



2021-2022 OCEMS
STUDENT & PARENT 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.

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Dear Parents and Students,

Welcome to your school. You are about to begin a new and exciting school year. The faculty and staff of both OCEMS 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,

Teresa George
OCES
Branden Roeder
OCMS

2021-2022 School Calendar

Rising Sun-Ohio County Community School Corporation Calendar 2021-2022 School Year

July 2021							2021							January 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
					1	2	3	July	July 29	Teacher workday—FM Open House							1								
4	5	6	7	8	9	10		July 30	Teacher workday			2	3	4	5	6	7	8							
11	12	13	14	15	16	17	August					9	10	11	12	13	14	15							
18	19	20	21	22	23	24	Aug. 2	Student first day			16	17	18	19	20	21	22								
25	26	27	28	29	30	31	September				23	24	25	26	27	28	29								
							Sept. 6	Labor Day—No School			30	31													
August 2021														February 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
1	2	3	4	5	6	7	October	Oct. 1	End of 1st 9 weeks (44 days)								1	2	3	4	5				
8	9	10	11	12	13	14	Oct. 4-8	Fall Break—No School: Intersession Week			6	7	8	9	10	11	12								
15	16	17	18	19	20	21	Oct. 11-15	Fall Break—No School			13	14	15	16	17	18	19								
22	23	24	25	26	27	28	Oct. 18	Begin 2nd 9 weeks			20	21	22	23	24	25	26								
29	30	31									27	28													
September 2021														March 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
				1	2	3	4	November	Nov. 24-26	Thanksgiving Break—No school (Nov. 24-First make-up day)								1	2	3	4	5			
5	6	7	8	9	10	11	December				6	7	8	9	10	11	12								
12	13	14	15	16	17	18	Dec. 17	End of 2nd 9 weeks (42 days) / End of 1st Semester			13	14	15	16	17	18	19								
19	20	21	22	23	24	25	Dec. 20-Dec. 31	Christmas Break—No school			20	21	22	23	24	25	26								
26	27	28	29	30							27	28	29	30	31										
October 2021							2022							April 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
						1	2	January	Jan. 3	Second Semester Begins—Students Return												1	2		
3	4	5	6	7	8	9	Jan. 17	Martin Luther King Day—No school or 2nd make-up day			3	4	5	6	7	8	9					10	11		
10	11	12	13	14	15	16	February				10	11	12	13	14	15	16					17	18		
17	18	19	20	21	22	23	Feb. 21	Presidents' Day—No school or 3rd make-up day			17	18	19	20	21	22	23					24	25		
24	25	26	27	28	29	30	March			24	25	26	27	28	29	30									
31							Mar. 11	End of 3rd 9 Weeks (48 days)																	
November 2021														May 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
						1	2	3	4	5	6	April	Apr. 15	Good Friday—No school or 4th make-up snow day											
7	8	9	10	11	12	13	Mar. 14-18	Spring break—No school			7	8	9	10	11	12	13	14							
14	15	16	17	18	19	20	21-25	Spring break—No school (Intersession Week or 5th-9th make-up snow day)			14	15	16	17	18	19	20	21							
21	22	23	24	25	26	27	Mar. 28	Begin 4th 9 weeks			21	22	23	24	25	26	27	28							
28	29	30					April			28	29	30	31												
December 2021														June 2022											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
				1	2	3	4	May	May 30	Memorial Day-No School															
5	6	7	8	9	10	11	June				5	6	7	8	9	10	11								
12	13	14	15	16	17	18	June 1	End of 4th 9 Weeks (46 days)			12	13	14	15	16	17	18								
19	20	21	22	23	24	25	June 5	RSHS Graduation at 2:00 p.m.			19	20	21	22	23	24	25								
26	27	28	29	30	31					26	27	28	29	30											

- Teacher Days
- Student Days
- No School

- SNOW MAKE-UP DAYS**
- | | |
|--------------------------------|----------------------|
| Nov. 24-Thanksgiving Break | Mar. 24-Spring Break |
| Jan. 17-Martin Luther King Day | Mar. 23-Spring Break |
| Feb. 21-President's Day | Mar. 22-Spring Break |
| Apr. 15-Good Friday | Mar. 21-Spring Break |
| Mar. 25-Spring Break | June 02 |
| | June 03 |



