2026-2027

Rising Sun Middle School
STUDENT & PARENT HANDBOOK
Student and Guardian Handbook

Mission

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

Contact Information

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Dear Parents and Students,

Welcome to OCEMS!

We're excited to welcome you to a new and inspiring school year. At OCEMS, our dedicated faculty and staff are here to support you every step of the way. We are committed to helping you have a meaningful and successful educational experience.

To help you get started, we've prepared this handbook to guide you through the school's policies and procedures. Please take some time to review it carefully and keep it handy throughout the year. You can also access the handbook anytime on our website at risingsunschools.com.

As the year progresses, there may be occasions when updates to policies or procedures are necessary. Should any changes occur, we will provide you with advance notice.

If you have any questions or need assistance, don't hesitate to reach out to the appropriate office.

Thank you, and best wishes for a fantastic school year!

Sincerely,

Leanna Phillippe
OCEMS

Rising Sun-Ohio County Community School Corporation

Calendar 2026-2027 School Year

July 2026

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

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

Teacher Days
Student Days
No School

2026

July

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

August

Aug.	3	First student day

September

Sept.	7	Labor Day---No School

October

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

November

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

December

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

2027

January

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

February

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

March

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

May

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

SNOW MAKE-UP DAYS

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

January 2027

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

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

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

April 2027

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

May 2027

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

June 2027

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

FREQUENTLY ASKED QUESTIONS AT
Ohio County Elementary Middle School

TOPIC	QUESTION	ANSWER
Attendance	Why am I getting an attendance letter?	See Attendance policy
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 for grades PK4 – 5th grade.
Devices	What do I do if my child's device is not working?	The student lets their teacher know and their teacher will contact the IT Dept.
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.
PowerSchool Parent Account	How can I check my child's grades?	Parents can ask the office for a code. After downloading the PowersSchool app, parents can enter this code and have updated gradebooks with links to each assignment.

SECTION I: ACADEMICS

Course Offerings

Grades 6-8

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

Time and Class Schedules

RSMS operates from 8:00 a.m. to 3:00 p.m. The RSMS doors to the building will unlock at 6:45 a.m. for early drop-off. Breakfast begins at 7:00 a.m. in the school'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.

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

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

6-8 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. Additionally, students will also be issued progress reports approximately halfway through each grading period. Parents will be provided login and passwords to the school's PowerSchool system so that they may monitor their child's progress daily. If a parent needs to get new login and/or password, they should contact the appropriate school office for assistance. The school administration desires that parents and students use the PowerSchool system to stay informed of current grades. If a parent desires a hard copy of a student's progress report and/or report card, they must request 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.

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 students' schedule shall be handled through the building principal.

Middle School Advanced Classes

A committee of staff meets throughout the year to review and discuss various data and determine student placement. Once enrolled in Honors Courses, students are expected to maintain the workload assigned and are expected to keep all course grades no lower than a C. At the conclusion of the quarter and semester, if a student enrolled in Honors Courses has earned a 59% F or lower in any assigned course, they will be removed and placed in regular grade-level courses. If at the semester a student has earned a 69% D+ or lower in any course, the committee will meet to review and discuss best placement for the student and they are subject to removal.

Promotion, Placement, and Retention

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 be enrolled in core classes Language Arts, Math, Science, and Social Studies, and a variety of elective courses, which include: Art, Business, Family & Consumer Science, Health, Industrial Technology, Music, Physical Education, Preparing for College & Careers, Reading, Civics and Computer Science (*electives are subject to change due to teacher availability*).

