2026-2027
Ohio County Elementary School
Student and Guardian Handbook

Mission

The Ohio County Elementary 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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Dear Parents and Students,

Welcome to a new and exciting school year at OCEMS! We are thrilled to have you as part of our school community. Our dedicated faculty and staff are committed to supporting you and ensuring that your educational journey is both meaningful and successful.

To help you navigate the year ahead, we've prepared this handbook outlining the key policies and procedures that guide our school operations. We encourage you to take some time to review its contents and keep it accessible throughout the year. The handbook is available online at risingsunschools.com for your convenience.

Please note that, from time to time, it may be necessary to update certain policies or procedures. Should any changes occur, we will provide advance notice to keep you informed.

If you have any questions or need assistance, don't hesitate to contact the appropriate office. Thank you for your continued support, and we wish you a fantastic school year!

Educationally yours,

Dr. Leanna Phillippe
OCEMS

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
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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
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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
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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
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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
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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

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21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
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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
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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
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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
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SECTION I: ACADEMICS

Time and Class Schedules

OCES operates from 8:00 a.m. to 3:00 p.m. The OCES doors to the building will unlock at 6:45 a.m. for early drop-off. Breakfast begins at 7:00 a.m. in the school cafeteria. Students not wishing to eat breakfast will be informed of where to wait until it is time for them to go to their lockers or report to their classrooms.

Elementary

8:00 A.M.	School Begins
10:35 A.M.-11:10 A.M.	PK-2 Lunch
11:20 A.M.-11:50 A.M.	3 – 5 Lunch
~~3:00~~ 2:55P.M.	PreK - 5 Bus Riders Dismissed
3:00 P.M.	PreK –5 Car Riders Dismissed
After Car Dismissal	PreK- 5 Walker Dismissal
3:05 P.M. – 5:30 P.M.	Latchkey Services Provided

Scheduling and Assignment

Grades PreK-5

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

Grades and Grading Scales

OCES has 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 skills. Students are assigned grades based upon classwork, test results, homework, projects, and classroom participation. Each teacher may emphasize these areas in determining a grade and will 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-5 Grade Scale Percentages	S/U Scale for Selected Elementary and Special Education Classes
A+ 97% - 100%	S+ Working above appropriate level.
A 93% - 96%	S Working at an appropriate level.
A- 90% - 92%	S- Working below the appropriate level.
B+ 87% - 89%	U Skills lacking or failing to comprehend lesson concepts.
B 83% - 86%	
B- 80% - 82%	
C+ 77% - 79%	
C 73% - 76%	
C- 70% - 72%	
D+ 67% - 69%	
D 63% - 66%	
D- 60% - 62%	
F 59% and below	

Grading Periods, Progress Reports, and Power School

Students will receive a report card at the end of each 9-week grading period. Additionally, students will also be issued progress reports approximately halfway through each grading period. Parents will be provided with login and passwords to the school's PowerSchool system so that they may monitor their child's progress daily. If a parent needs to get a new login and/or password, they should contact the appropriate school office for assistance. The school administration desires that parents and students use the PowerSchool 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 one in writing to the appropriate office.

Semester Grades

Students will be issued semester grades at the end of the first and second semesters. The semester grade will be the average of the two 9-week grading period grades during that semester.

Promotion, Placement, and Retention

Promoting or retaining a student is determined by the parents/guardians, educational instructors, and the administration. The principal will lead evaluation meetings and make the final determination on promotion or retention considering the parent input. In grades K-5, promotion will be based upon the following criteria: current level of achievement, potential for success at the next level, emotional, physical, and/or social maturity, and success on state required examinations (I-READ3).

Preschool 3 and 4 year olds

Due to the limited annual spots in our PreK programs which results in a waiting list, PreK students will not be retained at that grade level for any reason other than age.

Grades K-5

Field Trips

Field trips are academic activities that are held off school grounds. Other trips 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 of going on field trips.
- While the school encourages the student's participation in field trips, alternative assignments will be provided for any student whose parents do not give permission to attend.

