a minimum of (1) one concession stand event at a volleyball, girls' basketball, boys' basketball or spring sport game during their junior year.
2) Have required non-refundable deposit submitted to the high school office by the due date established by the trip sponsors.
3) Return all necessary paperwork to the trip sponsors/main office by the due date as established by the trip sponsors.

Students not meeting the above guidelines will not be eligible to go on the senior trip.

SECTION VII: Meal Service

Rising Sun Schools participate in the USDA National School Lunch and Breakfast Programs and offer a nutritious breakfast and lunch at both schools. Lunch is $3.00 for grades 3-12. Breakfast is $1.25 for grades K-12. A computerized meal accounting system is used. No money will be accepted in the cafeteria. Each student will have a P.I.N. (Personal Identification Number). This is a debit account (not a credit account). This means that money is deposited into the account, then the student can purchase food items using it. If there is money in the account, the purchases are deducted. You may pay by cash or check payable to Rising Sun High School, or Rising Sun-Ohio County Comm. School Corp. You may also sign up at EZSchoolPay.com and make payments into your student's account online. Online transactions will be charged a service fee. The service fee will be determined by the School Corporation on an annual basis.
Cashiers will let the students know when their balances are getting low. Balances may also be monitored at EZSchoolPay.com. Students will not be allowed to charge any snacks or a la carte items. If balances fall into the negative, an alternative lunch (consisting of a peanut butter sandwich and milk) may be provided at no charge.

Students eligible for free meals will be served a complete meal at no charge. Students eligible for reduced price meals will be provided breakfast for $.30 and lunch for $.40. The computer system does not allow identification of the free and reduced students. **In order to purchase a la carte items and/or extra milk, money must be in the student's account.** Applications for free and reduced meals are available in your school's office. **Parents/Guardians are responsible for the full payment of meals until they receive a determination letter that their child has been approved for free or reduced price meals.**

Parents can visit the EZ School Lunch webpage and/or app to check balances and deposit money into a student's account. Parents can visit the following website for further information (http://risingsun.k12.in.us/apps/ezschoolpay)
Visitors During Lunch

Due to increase safety and security concerns, both the OCEMS and RSHS buildings are closed campuses during lunch. This means that no outside visitors or guests are allowed to eat lunch with the students. Parents/guardians wanting to deliver lunch to their children must leave the items in the office and the items will be delivered to the student or held for them to be picked up in the office.

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.

SECTION VIII: Medical

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.

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.

Anaphylaxis (Severe Allergic Reaction) Policy

It is the policy of Rising Sun School Corporation to provide at least two doses of auto-injectable epinephrine (Epipen) in each school, to be administered by a school nurse or school employee who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the school day. This policy does not extend to activities off school grounds including transportation to and from school, field trips, or to school sponsored events including sporting events and extra-curricular activities. School employees may administer auto-injectable epinephrine (Epipen) during the school day obtained via standing order written for the school corporation by a health care provider licensed in the state of Indiana and whose scope of practice includes prescribing medication.

This policy is not intended to replace student specific orders or parent provided individual medications. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with student specific medications and instructions on an annual basis.

Building level administrators in collaboration with the director of health services will be responsible for identifying at least two employees, in addition to school health personnel, to be trained in administration of epinephrine by auto-injector. School employees will voluntarily be trained in recognizing anaphylaxis and the proper administration of auto injectable epinephrine. Training will be provided by a health care provider who is licensed in the state of Indiana for whom the

administration of auto-injectable epinephrine is within the scope of his/her practice and who is knowledgeable in recognizing symptoms of anaphylaxis and the administration of auto injectable epinephrine.

A standing order will cover anyone, in the event of an anaphylactic reaction, present on the property of Rising Sun School Corporation during the school day. Rising Sun Schools will designate an authorized medical physician to prescribe non-student specific epinephrine for the school, to be administered to any person believed to be having an anaphylactic reaction on school grounds. Standing orders will be renewed annually.