In order to successfully complete the currently assigned grade level, students must pass (*earning a 60%D- or better at the semester*) all core classes. At the conclusion of the semester, if students have not been able to attain this goal, students will be removed from their current elective(s) for the upcoming quarter/semester and enrolled in Credit Recovery. Students must earn a passing score in their Credit Recovery course(s) (*60% D- or better*) in order to meet the grade level criteria. Once all Credit Recovery assigned courses are completed to satisfactory, students may re-enroll in their elective course(s). It is important to note that Credit Recovery for the second semester will take

place during Summer School (*typically directly following the conclusion of the school year, but is always subject to change).*

While students are encouraged to pass all of their assigned courses, only core classes will be remediated during Credit Recovery. Elective removal will take place as follows:

Failing 1-2 core classes: *removal from grade level rotation (if in honors, removal from Cadet Teaching/Band)*
Failing 3+ core classes: *removal from grade level rotation* ***AND*** *removal from Band/additional grade level rotation (if in honors, removal from Cadet Teaching/Band* ***AND*** *Spanish)*

If students fail to successfully complete Credit Recovery throughout the current academic school year/summer school session, students may be subject to retention. Students who fail to attend required Credit Recovery taking place during the assigned Summer School weeks will automatically be enrolled in Credit Recovery for upcoming academic school year rather than being enrolled in the grade-level electives.

If a student is not being successful with Credit Recovery, missing assignments or have an F, they will be assigned Lunch Detention until they are more successful.

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. Students with missing assignments will be assigned Lunch Detention until the assignment is completed.

After-School Tutoring

After-school tutoring will be offered (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

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

Parents should contact teachers by DOJO, email or leave a voicemail through the office staff to set up a conference.

Cheating/Plagiarism

The administration and staff of RSMS 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 person as their 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 is required to email the attendance officer at ocemsattendance@risingsun.k12.in.us or call the OCEMS office at 438-2626 on the day of the absence or send a written note signed and dated by the parent/guardian when the student returns. Students missing due to a medical visit must bring documentation from the doctor's office verifying the visit. A written note, a medical note, a parent call, or an email must be sent within three school days of the absence to be counted as excused for that date.

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

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

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

OCEMS (6-8)

A. Ohio and Dearborn County Schools Attendance Program

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

B. **State Law Regarding Attendance**

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

C. **Attendance Procedures to Report a Student Absence**

- *If a student must be absent, a parent/guardian needs to call the attendance secretary prior to 9:00 a.m. on the day of the absence. The attendance secretary must receive a parent call on the day of the absence (even if it is a medical appointment). If no call is received, the school will attempt to contact the parent/guardian at home or at work to find the reason for the absence. No call on the day of an absence will result in an unexcused absence after 3 days of no excuse.*
- It is the families' responsibility to submit medical notes for student absences. A parent excused absence is valid for an illness verified by a note or telephone call from the parent.

D. **Absences/Limitations**

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

- PARENT EXCUSED ABSENCES
  - Students are limited to four (4) parent excused absences per school year.
    - Personal illness not under a physician's care.
    - Driver's test
    - Funeral of a friend
    - Vacations/Family Trips/Personal Time. A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation and/or personal time must be taken for any reason related to missing any time of

the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. These trips require RSMS administrative approval no later than 8:00 a.m. of the first day of absence.

- Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

- SCHOOL EXCUSED ABSENCES: DO NOT COUNT TOWARDS PARENT EXCUSED LIMITS
  - In accordance with Indiana State Law, students may be excused from school attendance for only the following reasons and will be place into a separate category with approved documentation:
    - Personal illness requiring a physician's statement including the time/date(s) being excused by the physician. MEDICAL NOTE required.
    - Bereavement Leave. The school will allow five (5) calendar days for a member of the immediate family. Immediate family is mother, father, brother, or sister. Two (2) days will be allowed for other family members. If more days are needed, a parent/guardian must contact the school principal or designee.
    - School sponsored/authorized activities.
    - Religious observations.
    - Court and/or probation.
    - Student will not be counted as absent for reasons listed under Indiana code IC 20-33-2-14-17.2.
- UNEXCUSED ABSENCES
  - Unexcused absences are defined as missing school under the following circumstances:
    - Without an excused reason (see above list).
    - Any absence which has not been verified.
    - Absences which require approval and prior approval had not been obtained.
- An absence of any type will be calculated as follows:
  - (Site specific based on number of period/time)
  - I.e. Student misses 1 to 4 periods - Half day absence, Student misses 5 or more periods - Full day absence