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 students' knowledge of lesson material.

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 when the teacher is not assigned to a classroom or immediately before or after school hours on any school day. Parents should contact teachers by DOJO, email or leave a voicemail through the office staff to set up a conference.

SECTION II: ATTENDANCE

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

Reporting Absences

For any absence, the parent/guardian is required to email the attendance officer at ocemsattendance@risingsun.k12.in.us or call the OCEMS office at 438-2626 by 9:00 a.m. on the day of the absence. If there is no contact from the parent/guardian, the RSOCS's automated system will call all listed numbers to verify the absence. A written note signed and dated by the parent/guardian when the student returns can also be submitted to excuse the absence. Students missing due to a medical visit must bring documentation from the doctor's office verifying the visit. A written note, a medical note, a parent's call, or an email must be sent within three school days of the absence to be counted as excused for that date.

For a medical absence: a statement must be provided from the student's physician (MD, DO, NP, PA, DDS, or DMD) or certified personnel of the Ohio County Health Department. The statement must indicate that the student was seen in the office on the date of the absence or had a virtual visit on the date of the absence, the complete time/date(s) being excused related to the absence 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 excused.

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 note, or email is not sent within the three-school day requirement, the absence will be counted as unexcused.

Absences will be marked unverified for three days until a call or note, an email, or a medical note is received. After three consecutive unverified absences, a call will be made to the parent/guardian from administration or the attendance officer. On the fourth day of an unverified absence with no communication from a parent/guardian, the absences will be marked unexcused. On the fifth day of an unverified absence with no communication from a parent/guardian, the absences will be marked unexcused, and a home visit by administration and the SRO may be warranted.

OCEMS (PreK)

PreK (3 year old)

Preschool (3 year old) must attend at least three mornings each week. Students will be billed a minimum of 3 mornings per week.

PreK (4 year old)

Preschool students (4 year old) must attend school at least three days each week. If students do not average three days each week during a month, they will be notified and reminded that they must meet the attendance requirement. If preschool school students have not complied with the attendance rule, school administration reserves the right to exclude the student from further participation in the Preschool program. Our goal is for students to attend full-time. Our program is competitive because of the 24 students per classroom cap.

Preschool students must be in the classroom when the 8:00 bell rings. Preschool students will be tardy from 8AM to 8:30AM, however, they must be here before 8:30AM to attend Preschool on that day. The only exception will be if the student has a MEDICAL appointment and a MEDICAL DOCTOR'S NOTE is presented to the office when checking in the student.

1st offense- Verbal warning
2nd offense- Written warning (sent home with student and mailed)
3rd offense- Dismissed from Preschool program

Grades K-5

A student who is not in his/her assigned location by **8:00 a.m.** shall be considered tardy. Excessive tardiness **per year** will result in the following:

1. After seven (7) tardies, a warning letter will be mailed to the parents.
2. After ten (10) tardies, a letter will be mailed to the parents, and the School Resource Officer will contact the parents.
3. After fifteen (15) tardies, the School Resource Officer will refer the parents to the Dearborn/Ohio County Probation Department.

Students will be counted **absent for the a.m. if they arrive after 9:00 a.m.** Any student arriving late to school must report to the main office and sign in before class.

Ohio and Dearborn County Elementary Schools Attendance Policy

Attendance: Punctuality

Ohio and Dearborn County Elementary Schools Attendance Policy - 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. Business and industry both require regular attendance and punctuality from employees, so it shall be the policy of Dearborn and Ohio County Elementary Schools to train students to those same high standards.

All students are expected to attend school and be on time for class in order to receive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. The goal of the attendance policy is to encourage good attendance and develop good work habits.

Attendance: Procedures for Reporting Absences

When a student is absent from school, a parent/guardian must call the school during the morning of the student's absence. The phone number is 812-438-2626. If we do not get a call from the parent/guardian by 9:00 AM, the RSOCS's automated system will call all listed numbers to verify the absence. If calling in is not possible, a written excuse from the parent(s)/ guardian(s) must be presented to the principal or designee within one (1) school day of the student's return.