When responding to anaphylaxis, if student specific orders are on file, those orders will be followed. For suspected anaphylaxis without specific orders, the following steps will be followed:

1. Based on symptoms, it will be determined that an anaphylactic reaction is occurring.
2. The office will be notified and the school will be put into medical lockdown, directing the health and safety team as well as health care personnel to the location.
3. School personnel will respond quickly. It is safer to give epinephrine than to delay treatment. This is a life threatening decision.
4. A trained staff member will determine the proper dose and administer epinephrine (epipen) and note the time that administering.
5. An employee (not the employee administering the epinephrine) will call 911 and request medical assistance and will inform the operator that anaphylaxis is suspected and that epinephrine has been administered.
6. The employee that administered the auto injection will stay with the person until EMS arrives.
7. If symptoms continue after 5 minutes, and EMS is not on the scene, a second dose of epinephrine will be administered and CPR initialed if needed.
8. Any person who requires auto injectable epinephrine on school property will be transported to the emergency room by EMS. A delayed or secondary reaction may occur.
9. The incident will be documented per school policy.
10. Epinephrine stock will be replaced as appropriate.

Auto injectable epinephrine will be stored in a safe, unlocked and accessible location while school is in session. Staff are aware of storage location in each school. The expiration date will be periodically checked and recorded. The medication will be replaced upon expiration date. Expired injectors will be discarded.

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.

Based on recommendations from the Indiana State Department of Health and the National Association of School Nurses, head lice should not disrupt the educational process. To maintain the educational process, there will not be forced absences from school for nits or live lice that have been treated and there will be no classroom screenings unless deemed necessary by the school nurse or school administration.

If head lice and/or nits (eggs) are suspected, the student will be checked by the school nurse or other school personnel for signs of active lice. If active lice and/or nits are present, parents will be notified. Students with live lice may be sent home at the end of the day or earlier depending of the severity at the discretion of the school nurse or school nurse designee. Active lice must be treated before they can return to school. Students with nits will not be sent home from school, but parents will be notified and treatment recommended.

If a student is identified and/or sent home as having active 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 will be counted as unexcused after three days. Parents must contact the school for each absence related to head lice.

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.

Bed Bug Policy

Bed bugs are small insects that feed on people when they sleep. Bed bugs are more likely to feed during night time hours and typically reside where people sleep. Bed bugs do not transmit disease, but can cause secondary skin infections resulting from scratching the bites.

Infestations are uncommon in school buildings, but can be found in a school environment on clothing, books, backpacks, etc from an infested home.

Inspection and Reporting

- It is not recommended that students be excluded from school for an infestation in the home.
- School closure is not recommended due to infestation.
- If a bed bug is found on a student or his/her belongings, the student will be discretely removed from the classroom and clothing and belongings will be examined. Store the student's items in a garbage bag until the student leaves school.
- Bugs found should be sent to the Indiana State Entomology Lab or Purdue University Entomology lab for identification. The bug should be kept intact in a jar.
- Contact the parent/guardian of the student by telephone or through a notification letter to make them aware a bug was found on the student's belongings and that a home inspection is recommended.
- Classrooms should be treated when students are not present.
- Document occurrences, if bed bugs have been visualized in a classroom on multiple occasions within a short period of time, a licensed exterminator should inspect the classroom.

- Only a trained professional, or someone under the direct supervision of a licensed professional, should perform inspection and apply treatment to affected areas in the school building.
- A school administrator or nurse should oversee the implementation of the integrated pest management plan.
- Treatment should be applied after school hours. It is unlawful to have students present while the treatment is being applied.
- The school principal and/or nurse can determine whether or not to notify parents of the class of students in the affected class.