- The following chart defines the actions that will be taken at all Dearborn and Ohio County middle and high schools for subsequent unexcused absences:

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

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

Attendance: Student Attendance Record

Absences will be classified on attendance summaries as follows:
MED- official medical verification of illness
EXC- telephone call or note from parent(s)/guardian(s) or responsible adult, prior approval from school officials (Pre-arranged Absence Form approved by the Principal). Limit is 4 per SCHOOL YEAR.
UNV- no verification or parental contact concerning absence. (**UNV is changed to UNX-unexcused after 3 days without a phone call or note from the guardian.)**
UNX- Unexcused absence
F- funeral leave- must provide funeral notice card or obituary
CRT- Court- must provide court attendance document
NUR- School nurse sent home
VIR- present for virtual (elearning attendance)

A student **will not** be counted absent from school (6-8) 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) Subpoenaed to appear in court in a judicial proceeding- court documentation required.
5) Student is detained in a juvenile detention center
6) No regular school bus pick-up at residence due to inclement weather or bus breakdown.
7) School-related injury (for the day missed only)
8) Approved by the building principal for academic enhancement.
9) 4H Livestock Judging Day

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. These days will be considered unexcused.

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 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:

5th Tardy Assigned	After-school detention
10th Tardy Assigned	Wednesday Night School
15th tardy Assigned	ACDC or determination of the Administration

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible without interfering with their schoolwork and home activities. 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 6-8 must be seated in an approved area during the activity time.
- All students should showcase good school spirit.
- On a third offense, the student and/or parent may be asked to leave the activity.

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

SECTION III: SAFETY

Student Well-Being

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

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
5) School's social media accounts

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. To be approved, the advertising must be school related or benefit Rising Sun students.

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. Squishies (Needohs) should not be brought to school. Unless a child has an IEP or 504 stating, these are necessary. Students that misuse this accommodation will have their IEP or 504 reevaluated.

~~Passes~~ Entering and Exiting Class

Upon entering the classroom students should sit at their assigned seat. They should not be out of their seats or leave the classroom without permission. MS Students should not leave the classroom to visit in the halls with friends. Every student who leaves a classroom must have their agenda signed and with them. Any student who is stopped in the hallways without an agenda-will be considered skipping that period. Teachers need to make sure that students have a agenda when leaving the classroom.

Lockers and Locks

At the start of each year, every student will be assigned a locker for personal use. 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 cafeterias without permission from the 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 with 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) in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control. Please contact the Building and Grounds Director at 812-438-2655.
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 application.

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 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, by law, 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 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. All shorts and skirts must be appropriate at school.
3. All shirts must be able to touch the top of the pants. Strapless shirts, low-cut, and spaghetti tops are prohibited. Additionally, shirts must not show excessive skin on the child's front or back.
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 to **one** Wednesday School. The administration may request a meeting with a parent/guardian.

4th Offense: Student corrects the violation and is assigned 1-3 ISS day(s).
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 designee.
Sec. 2. As used in this chapter, "superintendent" includes a superintendent 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 at 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 at 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 to 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 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, within 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 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 reasonably causing 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 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 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.

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 5:00 p.m. and will operate on Tuesdays and Thursdays during the week as determined by the administration. Students who serve after school detention will be responsible for their own transportation home. Students will be notified as least one day ahead of time prior to serving After School Detention. Students must receive prior permission from the office if they cannot attend an assigned detention. If permission is not obtained, the absence will be excused.

Wednesday Evening School

Wednesday evening school can be given by administration for disciplinary problems that would not be serious enough for suspension or expulsion but is more serious than afterschool detention. 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 at 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.