Excused absences are defined as missing class or school for one of the following reasons:

- State excused absences (excused by state law). Personal injury or illnesses that leave a student mentally or physically unfit for school attendance. This provision includes absences due to medical, dental, or eye appointments. You must provide written documentation. (Appointments should be scheduled before or after school.)
- Children are released for days of religious observance upon request of their parents. A note signed by the parent/guardian must be presented prior to the day of observance and must be approved by the principal or her designee.
- If a student is sent home with a communicable disease/ head lice – the day the school sent the student home is excused.
- Bereavement Leave. The school will allow five (5) calendar days for a member of the immediate family. Immediate family is mother, father, brother, or sister. Two (2) days will be allowed for other family members. If more days are needed, a parent/guardian must contact the school principal or designee.
- Court, Division of Family and Children, and mental health appointments. Written documentation must be provided to the school to be considered an excused absence.
- The school will allow a parent/guardian to call a student in ill or send a note six (6) times a school year. After the six (6) parent calls or notes have been used up for the school year, the parent/guardian must provide a doctor's excuse or other legal documentation as to why the student was absent. If no legal documentation is provided within 3 days, the absence will be unexcused.

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.

Attendance: Make-Up Work

- Students who have been absent shall be required to make up any missed learning experiences. Parent should contact the teacher/teachers by DOJO, email or TEAMS to request homework.

- Make-up work is due within the same number of days for which the student was absent. For example, if the student is absent two days, the work is due two days after the child returns to school.

Attendance: Student Attendance Record

Absences will be classified on attendance summaries as follows:

- (MED) - official medical verification of illness
- (EXC)- telephone call or note from parent(s)/guardian(s) or responsible adult, prior approval from school officials (Pre-arranged Absence Form approved by the Principal).
- (UNV) no verification or parental contact concerning absence. (UNV is changed to UNX- unexcused after 3 days without a phone call or note from the guardian.)
- (T) Tardy Excused (arriving between 8:00-9:00AM) or (NTE) Left Early Excused - (Left between 2:01 –3:00PM)-- official medical verification of illness or appointment
    - School begins at 8:00 AM each day. Any student arriving at school after 8:00AM will be considered tardy and documented in school attendance records. Any student leaving before 3:00 PM will be documented in school attendance records.

(F)- funeral leave- must provide funeral notice card or obituary

CRT- Court – must provide court attendance document

NUR- School nurse sent home

UNX- Unexcused absence

Attendance: Notification to Parents/Contract

Ohio and Dearborn County School Corporations have adopted the following attendance policy. To keep parent(s), guardian(s) informed as to their child's absence, if a student has three (3) unexcused absences, a parent letter will be sent home from the school office. If a student has six (6) unexcused absences, parent contact will be made by the Dearborn County Juvenile Probation Department. If a student has nine (9) unexcused absences, the Dearborn County Juvenile Probation Department will be notified, and an Ireland Home Base Service Referral will be initiated. If a student has twelve (12) unexcused absences, the Dearborn County Juvenile Probation Department will be notified, and a DCS case will be initiated. Once attendance has been referred to the probation department, all other absences must have a doctor's excuse, or the absence is unexcused. Severe cases of poor attendance will be prosecuted under Indiana's compulsory school attendance laws.

Number of Unexcused Absences	Action
3 Unexcused	Parent Letter
6 Unexcused	Dearborn County Probation Notified and Parent Contact Made by Dearborn County court liaison
9 Unexcused	Dearborn County Probation Notified and Ireland Home Base Service Referral Initiated by Dearborn County court liaison
12 Unexcused	Dearborn County Probation Notified and DCS Case Initiated by Dearborn County court liaison

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 what the student missed. It may not even be the same type of test.