Resources:
Environmental Protection Agency (EPA) http://www.epa.gov/bedbugs

Centers for Disease Control (CDC) http://www.cdc.gov/parasites/bedbugs

Indiana Department of Health http://www.isdh.gov

Reasons to Exclude a Child from School

1. Elevated temperature of 100 degrees or higher.
2. Any rash, unless documented by a physician as noncontagious. 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.

Medication Administration Policy

- In accordance with state guidelines, we will only administer medications necessary to maintain a student in school. The policy will be followed by all staff and students in order to comply with state guidelines and to ensure safe administration of medication for those that require it.

- Medication given at school will be given by trained, authorized school personnel that may or may not include a health care professional. Medication will be given within thirty minutes of the scheduled medication time.

- Medication given at school with be given according to the medication policy. All medication administration will be documented per policy including date, time, and signature of the staff person administering medication.

Self-Administration of Medication Policy

Students who are required to take medication during school hours and request to self-administer must comply with the following policy.

- A self-administration of medication consent must be completed at the start of each school year and/or when medications change during the school year.
- The self-administration consent must be signed by a licensed health care provider prescribing the medication at the start of every school year and any time a medication changes during the school year as well as by the parent/guardian.
- Medications must be in appropriate containers and properly labeled by the provider or pharmacy.
- Over-the-counter medications are not included for students to self-administer.
- Students will only be permitted to self-administer starting in 5th grade. Students younger then 5th grade will not be permitted to self-administer.
- Students with Diabetes will be required to have a medical management plan from the ordering physician on file every year. The medical management plan must include that a student with diabetes shall be permitted to perform blood sugar checks, calculate and administer insulin, treatment of hypoglycemia and hyperglycemia, and self-manage their own care in any area of the school or school grounds at all school related activities. Students with diabetes will be required to keep emergency supplies within access of school staff unless specified otherwise in the medical management plan.
- Students requiring an inhaler will be permitted to carry his/her inhaler with the authorization of the ordering physician. A self-administration consent must be completed every school year. Inhalers are required to be labeled with the student's name. Unidentified inhalers will be disposed of appropriately by school staff. The school and school staff are not responsible for lost inhalers or unidentified inhalers that are disposed of per this policy.
- Inappropriate self-administration of any medication with a self-administration consent on file is the responsibility of the student and the parent/guardian. Inappropriate use could result in the discontinuation of self-administration and/or disciplinary action if deemed necessary by administration.
- Medications that are being self-administered without a self-administration consent and per this policy could result in disciplinary action if deemed necessary by administration.
- It is at the discretion of the school nurse and administration to deny self-administration at any time even with a signed medical management plan.
- The school will not be held liable if a medical management plan and self-administration consent are on file for an emergency medication and in the event of an emergency the medication is not accessible to school staff.

Overnight Field Trips

- All school medication policies are to be followed on overnight field trips.
- The self-administration policy applies for students in 5th grade and above to overnight field trips excluding narcotics and/or controlled substances.
- For students younger then 5th grade, the self-administration policy does not apply. All medication will be managed by an adult chaperone.
- All prescription controlled substances must be managed by an adult chaperone.

- Medication(s) required on overnight trips must have a medication permission form completed and approved prior to the overnight.
- All medication(s) being self-administered including emergency medications are the responsibility of the student.

Adopted May 2025

Prescription Medication (Non-Controlled Substances)

1. Non-controlled substance prescription medications that are needed for administration during school hours or at school functions may be transported to and from school by the student with written permission from a parent or guardian. The school corporation will not release medication to a student without written permission. This excludes all controlled substances, see controlled substance section.
2. All prescription medications must be sent to school in their original container with a pharmacy label attached that includes the student's name, date, and name of medication, dose, and time to be given.
3. Only the number of pills or amount of medication needed during the duration of the prescription should be kept at school.
4. If a medication is sent to school in an unauthorized container, the medication will not administered. A parent/guardian will be notified in writing and the medication will be disposed of according to federal guidelines if not picked up by a parent/guardian.
5. A medication consent must be completed for every medication. If a consent is not completed, written permission including student's name, date, name of medication, dose, reason for taking medication, time(s) to be given, and parent/guardian signature must be submitted.
6. All medications, with the exception of inhalers and epipens (see individual sections), must be secured in clinic per state guidelines. Students are not permitted to carry medication with them, keep medications in their lockers, or keep medications in their desk.