**FREQUENTLY ASKED QUESTIONS
AT OHIO COUNTY ELEMENTARY-MIDDLE SCHOOL**

TOPIC	QUESTION	ANSWER
Attendance	Why am I getting an attendance letter?	Elementary students get a warning letter at 6 absences per semester. Elementary gets a doctor's medical note is required letter at 8 absences per semester. Middle School gets a warning letter at 4 absences per semester and Middle School gets a doctor's note required at 6 absences per semester.
Enrollment	What do I need to enroll my student?	Parents will need to provide a birth certificate, shot records, complete enrollment paperwork in the office and complete the online registration.
Transportation	How do I change my child's transportation at the end of the day?	Please sign up for Pick Up Patrol.
Devices	What do I do if my child's device is not working?	Call the school and they will troubleshoot the problem with you.
School Messages	Why did I get a call from the school?	You will need to listen to your messages. Messages are sent

		to inform you of school closures and school activities.
Bus Number	What bus does my child ride?	Please call the school and we will tell you what bus your child rides based on your address.
Lunch Account	How much money is in my child's lunch account?	Sign up for EZ School Pay Account.

SECTION I: ACADEMICS

Course Offerings

Grades K-5

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

Grades 6-8

Language Arts	Reading	Mathematics	Social Studies
Science	Health	Art	Music
Band	Physical Education	Business	Industrial Technology
Spanish	Biology	Algebra	Cadet Teaching

Time and Class Schedules

OCEMS operates from 8:00 a.m. to 3:05 p.m. The OCEMS doors to the building will unlock at 6:45 a.m. for early drop-off. High school students are welcome to use the early drop-off at the OCEMS. However, students should not arrive before that time. Breakfast begins at 7:40 a.m. in the school's cafeteria. Students not wishing to eat breakfast will be informed of where to wait until it is time for them to go to their lockers or report to their classrooms.

Elementary/Middle School Times

8:00 A.M.	School Begins
10:40 A.M. – 11:15 A.M.	PK-2 Lunch
11:15 – 11:45 A.M.	MS Lunch
11:45 – 12:15 P.M.	3 – 5 Lunch
3:05 P.M.	PreK - 8 Car Riders Dismissed
3:00 P.M.	PreK - 8 Bus Riders Dismissed
3:05 P.M.	PreK – 8 Walkers Dismissed
3:05 P.M. – 5:30 P.M.	Latchkey Services Provided

Middle School Class Periods

8:00 A.M. to 8:45 A.M.	First Period
8:50 A.M. to 9:35 A.M.	Second Period
9:40 A.M. to 10:25 A.M.	Third Period
10:30 A.M. to 11:15 A.M.	Fourth Period
12:20 A.M. to 1:05 P.M.	Fifth Period
1:10 P.M. to 1:55 P.M.	Sixth Period
2:00 P.M. to 2:45 P.M.	Seventh Period

Scheduling and Assignment

Grades K-5

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

Grades 6-8

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

Grades and Grading Scales

OCEMS 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 learning. Students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may emphasize 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-8 Grade Scale Percentages

A+	97% - 100%
A	93% - 96%
A-	90% - 92%
B+	87% - 89%
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

S/U Scale for Selected Elementary and Special Education Classes

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

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 daily. If a parent needs to get new login and/or password, they should contact the appropriate school office for assistance. The school administration desires 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 semesters. The semester grades will be calculated as follows:

- The semester grade will be the average of the two 9-week grading period grades during that semester.
- Nine-week courses that are offered on a rotational basis will not have semester grades. These courses will have nine-week grades only.

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

Promotion, Placement, and Retention

Grades K-5

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

- 1) Current level of achievement.
- 2) Potential for success at the next level.
- 3) Emotional, physical, and/or social maturity
- 4) Success on State Required Examinations (I-Read 3)

Grades 6-8

Teaching students to be responsible for their actions and their studies is one of the most important concepts taught at the middle school level. Students should develop independent learning skills that will stay with them for the rest of their lives. Students in grades 6-8 will earn points for the successfully completing of all classes each semester to be promoted to the next grade. A student will earn one (1) point for the successful completion of Language Arts, Mathematics, Science and Social Studies each semester. In addition, a student will receive .25 of a point each 9 weeks for any/all other classes including Art, Music, Band, Business, Family and Consumer Science, Health, Gym and Industrial Technology. To be promoted to the next grade level, a student must have accumulated six (6) or more points from Language Arts, Mathematics, Science or Social Studies and two (2) points from all other classes, for a total of eight (8) points for the school year.