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 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 at 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.

Classroom Discipline

Teachers in grades 6-8 have 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 ~~(Grades 6-8)~~ , Wednesday school ~~(Grades 6-8)~~, out-of-school detention, and/or assignment to the ACDC program.

Offense: Kicked out of class
Consequences:

1. After school detention and stays out of that period for the day
2. After School Detention
3. Wednesday Night School
4. Administrative Determination

Offense: Skipping After-School Detention
Consequences:

1. Assigned 1 Wednesday Evening School
2. ISS 1 day
3. ISS 3-5 days
4. Administrative Determination

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

1. Parents notified and warning
2. After School Detention
3. Wednesday Night School
4. ISS or OSS

Offense: Providing false or misleading information, written or oral
Consequences

1. After School Detention
2. Wednesday Evening School
3. ACDC
4. Administrative Determination

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

1. Warning
2. After School Detention
3. Wednesday Evening School
4. Administrative Determination

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 5-10 days
2. OSS/ Expulsion

Offense: False Alarms: False fire alarm or emergency calls

1. Suspended out of school 1 to 10 days
2. OSS/ Expulsion

Offense: Harassment: Disability harassment towards a student based on disability or the basis of race, color, or national origin. 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. After School Detentions
2. Wednesday Evening School
3. ACDC
4. Administrative Determination

Offense: Skipping an Assigned Wednesday Evening School
Consequences:

1. Suspended-IN-school 1-5 day
2. Suspended out-of-school

Offense: Damaging Property
Consequences:

*Restitution of damaged property in all instances

1. after-school detention
2. Wednesday Evening School
3. Administrative Determination

Offense: Stealing
Consequences:

1. Wednesday Night School
2. ISS 1-3 days
3. ISS 5 days
4. Administrative Determination

Offense: Skipping Class or Leaving Class without Permission
Consequences:

1. Assigned after-school detention
2. Assigned Wednesday Evening School
3. ISS 1-3 Days
4. ACDC or ISS for 3-5 days
5. Administrative Determination

Offense
Abusive, Threatening Language to staff/ students
Consequences:

1. Wednesday Night School, ISS or OSS
2. Suspended out-of-school 1-5 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 a fight
Consequences:

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

Offense: Assault on a staff or student
Consequences:
1. OSS/ Expulsion

Offense: Sent to Office Due to Disruption in Class
Consequences:

1. Warning / ASD
2. Wednesday Night School
3. ISS 1-3 Days
4. ISS 1-5 Days

Offense: Failure to Follow a Reasonable Request
Consequences:

1. Warning/Assigned after-school detention
2. ASD or WNS
3. Assigned Wednesday Evening School
4. ISS 1-3 days
5. ISS 3-5 days or ACDC
6. Administrative determination

Offense: Disrespect to Another Student
Consequences:

1. Assigned 1 after-school detention
2. Assigned Wednesday Evening School
3. Suspended in school 1-3 days
4. Suspended

Offense: Disrespect to a School Employee
Consequences:

1. ASD

2. Wednesday School
3. ISS 3 days
4. OSS 1-5 days
   *NOTE -Blatant disrespect will result with consequence ~~#3~~ or #4 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, student's age, or other unforeseen circumstances.

Conduct System Grades 6-8
Grades (6 – 8)

1. Students receive negative dojos for minor misconducts such as missing books, refusing to do assignments and incomplete assignments.
2. Students will be given LUNCH DETENTION for any missing work. If they are in the detention room for 5 days in a row, an incident report will be made by the Detention Staff.
3. Negative DOJOs-are given to the student for each offense, and parents are notified when a student has received a negative dojo. A total of five demerits from any source will result in after-school detention.
4. After accumulating five negative dojos per 9-week period, the student will receive disciplinary action:

   5 Negative Dojos – After School Detention
   10 Negative Dojos – Wednesday Night School
   15 Negative Dojos - ISS 1 day / parent conference
   20 or more - ISS 2 days for each offense/ parent conference

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 6-8

First Offense:	Student will be assigned 2 Days of In-School Suspension. Parent, Student and Administrator must meet prior to returning to class. (This may be by phone for first offense.)
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.