Prescription Medication (Controlled Substances)

1. Controlled substance prescription medications that are sent to school for administration during school hours or at school functions may **NOT** be transported to and from school by the student. The school corporation will also not release controlled substances to anyone under 18 years of age under any circumstances. Controlled substances must be delivered to and from school by an adult of at least 18 years of age. To determine whether or not your student's medication is a controlled substance, contact your physician, pharmacy, or visit http://www.deadiversion.usdoj.gov/scheudle/#define.
2. Medication must be delivered to school in its original container with a pharmacy label attached that includes the student's name, date, name of medication, dose, and times to be given.
3. Only the number of pills or amount of medication needed during the duration of the prescription should be kept at school.
4. If a medication is delivered to school in an unauthorized container, the medication will not administered. A parent/guardian will be notified in writing and the medication will be disposed of according to federal guidelines if not picked up by a parent/guardian.

5. A medication consent must be completed for every medication. If a consent is not completed, written permission including student's name, date, name of medication, dose, reason for taking medication, time(s) medication needed, and parent/guardian signature must be submitted.
6. All medications, with the exception of inhalers and epipens (see individual sections), must be secured in the clinic per state guidelines. Students are not permitted to carry medication with them, keep medications in their lockers, or keep medications in their desk.
7. All controlled substance medications will be counted and recorded upon receipt by school personnel.
8. Medication reconciliation of all controlled substances will be done twice monthly and recorded by a health care professional.
9. Controlled substances will be stored separately from other medications in a secure, locked metal or wood cabinet or drawer. They will be kept under single lock (cabinet or drawer) during normal school hours and double lock (locked office or cabinet) at all other times.

Over the Counter Medication

1. Over the counter medications that are sent to school for administration during school hours or at school functions may be transported to and from school by the student with written permission from a parent or guardian. The school corporation will not release medication to a student without written permission.
2. Medication must be sent in its original container with the label identifying the medication attached.
3. If a medication is sent to school in an unauthorized container, the medication will not administered. A parent/guardian will be notified in writing and the medication will be disposed of according to federal guidelines if not picked up by a parent/guardian.
4. A medication consent must be completed for every medication. If a consent is not completed, written permission including student's name, date, name of medication, dose, reason for taking medication, time(s) medication needed, and parent/guardian signature must be submitted.
5. All medications, with the exception of inhalers and epipens (see individual sections), must be secured in clinic per state guidelines. Students are not permitted to carry medication with them, keep medications in their lockers, or keep medications in their desk.
6. All over the counter medication has to be supplied to school from home for your student. The school will not provide a medication to a student that has not been supplied by a parent/guardian.

Inhalers

1. Rescue inhalers that are sent to school for administration during school hours or at school functions may be transported to and from school by the student with written permission

from a parent or guardian. The school corporation will not release any medication including inhalers to a student without written permission.

2. Students in grades 5-12 are permitted to carry their inhalers with them with the understanding that there can get assistance from staff if needed. Parent permission is required for students to carry inhaler with them with the understanding that the medication policy will be followed and the medication will not be purposely misused by the student. Students in all other grades are required to keep inhalers in the clinic in a secure area inaccessible to students, but available to school personnel at all times.
3. An inhaler must be delivered to school in its original container with a pharmacy label attached that includes the student's name, date, name of medication, dose, and times to be given. If a pharmacy label is not attached, a note from the student's physician must be on file.
4. A medication consent must be completed for every medication including inhalers. If a consent is not completed, written permission including student's name, date, name of medication, dose, reason for taking medication, time(s) medication needed, and parent/guardian signature must be submitted.