Suppose a student fails to accumulate the necessary points for a given year. In that case, he/she will have an opportunity to earn the necessary points during the summer by attending summer school sessions. Students can only earn points in up to two subjects during intersession or summer school. A student who still does not have the necessary points by the end of the summer term will repeat the current grade level until the required points are accumulated for that grade level.

Exceptions to this policy are:

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

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

Homework

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

After-School Tutoring

After-school tutoring will be offered at each level (K-5, 6-8-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.

Parent/Teacher Conferences

Times will be scheduled in the fall of each school year for parents to have an opportunity to meet with all of their child's teachers. Parents are encouraged to attend these conferences. Teachers may request parents to visit the school, and parents may request to meet with teachers. Conferences will be scheduled during school hours 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 and staff of OCEMS expect 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 expect all of the students of Rising Sun-Ohio County Schools to strictly follow the rules of research, documentation, and notations. Students found to violate 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.

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 should call the appropriate school office within 3 days 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. A student cannot attend school on dates the medical note has excluded the student from school.

Please see the policy on COVID 19.

Covid related symptoms:

- A fever of 100.4 or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated Shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Preschool students must attend school at least three mornings each week. If students do not average three mornings 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, the school administration reserves the right to exclude the student from further participation in the Preschool program.

OCEMS (K-5)

A student is allowed eight **(8)** days of absences each semester. If a student exceeds the 8 days, a parent will be required to submit a medical excuse for the absence within 1 school day of the student's return. If a medical excuse is not provided as required, that absence will then be unexcused. Unexcused absences will result in the following:

- 1) After three (3) unexcused absences, parents will be contacted by the School Resource Officer.

- 2) After five (5) unexcused absences, the School Resource Office will conduct a home visit.
- 3) After eight (8) unexcused absences, the School Resource Officer will refer the parents to the Dearborn/Ohio County Probation Department

If a student exceeds more than eighteen **(18)** absences **during the school year**, the student may be retained at the current grade level the following school year.

OCEMS (6-8)

A student is allowed six **(6)** absences per period each semester. If a student exceeds the 6 absences in a period, a parent will be required to submit a medical excuse for the absence within 1 school day of the student's return. If a medical excuse is not provided as required, that absence will then be unexcused. Unexcused absences will result in the following:

- 1) After three (3) unexcused absences, parents will be contacted by the School Resource Officer.
- 2) After five (5) unexcused absences, the School Resource Office will conduct a home visit.
- 3) After six (6) unexcused absences, the School Resource Officer will refer the parents to the Dearborn/Ohio County Probation Department.

If a student exceeds more than eighteen **(18)** absences during the school year in **three (3) or more** class periods, the student may be retained at the current grade level the following school year.

Monthly incentive programs will be developed for students who accumulate no tardies or unexcused absences for the month.

A student **will not** be counted absent from school (K-8) for:

- 1) Service as a page of the Indiana General Assembly
- 2) Service as an election day worker
- 3) Out of class, school-sanctioned activities such as field trips
- 4) 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 the death of any other blood relative. Additional days of absence will be considered on an individual basis by the school administration if requested in advance.
- 5) Subpoenaed to appear in court in a judicial proceeding- court documentation required.
- 6) Student is detained in a juvenile detention center
- 7) No regular school bus pick-up at residence due to inclement weather or bus breakdown.
- 8) School-related injury (for the day missed only)

Vacations during the School Year

Parents are encouraged not to take their children out of school for vacations. However, 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 into the respective teachers by the determined date.

Attendance Waiver

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 that warrant modifications to a particular student's attendance policy.

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

Attendance waivers are for extreme circumstances. Days missed due to general absences for illness or Dr. Appointments, in general, do not meet waiver guidelines.

The decision by the school administration is final.

Truancy/Habitual Truant

Truancy is when a student is absent from school without knowing 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 what the student missed. It may not even be the same type of test.

Tardiness

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 semester** 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.

Grades 6-8

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

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

** Middle school students forfeit the opportunity to attend the next school dance upon their 6th tardy.

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-5 must be seated during the activity time with a parent/guardian or another adult.
- Students in grades 6-8 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 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.

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 proper documentation by a physician to the school office.