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. Students will be suspended for 10 days out of school and will be recommended of Expulsion.

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/vape 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: 1-3 ISS with completion of Tobacco Course
2nd offense: 1 to 5 ACDC
3rd offense: 5 days out-of-school suspension
4th offense: 10 days out-of-school and recommended for Expulsion

Students under the age of 18 in possession of tobacco products ~~may also~~ will 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 principal immediately.

Student Courtship/Public Displays of Affection

Students are expected to use good judgment and good taste in their affectionate expressions 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 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 and foster students are eligible to receive transportation services. The bus schedule and routes are available by contacting the Superintendent's Office at 812 – 438 – 2655. 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 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 the permission of the driver. Windows will be opened no further than halfway mark.
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 or vapes 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, parents, bus driver, and students to develop a plan of action.
    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 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 to 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 the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on 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. Due to confidentiality, parents are not permitted to review the tapes.

SECTION IV: MEAL SERVICE

Rising Sun Schools participates in the USDA National School Lunch and Breakfast Programs and offer a nutritious breakfast and lunch at both schools. Lunch is $3.00 for grades 6-8. Breakfast is $1.25 for grades 6-8. 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 RSMS or Rising Sun-Ohio County Comm. School Corp. You may also sign up at EZSchoolPay.com and make payments into your student's account online. Online transactions will be charged a service fee. The service fee will be determined by the School Corporation on an annual basis.

Cashiers will let the students know when their balances are getting low. Balances may also be monitored at EZSchoolPay.com. Students will not be allowed to charge any snacks or a la carte items. If balances fall into the negative, an alternative lunch (consisting of a peanut butter sandwich and milk) may be provided at no charge.

Students eligible for free meals will be served a complete meal at no charge. Students eligible for reduced price meals will be provided breakfast for $.30 and lunch for $.40. The computer system does not allow identification of the free and reduced students. In order to purchase a la carte items and/or extra milk, money must be in the student's account.

Applications for free and reduced meals are available in your school's office. Parents/Guardians are responsible for the full payment of meals until they receive a determination letter that their child has been approved for free or reduced-price meals.

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

Visitors During Lunch

Due to increase safety and security concerns, RSMS 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. 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. RSMS 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
Spellbowl
Solo & Ensemble (Instrument and Vocal)
National Honor Society
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.

If an individual is interested in renting a portion of the building (i.e. gym, cafeteria, etc.), the individual must contact the building level principal. There may be a fee involved and insurance coverage needed.

Athletics

RSMS 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:

RSMS Mr. Jason Barth 812-438-2626

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 after school detention, Wednesday School, ACDC or suspensions for the 9 weeks leading up to the trip. 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.

No student should contact parents via their cell phones for medical reasons. Staff are available to make these phone calls.

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 with 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 an 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 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 the storage location in each school. The expiration date will be periodically checked and recorded. The medication will be replaced upon expiration date. Expired injectors will be discarded.

Head Lice and Nit Policy

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

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

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

If a student is identified and/or sent home as having active head lice, treatment should occur immediately and the student is to be back in school within 3 days, including the day he/she was sent home. Students will be counted as unexcused after three days. Parents must contact the school for each absence related to head lice.

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

· Treat your child and everyone who lives in the household with lice shampoo according to the instructions.

· 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

Reason for Exclusion	Readmission Criteria
Fever Fever of 100.4 or higher.	Fever free for 24 hours without fever reducing medication.
Flu or Flu like symptoms	Fever free for 24 hours without fever reducing medication and improving symptoms. A minimum of 48 hours with or without fever from onset of symptoms.
RSV	Fever free for 24 hours without fever reducing medication and improving symptoms. A minimum of 5 consecutive days with or without fever.