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. In addition, enthusiastic spectators help build school spirit and encourage those students who are participating in the event.
To ensure that students attending evening events as non-participants are properly safe-guarded, the following guidelines will be enforced:

- Students in grades K- 2 must be seated during the activity time with a parent/guardian or another adult.
- Students in grades 3-8 must be seated in an approved area during the activity time.
- All students should showcase good school spirit.
- On a third offense, the student and/or parent may be asked to leave the activity.

The school cannot supervise unaccompanied students nor be responsible for students who arrive without an adult chaperone.

SECTION III: SAFETY

Student Well-Being

Student safety is the 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 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.

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

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 responsible for the safe, prompt, and orderly evacuation of the building.

Emergency Closing and Delays

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

1) Notification using Alert-Now System
2) WSCH 99.3 Radio Station
3) Local television channels
4) School website risingsun.k12.in.us or risingsunschools.com
5) School's social media accounts

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

Visitors

Visitors must report to the main office upon entering the school to sign in and obtain a pass. 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. Daily 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. 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.

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 is required to ensure that the principal can review the announcement or posting. If approved, copies must be made in stacks of 25 and delivered to school for distribution. To be approved, the advertising must be school-related or benefit Rising Sun students.

Toys

Toys, including stuffed animals, are not permitted at school unless approved by the teacher or school administration. This includes Squishies (Needoh). If this is part of the IEP or 504, the teacher and student will determine when and how often it is used.

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.

SECTION IV: STUDENT CONDUCT

Our goal is to provide a safe, respectful, and productive learning environment for all students. Students are expected to follow school rules, respect others, and contribute positively to the school community.

Teachers, administrators, and other school staff are responsible for maintaining a safe and orderly learning environment. To support this goal, school personnel may use disciplinary actions when student behavior interferes with learning, safety, or school operations.

Disciplinary Actions may include

- Parent or student conferences
- After School Detention
- Loss of privileges or participation in extracurricular activities
- Additional Assignments or corrective actions
- Removal from class or school activities
- Suspension (In or Out)
- Expulsion
- Law Enforcement may be contacted when school rules or laws are violated or when it is necessary to protect the safety of students and staff.

Dress Code

Students are encouraged to express themselves through their appearance while maintaining a school-appropriate and safe environment. Clothing, accessories, or hairstyles that disrupt learning or create safety concerns are not permitted.

If a student's attire does not meet dress code expectations, they may be asked to change clothing, removed from the classroom until the issue is corrected, or sent home if necessary.

Dress Code Guidelines

The following items are not permitted:

- Clothing that displays profanity, obscene images or language, or promotes alcohol, tobacco, vaping products, illegal drugs, or other inappropriate content.
- Hats, bandanas, visors, hoods, or hoodies worn inside the building unless approved by school administration.
- Pants worn below the waist.
- Shorts or skirts that are excessively short or otherwise inappropriate for school.

- Strapless tops, spaghetti straps, low-cut tops, or clothing that exposes excessive skin on the front or back.
- Shirts with very large arm openings or cut-off sleeves.
- Chains, jewelry, or accessories that create a safety concern for the student or others.

Student Responsibilities

Students are expected to:

- Follow directions from teachers and school staff.
- Respect the rights, property, and safety of others.
- Behave appropriately in classrooms, hallways, buses, school events, and all school-sponsored activities.
- Follow school rules while on campus, traveling to and from school, and participating in school activities off campus.

Behaviors That May Result in Discipline/ Office Referral

Students may receive disciplinary consequences, including suspension or expulsion, for behaviors such as:

- Fighting, threatening, intimidating, or bullying others
- Possessing or using weapons
- Damaging or stealing school or personal property
- Disrupting the learning environment or school activities
- Refusing to follow staff directions
- Possessing, using, selling, or being under the influence of drugs, alcohol, or other prohibited substances
- Possessing inappropriate, obscene, or offensive materials
- Recording or posting fights or violent incidents during school activities
- Repeated displays of affection
- Inappropriate language, gestures, or conduct
- Possessing or distributing prohibited substances or medications
- Violations of school technology or social media expectations
- Leaving school grounds without permission

- Excessive unexcused absences or truancy
- Violating school rules repeatedly
- Engaging in illegal activities that affect the safety or operation of the school

Disciplinary action may also be taken for conduct that occurs off campus when it substantially affects the school environment, student safety, or school operations.