Epipens

1. Epipens that are sent to school for administration during school hours or at school functions may be transported to and from school by the student with written permission from a parent or guardian. The school corporation will not release any medication including epipens to a student without written permission.
2. Students are permitted to carry his/her epipen to and from school with the understanding that if the epipen is not kept in a secure location in the office with other medications, that it may not be easily accessed in an emergency situation. Parent permission is required for students to carry an epipen with them with the understanding that the medication policy will be followed and the medication will not be purposely misused by the student. It is the recommendation of the school that epipens be kept at school in a secure location, inaccessible to students but available to school personnel at all times.
3. An epipen must be delivered to school in its original container with a pharmacy label attached that includes the student's name, date, name of medication, dose, and times to be given. If a pharmacy label is not attached, a note from the student's physician must be
on file.
4. A medication consent must be completed for every medication including epipens. If a consent is not completed, written permission including student's name, date, name of medication, dose, reason for taking medication, time(s) medication needed, and parent/guardian signature must be submitted.

Medication Changes

If there is a change in your student's medication dose the following steps must be taken:

1. A new pharmacy label with the new information must be submitted to school to attach to the current prescription bottle.

2. A new medication consent must be completed.

Release of Medications/Discarding Medications

- Non-controlled substances including epipens, inhalers, prescription, and non-prescription medication will be sent home with the student the last week of school if parent permission was obtained for the student to transport the medication.
- Controlled substances must be picked up by an adult 18 years of age or older. Controlled substances will not be released to a minor under 18 years of age under any circumstances.
- Any medication that was not released to the student and is not picked up by a parent/guardian by the end of the first week of summer vacation will be discarded according to recommended state and federal guidelines.

Medication Errors

In the event of a medication error at school the following steps will occur:

- Assessment and intervention (if needed) of the student.
- Notification of nurse, administrator, and parent.
- Completion of medication administration incident report.

Medication Reconciliation

Non-controlled substance prescription medication will be reconciled at the start and the end of the medication duration or duration of the school year.

Controlled substances will be reconciled at the start and the end of the medication or duration of the school year, and will also be reconciled monthly throughout the duration by a healthcare professional.

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.

SECTION IX: GENERAL INFORMATION

PowerSchool (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 PowerSchool system. Parents will be able to view attendance data, class grades, & current assignments. 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. Parent access to PowerSchool can be found at http://powerschool.risingsun.k12.in.us/public/. Parents are also encouraged to use the PowerSchool App.

Pledge of Allegiance and Moment of Silence

In accordance with State law, 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 to ensure 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.

Enrolling in School

Students are expected to enroll in the school corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the school are required to enroll with their parents or legal guardians. 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.

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

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.

Release to use student's name and/or picture

Student's name and/or pictures may be positively displayed in school related articles, newsletters, social media, and the school's website. Parents can contact the Superintendent's office if they object to this provision and the child's picture and/or name will not be used.

SECTIONAL X: SCHOOL POLICIES

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:

Dr. Branden Roeder
Superintendent
812-438-2655

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a written response 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.

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 children'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.

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.

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 the appropriate school's main office.

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 a student who does not wish to have specific information, such as, honor roll listing, statistics for sports events or results of music contests, 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.

Extracurricular Activities Drug Testing Program

Introduction

The effective date of this program is August 1, 2014. This program does not affect the current policies, practices, or rights of Rising Sun-Ohio County Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Rising Sun-Ohio County Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

Rising Sun-Ohio County Community School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Ohio County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of Rising Sun-Ohio County Community School Corporation has not been realized. Our commitment to maintaining the extracurricular activities in Rising Sun-Ohio County Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward it healthy and drug free participation. No student shall be expelled or suspended as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Rising Sun-Ohio County Community School Corporation students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook *and any other school sponsored extracurricular activities not listed*. It also includes any student who wishes to drive to school, from school or during school.

Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Drug Education

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is **Mandatory** that each student who participates in extracurricular activities sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Rising Sun High School.

Testing Procedure

1. *The selection of participants to be tested will be done randomly by the principal/administrative designee*, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. 'This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.

2. *If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested.* Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.

3. **No student will be given advance notice or early warning of the testing**. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

6. All specimens registering below 90 degrees or above 100 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.

9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.

3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. *The seal may be broken only by the lab testing the specimen.*

5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. Students will be instructed to remove all coats, empty pockets and wash their hands before returning to get a specimen cup. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sea1ed, the specimen will be transported to the testing laboratory by FedEx overnight lab packs. The testing laboratory will report the results back to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be emailed back to the principal/administrative designee with no name attached only the students random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The students health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented

prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the test is verified "positive", the principal/administrative designee will meet with the student and call his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. *A follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities.* If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Rising Sun-Ohio County Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

4. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.

5. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

Financial Responsibility

1. Under this policy, Rising Sun-Ohio County Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian).

2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug testing program, any staff, coach or sponsor of Rising Sun-Ohio County Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will

underscore the Rising Sun-Ohio County Community School Corporations' commitment to confidentiality with regards to the program.

Other Rules

Apart from this drug testing program, Rising Sun High School Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Guardian Request

Guardians can request a drug test for a RSHS student. Guardians can request the drug screen at the RSHS office. Guardians are responsible for paying the minimal fee for the test. Results of the test can be sent to the parent's address or the school.

Family Educational Rights and Privacy Act (FERPA)

Protection and Privacy of Student Records

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, listing on an honor roll, or scholarships.

Directory information can be provided upon request to any individual, other than for a profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all directory information upon written notification to the Board. Further information about the directory information may be found in the District Policy section (8830) of www.risingsun.k12.in.us. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records and can do so by contacting the building level offices. Parents have the right to amend a student record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing, and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no students shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the parents, to submit to or participate in any survey, analysis, or evaluation that reveals the information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; behavior or attitudes; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required

by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C., www.ed.gov/OM/fpco. Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: FERPA@ed.gov ; and PPRA@ed.gov

Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Rising Sun-Ohio County School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Promotes, sponsors, or assists in; or Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

Per state law a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity, and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be

completed, and the written findings submitted to the principal as soon as possible, but not later than five schools days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evident of criminal gang activity, and whether consequences were imposed or service provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parent and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on an annual basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in students' handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Legal Reference IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1

SECTION XI: TECHNOLOGY

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

CELL PHONE/ELECTRONIC DEVICE POLICY:

1.) Students must either not bring any wireless communication devices to school at all or securely store them (powered off and inaccessible) from the start of the school day until dismissal.
2.) Scope: Applies to all students within school-maintained facilities during the entire school day, not just during instructional time.
3.) Devices covered: Cellphones, smartwatches, gaming devices, and other wireless communication devices
4.) Cell phone use is prohibited in areas that are considered private including restrooms, locker rooms, health clinic and while in the main office.
5.) 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.
6.) Pictures or videos are not to be taken at school for any reason unless given the direct consent by a staff member. Students in photos which are posted on social media without the direct consent of the student and/or staff member may result in discipline including suspension and/or expulsion.

Violations of the cell phone policy will result in:

1st Offense- Teacher warning

- Verbal warning- Teacher may confiscate the cell phone and bring to the office.

2nd Offense- Office warning

- Verbal warning- Teacher will complete a discipline report. Student will have the cell phone confiscated for the remainder of the school day and can pick it up in the office.

3rd Offense- Office discipline

- Discipline- Teacher will complete a discipline report. Student will have the cell phone confiscated for the remainder of the day and receive an After School Detention.

4th Offense- Office discipline

- Discipline- Teacher will complete a discipline report. Student will have the cell phone confiscated for the remainder of the school day; a parent will need to pick up the cell phone. Student will be assigned a Friday Evening School plus 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.