Texting Tip line

Rising Sun-Ohio County Schools has created an anonymous tip line for students and parents to use 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 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 responsible for the 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 when students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closing and Delays

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

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

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

Safety and Security

- 1) All visitors must report to the office upon arrival at school.
- 2) All visitors are given and required to wear a building pass while they are in the building.
- 3) Staff are expected to question people in the building they do not recognize and who do not wear 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) All doors will be locked. Doors shall not be propped open at any time.
- 6) If a person wishes to confer with a staff member, he/she shall call for an appointment prior to coming to the school to prevent any inconvenience.
- 7) Students are not allowed to bring visitors or guests with them during the school day.

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. 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. 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 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.

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 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.

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.

Toys

Toys, including stuffed animals, are not permitted at school unless approved by the teacher or school administration.

Passes

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

Grades K-5

Teachers will have passes available for the students to use when leaving the classroom unsupervised.

Grades 6-8

Students will need to sign out/sign in on record sheet and use pass provided by the teacher when leaving the room unsupervised.

Lockers and Locks (Grades 6 – 8)

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.

Book Bags and Backpacks

For the safety of our students and staff, book bags, cinch bags and backpacks should be kept in the lockers during the school day. Any type of bag or backpack is not permitted in classrooms or cafeteria without permission from administration.

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.

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

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 including suspension and expulsion. The following methods are among those forms considered as "discipline": conferences, detention, reduction of grades, assigning additional work, restriction from extra-curricular activities, 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.

Dress and Grooming

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. 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.

The following restrictions will be enforced:

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.

1. Hats/bandanas, hoodies, and visors are not to be worn inside the building without prior permission from administration.
2. Pants must be worn properly around the waist. Pants may not contain rips or tears above the knee 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.
3. All shirts must be able to touch the top of the pants. Strapless shirts, low-cut, and spaghetti tops are prohibited.
4. Shirts with excessively large arm openings or cut-off t-shirts are not permitted.
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** Wednesday 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.

Grounds for Suspension or Expulsion

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

Chapter 5.1 Suspension, Expulsion, and Student Discipline

Sec. 1. As used in this chapter, “principal” includes a principal’s designee.

Sec. 2. As used in this chapter, “superintendent” includes a superintendent’s designee.

Sec. 3.

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

Sec. 4.

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

Sec. 5.

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

Sec. 6. A superintendent or a member of the superintendent’s administrative staff may take, with the superintendent’s jurisdiction, any action that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

Sec. 7.

- a) The governing body of a school corporation must do the following:
 - (1) establish written discipline rules for the School Corporation
 - (2) give general publicity to the discipline rules within a school where the discipline rules apply by these actions:

(A) making a copy of the discipline rules available to students and students' parents;
or

(B) delivering a copy of the discipline rules to students or the parents of students.

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

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

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

Sec. 8.

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

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

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

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

- (A) occupying any school building, school grounds or part thereof with intent to deprive others of its use
- (B) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
- (C) setting fire to or substantially damaging any school building or property

- (D) possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose
- (E) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property
- (F) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

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

- (1) causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value
- (2) intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property
- (3) intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision
- (4) threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student
- (5) knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. *(See RS-OC Policy 11.20 on Weapons)
- (6) knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- (7) engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
- (8) failing in a substantial number of instances to comply with directions of teachers or other school personnel during the period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function
- (10) engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function
- (11) violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of this chapter
- (12) knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function
- (13) failing to comply with the smoking restrictions for school buildings as established by Indiana Code and the School Corporation Attendance Policy

- (14) willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law or excessive absence as defined by the School Corporation Attendance Policy
- (15) causing or attempting to cause disruption of a class, study hall, or other school function
- (16) refusal to follow reasonable directions and/or requests of teachers or administrators
- (17) leaving school grounds without permission from a school official
- (18) running in the hallways of the school building.
- (19) Having any written or electronically generated material or pictures that convey an offensive/obscene message
- (20) Recording violent activities or fights on social networking sites during school hours or school activities

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

Sec. 9.

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

- a) the unlawful activity may be reasonably considered to be an interference with school purposes or an educational function; or
- b) the student's removal is necessary to restore order to protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other functions.

Sec. 10.

- a) As used in this section, "weapon" means a firearm (as defined in 18 U.S.C. 921).
- b) Notwithstanding section 14 of this chapter, a student who is
 - (1) identified as bringing a weapon to school or on school property; or
 - (2) in possession of a weapon on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period.
- c) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (b) for a student who is expelled under this section.