Hand Foot Mouth Disease	Fever free for 24 hours without fever reducing medication. No new sores/rash for 24 hours. Sores are mostly commonly found on hands, feet, and mouth but can appear anywhere.
Pink Eye	Treatment for 24 hours and minimal drainage from eye.
Fifths Disease	"Slapped cheek" rash on face or lace-like rash on other parts of the body. Once rash appears, fever free for 24 hours without fever reducing medication.
Strep Throat	Fever free for 24 hours without fever reducing medication and must be on antibiotics for 24 hours.
Vomiting with fever	Fever free for 24 hours without fever reducing medication. 24 hours after last incident of vomiting.
Vomiting without fever	24 hours after last incident of vomiting.
Diarrhea with or without vomiting	24 hours after last incident of vomiting and/or diarrhea. Will be sent home with any episodes of vomiting or diarrhea upon return.
New onset of diarrhea/vomiting	Will be sent home at the discretion of school staff and will be required to be home 24 hours from last incident.
Ringworm	24 hours after treatment, area must be able to be covered.
Unknown rash	If rash cannot be covered and is wide-spread, will be sent home and a doctor's note will be required to return. If a rash is accompanied by fever, fever guidelines apply. If rash is not wide spread and can be covered, a doctor's note will be required to return if rash lasts longer than 72 hours.
Covid	5 days from onset of symptoms and according to fever guidelines. A mask will be required for days 6-10.
Respiratory Illness/Cough	Fever guidelines apply, cough must also be minimal for 24 hours to return.
Pertussis (Whooping Cough)	Fever guidelines apply. Cannot return until a minimum of 5 days of antibiotic treatment, can be extended at the discretion of the daycare staff/school nurse. Cough must be gone or minimal.
Chicken Pox	Fever guidelines apply. No new rash for 48 hours and all lesions must be dry or crusted over.

Undiagnosed/Other illness	Fever guidelines apply. Student may be sent home at the discretion of school staff.

Medication Administration Policy

- In accordance with state guidelines, we will only administer medications necessary to maintain a student in school. The policy will be followed by all staff and students in order to comply with state guidelines and to ensure safe administration of medication for those that require it.
- Medication given at school will be given by trained, authorized school personnel that may or may not include a health care professional. Medication will be given within thirty minutes of the scheduled medication time.
  Medication given at school with be given according to the medication policy. All medication administration will be documented per policy including date, time, and signature of the staff person administering medication.
- **WHEN SENDING PRESCRIPTION MEDICATION TO SCHOOL, PLEASE FOLLOW THESE INSTRUCTIONS:**

1. Medications, including inhalers, must be in their original container with the pharmacy label and student's name affixed. Do not send medications in envelopes or containers other than the original one.

2. Send only the number of pills or amount of medication the student will need during school hours for duration of prescription.

3. A medication consent form must be completed. If you do not have a form, YOU MUST SEND WRITTEN PERMISSION INCLUDING: CHILD'S NAME, DATE, NAME OF MEDICAITON, REASON FOR TAKING MEDICATION, TIME AND AMOUNT OF MEDICATION TO BE GIVEN, AND YOUR SIGNATURE.

4. All medication sent to school must be kept in the clinic. Students are not permitted to keep medication with them, in their locker, or in their desk.

5. Prescription medication that is possessed by the school for administration during school hours or at school functions may be released to the student's parent or guardian or an individual who is at least 18 years of age and designated in writing by the student's parent or guardian to receive the medication. The School Corporation will send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent/guardian PROVIDES WRITTEN PERMISSION TO THE SCHOOL for the student to receive the medication.

WHEN SENDING OVER-THE-COUNTER MEDICATION TO SCHOOL, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Medication must be in the original container with label intact. Do not send medication in envelopes or container other than original.