Suspension and Expulsion

The principals may suspend students for violations of school rules. Before a suspension is issued, students will be given an opportunity to hear the concerns and explain their actions whenever possible.

Parents or guardians will be notified of any suspension and will receive information about:

- The reason for the disciplinary action
- The length of the suspension
- Any next steps that may be required

Students who bring a firearm or other weapon to school may face expulsion as required by state and federal law.

Bullying and Harassment

Rising Sun –Ohio County Schools prohibit bullying and harassment in any form of an individual while on school grounds immediately before, during, or 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 harassment or suspects it, 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 will face consequences such as loss of recess, in-school suspension, or out-of-school suspension.

Alcohol/Drugs / Tobacco and E-Cigarettes

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.

Students are not permitted to use or be in possession of tobacco or tobacco paraphernalia (lighter, matches, wrappers, etc.) or electronic cigarettes/vapes 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 suspension and potentially expulsion from school.

Students under the age of 21 in possession of tobacco or alcohol products may also be reported to local law enforcement authorities because they are in violation of the law.

SECTION V—TRANSPORTATION

Carpool

Students will be dismissed at the end of the school day to the carpool line by carpool numbers, which must be displayed on the rear-view mirror. Parents/adults without car passes will not be able to pick students up. They must enter the school with identification to pick up students. Anyone not on the car-pickup list or emergency contact list will not be permitted to pick up students.

Bus

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

Bus Conduct and Transportation Expectations

The school bus is an extension of the school environment. Students are expected to follow all school rules and the bus driver's directions while riding the bus and waiting at bus stops.

To help ensure a safe and positive transportation experience, students should:

- Be respectful to the bus driver and fellow passengers.
- Remain seated in their assigned seat unless given permission to move.
- Keep hands, feet, personal belongings, and other objects to themselves and inside the bus at all times.
- Use appropriate language and behavior that does not distract the driver or interfere with the safe operation of the bus.
- Arrive at the bus stop on time and follow all safety procedures when boarding, exiting, and crossing the roadway.
- Help keep the bus clean and free from damage.
- Students may use personal electronic devices on the bus as long as:
- The device does not distract the driver or other students.
- Earbuds or headphones are used when listening to audio.
- Photos, videos, or recordings of students or staff are not taken, shared, or transmitted without permission.
- The device is used responsibly and remains in the student's possession.

The following are prohibited on school buses:

- Fighting, bullying, harassment, or other unsafe behavior.

- Throwing objects inside or outside the bus.
- Tobacco products, vaping devices, alcohol, drugs, weapons, or other prohibited items.
- Large items that cannot be safely held in a student's lap or stored under a seat.
- Animals or other unauthorized items.
- Eating or drinking unless approved by school personnel.

Bus drivers may assign seats and implement reasonable procedures to maintain safety and order.

Bus Discipline Procedures

Student behavior concerns will be addressed progressively whenever appropriate. Consequences may include:

- Verbal warnings and redirection from the bus driver.
- Parent/guardian contact.
- Meetings with school administrators.
- Loss of bus privileges for a specified period of time.
- School disciplinary consequences, including detention, suspension, or expulsion when warranted.

Repeated misconduct may result in temporary or long-term suspension of transportation privileges. Serious behaviors, including fighting, bullying, threats, harassment, vandalism, possession of prohibited items, or illegal activity, may result in immediate disciplinary action and may bypass progressive discipline steps.

School administrators reserve the right to modify disciplinary consequences based on the severity of the behavior, student safety concerns, previous disciplinary history, and other relevant circumstances.

Additional Transportation Guidelines

Students wishing to ride home with another student must provide written permission from a parent/guardian and receive school approval.

Students who damage school bus property may be required to pay restitution for repairs or replacement costs.

School buses may be equipped with video recording equipment to help monitor student behavior and maintain safety. Video recordings may be reviewed by school administrators as part of an investigation of student misconduct.