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.

Cameras

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

Student Internet and Technology Responsible Use Policy

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 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.

Rising Sun-Ohio County Schools believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals, and student initiatives.

The mission of Rising Sun-Ohio County Schools 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be part of a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills, as it will continue to be a major part of our daily lives.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements are part of the students' agreement about the responsible use of technology.

I Will:

- Have my device fully charged at the beginning of each school day and make sure it remains charged throughout the day.
- Clean my device using only a dry microfiber cloth.
- Keep private information private. I will not share any of my user information or passwords with other students.
- Treat others with respect, both online and offline. Cyberbullying is very hurtful and will not be tolerated.
- Be the best and most responsible digital citizen I can possibly be. **Being a good digital citizen within the online community includes anything from learning proper use of email (email etiquette) to how to prevent and report cyberbullying. Digital citizenship also includes learning about safety concerns such as how to protect private information and how to stay safe while communicating online.**
- Encourage others to be good digital citizens.
- Use device and desktop computers for school-related purposes only, during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, change, or damage work that is not mine.
- Follow all Rising Sun – Ohio County Schools policies, rules, and regulations.
- Take full responsibility and take great care of your device as well as all other Rising Sun – Ohio County Schools technology equipment.
- Notify an adult immediately if I violate the Responsible Use Policy.
- Follow all It's Learning policies and procedures

I Will Not:

- Share any of my personal information with other students.
- Use other students' accounts.
- Read another student's private communications and schoolwork without permission.

- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online
- Give out my full name, address, or any other personal information to someone I don't know.
- Give out names, addresses, or any other personal information of others.
- Take pictures and /or record audio/video without the consent of a staff member and the students involved.
- Search for, possess, read, view, or copy inappropriate pictures or information
- Damage, change, or tamper with the hardware or network in any way.
- Decorate the device with stickers, writing, or other markings
- Drink or eat food while using the device or any other electronic device.
- Use any cell phone or other portable devices besides my device to access the school Wi-Fi.

I Understand:

- My work can be lost and I should be careful to backup important work.
- The Internet and Rising Sun – Ohio County Schools technology may not work at all times
- Not all content available on the Internet is true
- It is my responsibility to validate information or research on the Internet
- The use of the Internet provided by Rising Sun – Ohio County Schools is a privilege and not a right.
- The full use of the device is a privilege and not a right.
- The full use of the device will be restricted due to
- The failure to pay for damages to the device within one week of being billed for the damage
- The failure to pay for textbook/technology rental (if applicable) by the end of the first semester
- Multiple instances of damage to the device.
- The device is the sole property of Rising Sun – Ohio County Schools
- School personnel have full authority over the device
- There is no expectation of privacy with the school-owned device, and therefore the device is always subject to inspection in order to ensure that the device is being used for school purposes only.
- I am responsible for payment of any repairs due to damage I have done to the Device.

Consequences for Misuse:

- School administrators may revoke the use of device features due to my poor performance in academics, attendance, and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

<u>Terms and Conditions</u>

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 device(s)
    b. 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
    c. Using the Internet for commercial purposes, advertising or similar objectives
    d. Accessing sites with inappropriate language, violence, nudity, etc
    e. Vandalizing data, software or equipment. Students should not misuse the technology equipment with intent to harm or damage
    f. No external media of any kind to be used on any of our equipment
    g. All technology is to be used for educational purposes only
    h. 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
    i. No unauthorized entry into electronic devices, or knowledgeable vandalism or destruction of electronic files. Such activity is considered a crime under state and federal law
    j. Accessing the files or account information of another network user
    k. Violating network security
    l. Willfully damaging or removing components or data of any network devices
    m. Using another user's password or account
    n. Using the network while access privileges are suspended or revoked
    o. 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 media 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 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.
    d. Do not demonstrate the security breach to other users.