2. A medication consent form must be completed. If you do not have a form, YOU MUST SEND WRITTEN PERMISSION INCLUDING: CHILD'S NAME, DATE, NAME OF MEDICAITON, REASON FOR TAKING MEDICATION, TIME AND AMOUNT OF MEDICATION TO BE GIVEN, AND YOUR SIGNATURE.

3. All medication sent to school must be kept in the clinic. Students are not permitted to keep medication with them, in their locker, or in their desk.

4. Medication has to be sent to school from home, the school is not allowed to provide

a medication to a student that has not been supplied by parent/guardian.

5. Medication that is possessed by the school for administration during school hours or at school functions may be released to the student's parent or guardian or an individual who is at least 18 years of age and designated in writing by the student's parent or guardian to receive the medication. The School Corporation will send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent/guardian PROVIDES WRITTEN PERMISSION TO THE SCHOOL for the student to receive the medication.

For Grades 6-12, over the counter medication including Tylenol (Acetaminophen), Ibuprofen (Motrin), Tums/Antacids, and Benadryl (for suspected allergic reactions only) will be available to students IF the student has a signed consent on file for the school year. Consents will be required each school year. Students will be dosed based on age and weight on the manufacturer's label, and frequency will be strictly adhered to. Student's will only be permitted to take over the counter medications one time during the school day.

MEDICATION WILL NOT BE ADMINISTERED AT SCHOOL IF:

1. The medication is not in its original container.

2. The school does not have written permission.

3. Medication label and consent do not match.

MEDICATION CHANGES

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

1. A new pharmacy label with the correct dosage must be given to the nurse. Your pharmacy will print a new label at your request.

2. A new medication consent must be completed indicating the correct dosage to be given.

DISCARDING MEDICATION

PARENT OR GUARDIAN IS RESPONSIBLE FOR PICKING UP ANY UNUSED MEDICATION AT THE END OF THE TREATMENT. ANY MEDICATION, INCLUDING PRESCRIPTION, OVER-THE-COUNTER, AND INHALERS, NOT PICKED UP BY THE LAST DAY OF SCHOOL BEFORE SUMMER VACATION WILL BE DISCARDED BY THE NURSE.

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

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/scheudle/#define.
2. Medication must be delivered to school in its original container with a pharmacy label attached that includes the student's name, date, name of medication, dose, and times to be given.
3. Only the number of pills or amount of medication needed during the duration of the prescription should be kept at school.
4. If a medication is delivered to school in an unauthorized container, the medication will not 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.

Self-Administration of Medication Policy

- Students who are required to take medication during school hours and request to self-administer must comply with the following policy.
- A self-administration of medication consent must be completed at the start of each school year and/or when medications change during the school year.
- The self-administration consent must be signed by a licensed health care provider prescribing the medication at the start of every school year and any time a medication changes during the school year as well as by the parent/guardian.
- Medications must be in appropriate containers and properly labeled by the provider or pharmacy.
- Over-the-counter medications are not included for students to self-administer.
- Students will only be permitted to self-administer starting in 5th grade. Students younger then 5th grade will not be permitted to self-administer.
- Students with Diabetes will be required to have a medical management plan from the ordering physician on file every year. The medical management plan must include that a student with diabetes shall be permitted to perform blood sugar checks, calculate and administer insulin, treatment of hypoglycemia and hyperglycemia, and self-manage their own care in any area of the school or school

grounds at all school related activities. Students with diabetes will be required to keep emergency supplies within access of school staff unless specified otherwise in the medical management plan.

- Students requiring an inhaler will be permitted to carry his/her inhaler with the authorization of the ordering physician. A self-administration consent must be completed every school year. Inhalers are required to be labeled with the student's name. Unidentified inhalers will be disposed of appropriately by school staff. The school and school staff are not responsible for lost inhalers or unidentified inhalers that are disposed of per this policy.