SECTION IV: 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 $2.75 per day for grades PK-2 and $3.00 for grades 3-5. Breakfast is $1.25 for grades PK-5. Your child's lunch account is a debit account (not a credit account). This means that money is deposited into the account, and the student can then purchase food items with it. You may pay by cash or check payable to OCES 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.

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)

Students under age 16 are not permitted to bring/consume power/energy drinks on the school campus.

Student Fees and Charges

Rising Sun-Ohio County Schools has the right to charge specific fees for certain activities and courses. Fees may be waived in cases of financial hardship.

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

SECTION V-STUDENT ACTIVITIES

Athletics

OCES offers a variety of athletic activities for students to participate in, subject to any applicable eligibility requirements. To obtain a list of the current athletic activities offered, see eligibility requirements, and for a copy of the current athletic handbooks, please contact the appropriate Athletic Director:

Mr. Jason Barth 812-438-2626

Elementary School Dances (Grades 4 & 5)

In order to be eligible to attend a middle school dance, a student must:

- Be in attendance during the regular school day unless the absence is approved by a building administrator.

Not been assigned more than one (1) after-school detention or received a major discipline referral.

SECTION VI: MEDICAL

Injury and Illness

All injuries must be reported to staff members or office personnel. For minor injuries or illnesses, 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 contact the students' parents.

Immunizations

Parents/Guardians 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 entering any grade K-12 must be immunized against chicken pox or have written documentation of the disease on file.

Any questions regarding immunizations should be directed to Mrs. Jamie Works, Corporation Nurse, at 812-438-2626.

Head Lice and Nit Policy

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 on 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.

Medication Administration

To ensure student safety, medication will be administered at school only when necessary during the school day and in accordance with state guidelines.

Medication Requirements

All medications, including prescription medications, over-the-counter medications, inhalers, and EpiPens, must:

- Be provided by the parent/guardian.
- Be in the original container with the student's name and label intact.
- Be accompanied by a completed medication authorization form or written parent/guardian permission.

- Be delivered and stored according to school medication procedures.

Medication will not be administered if:

- It is not in the original container.
- Written authorization is not provided.
- Medication instructions do not match the authorization on file.

Medication Storage

Unless otherwise authorized by the school, medications must be stored in the school clinic or designated health office. Students may not carry medication with them except as permitted for approved self-administration of emergency medications.

Self-Administration of Medication

Students in Grade 5 and above may be permitted to self-administer prescribed emergency medications, such as inhalers, EpiPens, or diabetes-related medications, when appropriate medical documentation and parent/guardian authorization are on file.

The school reserves the right to revoke self-administration privileges if medication is used improperly or if safety concerns arise.

Medication Changes

Any change in medication dosage or instructions requires:

- Updated physician or pharmacy documentation, when applicable.
- A new medication authorization form.

End-of-Year Medication Pickup

Parents/guardians are responsible for picking up unused medications at the end of the school year or when treatment is discontinued. Medications not claimed by the designated deadline will be discarded in accordance with state and federal guidelines.

Overnight Field Trips

School medication procedures apply during overnight field trips. Required medications must be properly documented and approved prior to the trip.

Student Health and Communicable Diseases

The school follows state and local health department guidelines regarding communicable diseases and student health concerns. Students who are ill or who have a communicable condition that may pose a health risk may be temporarily excluded from school until it is safe to return.

Naloxone (Narcan)

In accordance with Indiana law, trained school personnel may administer Naloxone (Narcan) to individuals experiencing a suspected opioid overdose.

Section VII: School Policies

Equal Educational Opportunity

The Rising Sun-Ohio County School Corporation is committed to providing equal educational opportunities for all students. Discrimination based on race, color, religion, sex, disability, national origin, ancestry, age, socioeconomic status, or residence within the corporation will not be tolerated.

Individuals who believe a student has experienced discrimination may file a complaint with:

Branden Roeder, Superintendent

812-438-2655

Complaints will be investigated promptly and fairly. Retaliation against any individual who reports discrimination or participates in an investigation is prohibited.