Sec. 11. A student may be expelled from school if the student's legal settlement is not in the attendance area of the School Corporation where the student is enrolled.

Sec. 12.

- a) A principal may suspend a student for not more than ten (10) school days under section 8,9 or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.
- b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
 - (1) a written or an oral statement of the charges against the student
 - (2) if the student denies the charges, a summary of the evidence against the student

- (3) an opportunity for the student to explain the student's conduct.
- c) When misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension.
- d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
 - (1) the student's misconduct
 - (2) the action taken by the principal.

ACDC Program (Alternative Classroom in Dearborn County)

All students placed on short term (1-10 days) out of school suspension are subject to assignment to the Alternative Classroom for Dearborn County (ACDC) at the discretion of the school. ACDC is a Dearborn-Ohio County-wide program that provides an alternative to out of school suspension in which students are required to report to the ACDC location to serve their suspended days. Parents are responsible for transportation to the program and students are required to report with all necessary materials for the completion of class work and are required to bring a sack lunch. Since this is an alternative educational placement, **student attendance is mandatory**. Failure to report to ACDC, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive credit for class work completed while in ACDC. The ACDC day runs from 8:30 a.m. – 2:30 p.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 administration for disciplinary problems that would not be serious enough for suspension or expulsion. After school detention for grades 6-8 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. After school detention in for grades K-5 will be from 3:05 p.m. to 4:00 p.m. and will operate on 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.

Wednesday Evening School

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

Classroom Discipline

Teachers in grades K-8 will establish rules, guidelines, and procedures that will govern the students while in that classroom. Students are expected to follow those classroom rules at all times while in that class. After the teacher has taken corrective action with a student for violating a classroom rule and has been unsuccessful in modifying the student's behavior, the student shall be referred to the office. In general, a student may be assigned in-school suspension, after-school detention, Wednesday school (Grades 6-8), out-of-school detention, and/or assignment to the ACDC program (Grades 6-8). In accordance with new Federal recommendations, students in grades K-5 will not lose recess time unless all other behavior modification attempts have failed.

Offense: Skipping After-School Detention

Consequences:

1. Double the detention
2. Assigned 1 Wednesday Evening School
3. Assigned 2 Wednesday Evening Schools
4. Suspended out-of-school 1 day
5. Suspended out-of-school an additional day for each occurrence

Offense: Possessing or distributing over the counter drugs or medication which violates school policy.

Consequences

1. Suspended out of school 1 day
2. Suspended out of school 5 days
3. Suspended out of school up to 10 days and expulsion proceedings

Offense: Providing false or misleading information, written or oral

Consequences

1. After School Detention
2. After School Detention
3. Wednesday Evening School
4. ACDC
5. Suspended out of School

Offense: Gestures/Making any sign that conveys an offensive/obscene message

1. After School Detention
2. After School Detention
3. Wednesday Evening School
4. ACDC
5. Suspended out of School

Offense: Sexual Behavior: Participating in inappropriate sexual behavior including but not limited to sexual harassment, sexual or public indecency on school property, at school activities, going to or from school events or at any time where the behavior may interfere with school purposes.

1. Suspended out of school

Offense: False Alarms: False fire alarm or emergency calls

1. Double the Wednesday Evening School

2. Suspended out of school 1 to 10 days

Offense: Disability Harassment: Disability harassment towards a student based on disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior such as a graphic or written statement or conduct that is physically threatening, harmful or humiliating.

1. Two After School Detentions
2. Wednesday Evening School
3. ACDC
4. Suspended out of School

Offense: Racial Harassment: Racial harassment or bullying towards a student based on the basis of race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior such as a graphic or written statement or conduct that is physically threatening, harmful or humiliating.

1. Two After School Detentions
2. Wednesday Evening School
3. ACDC
4. Suspended out of School

Offense: Skipping an Assigned Wednesday Evening School

Consequences:

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

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

Consequences:

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

Offense: Threatening a student with the use of a weapon.

Consequences

1. Automatic expulsion proceedings (See Indiana Code 10)

Offense: Fighting, Inciting a Fight, Hazing, Initiating

Consequences:

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

Offense: Physical contact by pushing, shoving, biting, spitting, kicking or hitting or other conduct that causes or may cause injury.