- Inappropriate self-administration of any medication with a self-administration consent on file is the responsibility of the student and the parent/guardian. Inappropriate use could result in the discontinuation of self-administration and/or disciplinary action if deemed necessary by administration.

- Medications that are being self-administered without a self-administration consent and per this policy could result in disciplinary action if deemed necessary by administration.

- It is at the discretion of the school nurse and administration to deny self-administration at any time even with a signed medical management plan.

- The school will not be held liable if a medical management plan and self-administration consent are on file for an emergency medication and in the event of an emergency the medication is not accessible to school staff.

<u>Overnight Field Trips</u>

- All school medication policies are to be followed on overnight field trips.

- The self-administration policy applies for students in 5th grade and above to overnight field trips excluding narcotics and/or controlled substances.

- For students younger then 5th grade, the self-administration policy does not apply. All medication will be managed by an adult chaperone.

- All prescription controlled substances must be managed by an adult chaperone.

- Medication(s) required on overnight trips must have a medication permission form completed and approved prior to the overnight.

- All medication(s) being self-administered including emergency medications are the responsibility of the student.

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 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), and
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.

Release to use student's name and/or picture

Students' names 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 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 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 educational disruption. Any student who wishes not to participate in the Pledge of Allegiance or in a 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 way.

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:
Dr. Branden Roeder
Superintendent
812-438-2655

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated, and a written response will be given to the person concerned within 10 school days. The compliance officer may provide additional information concerning access to equal education opportunities. 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 to 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 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 with 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 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 procedures. Parent involvement in this procedure is required. More importantly, the school encourages the parents to be active participants.
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 in the act. Any student or parent of a student who does not wish to have specific information, such as honor roll listings, 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's record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing, and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

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

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

Criminal Gangs and Criminal Gang Activity in Schools

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

The following definitions apply to this policy:

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

(1) 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 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 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 activities.
2. Culturally and/or linguistically appropriate services/supports for parents 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 office staff. The delivery of messages during the day is not guaranteed.

Cell Phones

In 2026, Senate Bill 78 was passed by the Indiana General Assembly and sent to Governor Mike Braun for signature, establishing a statewide policy for school cellphone use. The law requires school districts and charter schools to adopt policies that largely prohibit students from using cellphones, smartwatches, and gaming devices from the start of the school day until dismissal. Devices must be powered off and stored in lockers ensuring they are inaccessible during school hours. Rising Sun has adopted Policy Number 5136 that supports Senate Bill 78.

Students are not allowed to carry cell phones on their persons at Rising Sun 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

1. First Offense- Warning remove for day and give back to the student at the end of the day
2. Second Offense- Remove from student, parent must pick up,
3. Third Offense – Removed from student, parent must pick up, Student serve 1 After School Detention
4. Fourth Offense- Removed from student, parent must pick up, Student serve 1 Wednesday Night School
5. Fifth Offense – Administrative Determination

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 DISLPAY:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes "sexual conduct' by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photography, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Cameras

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

Device Care

Each student is assigned a device to take home as of third grade. These devices are the property of the school and should be cared for appropriately. Things like throwing them around at home is not the correct care. Keys should not be picked off the keyboard. They should be kept in a clean area and charged nightly. The cases should not be stuffed with other items that will break the device or bag.

1. No papers in your computer bags.
2. Agendas must be carried in the pocket.
3. Other items in the pocket will be earbuds, chargers, pencil or pens,
4. They should remain zipped up unless the zipper is broken. A large rubber band will be assigned to hold those that are broken.
5. No phones in the bags

Students should turn them off at least once a week to allow updates to happen. One of the biggest issues with them running slow is that students never turn them off. Simple things can make a big difference in them lasting longer and running at optimal performance.

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 because 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 listservs 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 violations 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 log on. Attempts to log on 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 is permitted without permission from the 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.