Student Rights and Responsibilities

Students have the right to learn in a safe, orderly, and respectful environment. They can expect fair treatment and due process when disciplinary action is considered.

Students are responsible for:

- Following school rules and staff directions.
- Respecting the rights of others.
- Arriving at school prepared to learn.
- Contributing to a positive school environment.

Parents are encouraged to maintain regular communication with school staff and support their child's educational success.

Special Education and Section 504 Services

The school corporation provides educational services and accommodations for eligible students with disabilities in accordance with federal and state law.

Parents who believe their child may qualify for special education services or accommodations under Section 504 should contact the school office for information regarding evaluation and support services.

Homeless Students

Students experiencing homelessness are entitled to the same educational opportunities and services as all other students, including enrollment, transportation, special education services, and meal programs.

Questions regarding homeless student services may be directed to:

Branden Roeder, McKinney-Vento Liaison

812-438-2655

Student Records and Privacy

The school corporation maintains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Parents and eligible students have the right to:

- Review educational records.
- Request corrections to inaccurate records.
- Limit the release of certain directory information.

Additional information regarding student records and privacy is available through district policy and the school office.

Criminal Gangs and Gang Activity

The Rising Sun-Ohio County School Corporation prohibits criminal gang activity, gang recruitment, intimidation, and related disruptive behavior on school property, school transportation, and at school-sponsored events.

Students who participate in gang-related activity may be subject to disciplinary action, including suspension or expulsion, and law enforcement may be notified when appropriate.

The corporation is committed to providing prevention, intervention, and support services that promote a safe and secure learning environment for all students.

Additional information regarding student rights, privacy, special education services, and gang prevention policies is available through district policies and administrative procedures.

SECTION X: TECHNOLOGY AND COMMUNICATION

Office Telephones

Office phones are for school business and emergencies only. Students will not be called from class for personal phone calls. Messages from parents will be delivered as soon as possible, but immediate delivery cannot be guaranteed.

Cell Phones and Personal Devices

Students may bring cell phones to school; however, they must remain powered off and stored in lockers/bookbags during the school day. Cell phones may not be used during school hours unless authorized by school personnel.

Violations may result in device confiscation, parent notification, and disciplinary consequences. Any use of a device to create, possess, transmit, or share inappropriate, threatening, or sexually explicit content may result in disciplinary action and referral to law enforcement as required by law.

All communication regarding student illness or dismissal must be handled through the school office.

Cameras and Recording Devices

Photography, video recording, and audio recording are prohibited during the school day unless approved by school staff for educational purposes.

School-Issued Devices

Students in grades 3-8 are issued a school device for educational use. Students are responsible for the proper care of their device, including:

- Keeping the device charged and in good condition
- Using the protective case appropriately
- Protecting the device from damage, food, liquids, and misuse
- Following all school technology guidelines

Students and families may be responsible for repair or replacement costs resulting from damage, loss, or misuse.

Responsible Use of Technology

School technology resources, including devices, networks, internet access, and online learning platforms, are provided to support teaching and learning. Students are expected to:

- Use technology for educational purposes
- Practice good digital citizenship
- Respect the privacy and work of others
- Keep passwords secure
- Follow copyright and academic integrity guidelines
- Report inappropriate content, security concerns, or misuse

Students may not:

- Access inappropriate, harmful, or illegal content
- Harass, bully, threaten, or impersonate others online
- Share personal information
- Use another person's account
- Install unauthorized software or bypass security measures
- Damage school technology or networks
- Record others without permission

Privacy and Monitoring

School-issued devices, accounts, networks, and internet activity are school property and may be monitored by school personnel. Students should have no expectation of privacy when using school technology resources.

Consequences for Misuse

Use of school technology is a privilege, not a right. Violations of technology expectations may result in loss of technology privileges, disciplinary action, financial responsibility for damages, suspension, expulsion, or referral to law enforcement when appropriate.