Consequences:

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

Offense: Sent to Office Due to Disruption in Class

Consequences:

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

Offense: Disrespect to a School Employee

Consequences:

1. Suspended out-of-school 1 day
 2. Suspended out-of-school 3 days
 3. Suspended out-of-school 5 days
 4. Suspended out-of-school 10 days
 5. Expulsion proceedings begin
- *NOTE -Blatant disrespect will result with consequence #3 above

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

Consequences:

1. Automatic expulsion proceedings begin

Offense: Possession of a Deadly Weapon

Consequences:

1. Automatic expulsion proceedings begin

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

Demerit System Grades 6 – 8

1. Students receive demerits for violating class or school rules and for refusing to do assignments and incomplete assignments.
2. Demerits will be issued for excessive tardiness to class. The first two tardies will be determined, recorded and handled by the individual classroom teacher. On the third tardy to the same class, a demerit will be issued. Subsequent tardies will each result in a demerit. Tardies will accumulate for the semester for demerit purposes.

3. Written demerit slips are given to the student for each offense and parents are notified when a student has received a demerit. Demerits are filed in the office by staff members when given. A total of five demerits from any source will result in after-school detention.
4. After accumulating five demerits, the student will receive disciplinary action:
 - 5 – 10 demerits – after school detention or in-school if transportation cannot be arranged
 - 15 demerits – Wednesday school
 - 20 demerits – Saturday school and Parent Conference
 - More than 20 – Out of school suspension and mandatory parent conference
5. For serious offenses, the principal may issue an after-school detention, suspension, Saturday School or recommend expulsion.
6. At the end of the nine weeks, students may serve noon study halls for pending demerits. Students who have not received a punishment for the quarter are rewarded.

Bullying

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

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

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

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

Grades K-5

- | | |
|-----------------|---|
| First Offense: | Student will be assigned 2 Days of In-School Suspension. The student and his/her parent must meet with building administrators prior to the student returning to the regular classroom. |
| Second Offense: | Student will be assigned 5 Days of In-School Suspension. Law enforcement agencies will be notified. The student and his/her parent must meet with the building administrators to implement a behavior plan prior to the student returning to the regular classroom. |
| Third Offense: | Student will be suspended out-of-school for 10 days, pending expulsion. Law enforcement agencies will be notified. |

Grades 6-8

- | | |
|----------------|--|
| 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/ E-cigarette

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

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

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

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

Harassment

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

Student Courtship/Public Displays of Affection

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

Section V—Transportation

Carpool

Parents will travel west on South Mulberry Street and turn right on Shiner Blvd. Cars will stop at the designated stop. Once students are picked up, cars will proceed on Shiner Blvd, past the high school to Main Street. Parents may not exit their cars, pass cars in line or turn around on Shiner Blvd.

Students will be dismissed 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 go into the school with identification in order to pick up students. Anyone not on the car pick up list or emergency contact will not be permitted to pick up students.

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 routes are 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 (i.e., 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.

Penalties for Infractions

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

1. Initial Concern

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

2. First Referral

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

- e. Detention or other school related punishment may be given at the recommendation of the bus driver and the determination of the building administrator.
3. Second Referral
- a. The school administrator will meet with the student and discuss the problem.
 - b. A meeting may be scheduled between the school administrator, parent, bus driver, and student to develop a plan of action.
 - c. The school administrator will send of a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
 - d. A copy of the referral and related information will be sent to the bus driver.
 - e. Detention or other school related punishment may be given at
 - i. recommendation of the bus driver and
 - ii. 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
 - c. suspension from the bus. This information will be communicated to the bus driver and the student's parents prior to the student suspension.
 - d. The school administrator will meet with the student and parents (optional) after the 1-3 day suspension to establish a plan of action.
 - e. 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.
 - f. 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 12:00 P.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.

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 \$2.55 per day for grades PK-2 and \$2.75 for grades 3-8. Breakfast is \$1.25 for grades PK-8. 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 OCEMS 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. Reminders will also be given to students in grades PK-5 when balances are 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/ezschoollpay>)

Visitors During Lunch

Due to increase safety and security concerns, OCEMS is a closed campus 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. Students under age 16 are not permitted to bring/consume power drinks on the school campus.

Section V-Student Activities

School Sponsored Clubs and Activities

Rising Sun – Ohio County Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. OCEMS has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a Board approved sponsor. List of approved groups are:

ACADEMIC TEAM
ART CLUB
ATHLETIC TEAMS
CHEER SQUAD
DRAMA CLUB
FELLOWSHIP OF CHRISTIAN ATHELTES
SPELLBOWL
SOLO & ENSEMBLE (Instrument and Vocal)
NATIONAL HONOR SOCIETY
GOTR
SCIENCE CLUB
SCHOOL DANCES
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

OCEMS provides a variety of athletic activities in which students may participate providing they meet 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:

Middle School Dances

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

- 1) Be in attendance during the regular school day unless the absence was approved by a building administrator.
- 2) Not been assigned more than one (1) after-school detention or received a major discipline referral.

Middle School Good Behavior Trips

Students in grades 6 – 8 can earn a good behavior reward at the end of each 9 weeks. Students who receive this have no office referrals or discipline such as after school detention, Wednesday School, ACDC or suspensions. Each 9 weeks the student discipline will start over for all middle school students.

SECTION VI: MEDICAL

Injury and Illness

All injuries must be reported to 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.

Naloxone Policy

It is the policy of Rising Sun School Corporation in accordance with Senate Enrolled Act 406 Section IC-16-18-2-263.9 to provide assistance to any person(s) who may be suffering from an opioid overdose or suspected opioid overdose. Staff members trained in accordance with this policy shall make every reasonable effort, to include the use of Naloxone to revive the victim of any

apparent or suspected drug overdose as outlined in the Narcan Administration Protocol signed by Dr. Chris Walcott, School Physician.

Head Lice and Nit Policy

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

If head lice and/or nits are suspected, the student will be checked by the school nurse or other school personnel for signs of lice. If lice or nits (eggs) are present, the student will be sent home.

Students are not permitted in the classroom with lice or nits.

Students with head lice or nits should not be sent to school and will be sent home for treatment.

Students are not permitted to attend school until all lice and nits are removed.

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

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

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

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

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.
- 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 100.4 degrees or higher. Students must be fever free for 72 hours before returning to school.
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 will 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.

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 be 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/schedule/#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 be 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 be 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 5-8 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. EpiPen 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 EpiPen 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 EpiPen 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 EpiPen. 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.

Medical 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 Medication/Discarding Medication

Non-controlled substances including EpiPen, 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.

Medical 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 Non-casual-Contact Communicable Diseases

The corporation has an obligation to protect staff and students from non-casual contact

communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

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

Naloxone Policy

It is the policy of Rising Sun School Corporation in accordance with Senate Enrolled Act 406 Section IC-16-18-2-263.9 to provide assistance to any person(s) who may be suffering from an opioid overdose or suspected opioid overdose. Staff members trained in accordance with this policy shall make every reasonable effort, to include the use of Naloxone to revive the victim of any apparent or suspected drug overdose as outlined in the Narcan Administration Protocol signed by Dr. Chris Walcott, School Physician.

Section VII – General Information

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.

Early Dismissal

The administration realizes that there are times when students must be picked up early during the school day for appointments or other needs. However, student safety and security are the utmost importance of all school personnel. Therefore, anyone picking up a student early must adhere to the following procedures:

- 1) A parent or guardian who is listed in the demographics information for the student
- 2) A person identified either by verbal or written communication by the parent or guardian to the appropriate office or listed as an emergency contact in the student's demographics.
- 3) Present valid photo identification to school personnel, when asked.
- 4) Complete check-out procedures in the appropriate office.

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.

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.

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.

PowerSchool (Student Management System)

Parents of all students (K-8) 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, and view daily announcements on the system. Parents are encouraged to visit the site often as the information contained there may answer many of their questions and eliminate a call to the office. Parent access to PowerSchool can be found at <http://powerschool.risingsun.k12.in.us/public/>. Parents are encouraged to use the PowerSchool App.

Pledge of Allegiance and Moment of Silence

In accordance with State law, OCEMS will provide the students with an opportunity to recite the Pledge of Allegiance and observe a moment of silence each day. 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.

Section VIII: 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:

Mr. 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 Americans 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.

McKinney Vento Liason- Branden Roeder 812-438-2655

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.

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/fpc. 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) Either
 - a. Promotes, sponsors, or assists in; or
 - b. 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 school 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 to 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 evidence 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 X: 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

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

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a 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.

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
 1. The failure to pay for damages to the device within one week of being billed for the damage
 2. The failure to pay for textbook/technology rental (if applicable) by the end of the first semester
 3. 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 Surface.

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.

Terms and Conditions

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