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This Student Handbook was adopted by the Board of School Trustees on June 8, 2010

Dear Students and Parents:

Welcome students and parents to another school year at Ohio County Elementary-Middle School. The staff and I are committed to our mission of providing a caring, quality program here. OCEMS students are on the horizon of becoming life-long learners. We would like parents to be our partners in providing a quality education to all Ohio County students.

The following information is being provided for you to answer some of the questions that you may have about Ohio County Elementary-Middle School. **Please keep it as a reference during the school year so you can refer to it when school-related questions arise.** Space does not allow me to cover every possible situation that may arise. If after consulting this your questions remain unanswered, please feel free to call the school, 438-2626.

Reminder, buses arrive and depart from the back of the building. Students who are dropped off by car or who walk, are to enter through the front doors.

Keith Majewski, Principal

### **REGISTRATION & EMERGENCY INFORMATION CARD**

Complete all information except the section "Office Use" and have your child return this card to school. **It is important that you list a phone number.** If you have no home phone, you should make arrangements for a relative, friend, or neighbor to be called by the school in the event your child becomes sick or injured. We also need a **second** emergency number. If during the school year your address or phone number changes, please notify the school so our records can be changed accordingly.

### **BEGINNING & ENDING TIMES**

Rising Sun Schools operate on Eastern Standard Time and Eastern Daylight Savings time. The tardy bell for all students sounds at 8:00. Students who haven't reported to their homeroom or first period class by this time are tardy.

**Supervision is not available in the morning until 7:30 A.M.** The building will not be open until then. Students arriving between 7:30 and 8:00 are to **enter the front doors** and go to the cafeteria for breakfast or to the designated waiting area. Parents who drop students off are to let them out at the front of the building. Parents may not go to the classrooms in the morning without first reporting to the office.

Dismissal times are as follows:

2:40 Early Release, grades K and 1 only who are being picked up

3:00 Students in grades 1-3 riding the bus

3:05 Students in grades 4-8 riding the bus

3:10 Remaining students in grades K-8 not riding the bus that evening

**Early Release** at 2:40 is available for kindergarten and first graders only who are being picked up out front. If you are also picking up older children, your K or 1<sup>st</sup> grade child is dismissed at 3:10.

### **AFTER SCHOOL DETENTION AND SATURDAY SCHOOL**

After-School, Friday School and Saturday School are available as part of our disciplinary program. Under certain circumstances, elementary students may be issued these with parent permission. Friday and Saturday School is used as an alternative to out-of-school suspension whenever possible. Hours for Saturday School are 8:00-11:00 A.M. After-school operates from 3:15-4:00. Friday School runs 3:00-6:00 P.M.

### **ALCOHOL & DRUGS**

Any student possessing, transmitting or being under the influence of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind or possessing items represented to be controlled substances on school grounds, buses or at any school related function will be subject to suspension, expulsion and/or arrest. Students participating in illegal activity off school grounds may also be subject to school disciplinary procedures.

## **ANNOUNCEMENTS**

Announcements of community activities may be read to the student body or published in the newsletter upon approval of the principal. **Announcements must be signed.**

## **ATHLETIC/EXTRA-CURRICULAR**

Extra-curricular and athletic opportunities are available to students. Organized sports include: soccer, cross-country, volleyball, basketball, track, and cheerleading. Clubs and competitions include: Spell Bowl, Science Olympiad, Solar Bike, Academic Bowl, Chorus, National Junior Honor Society, S.A.D.D., Lego League, and Drama.

Students participating in athletics and extra-curricular activities represent our school and must maintain good conduct and passing grades. Each club or competition will have eligibility requirements and rules to follow, approved by the sponsor and principal. General athletic procedures involving practice and awards are in place. A student participating in athletics may not have a failing grade on their most recent report card. Nine weeks grades will be used unless semester grades are available. For fall sports, the previous year's card will be used. Students who receive a failing grade on their progress report will be required to attend tutoring sessions set up by the athletic director. In addition, each coach may have specific rules approved by the athletic director and the principal. Students attending school under probationary expulsion will not participate in extra-curricular or athletic activities. Athletes must have a physical form on file in the office before participating in any sport. Physical forms are available in the office.

Students violating drug, alcohol, or tobacco policies on or off school property will be subject to disciplinary action by the principal or coach. These actions may include but are not limited to: game or competition suspension, dismissal from the group or team, suspension from the group or team for the remainder of the year or season.

Students participating in athletics or other extra-curricular activities are not to use alcohol, illegal drugs, or tobacco products on or off school property. Students are not to knowingly attend activities where illegal alcohol, drugs, or use of tobacco will take place. If a student attends an activity and illegal alcohol, drug, or tobacco use arises, that student is to immediately leave that activity.

## **ATTENDANCE GENERAL INFORMATION**

Five unexcused absences or tardies from any scheduled class will constitute one (1) day of unexcused absence.

Excessive excused absences (more than 10 days/semester) are reason for school officials to request a medical statement from a physician explaining the necessity and estimated duration of the absence.

An attendance officer may contact a parent/guardian if tardies become a habitual trait and if student is absent without school officials knowing the reason for the absence.

Any student who accumulates ten (10) days of absence in one semester due to illness, must submit a physician's statement to the principal for each absence due to illness thereafter.

Excessive absences, as determined by the Building Principal, can lead to the student being expelled for the semester or in a report being filed with the County Prosecutor and Division of Family and Children.

## **ATTENDANCE POLICY**

Absence is the principal cause of all failure in school activity. Parents and students together have a responsibility to see that needless absence does not occur.

Punctuality and regular attendance reflects success in the classroom and on the job. A careful record of attendance is maintained in our school. Attendance becomes a part of the permanent record of every student and many potential employers ask for attendance information.

The following regulations will govern attendance of students in the Rising Sun-Ohio County School Corporation.

### EXCUSED ABSENCES

A student may be absent from school for (a) personal illness, (b) death in the family-funeral services, (c) religious reasons, (d) doctor or dental appointments or (e) exhibiting at the state fair, (f) service as a page in the state legislature. Students will be given excused absences for the above which will not accumulate against the emergency days or unexcused absences explained below. **Doctor's statements must be provided after ten (10) days of absence have accumulated in a semester.**

### UNEXCUSED ABSENCES-GENERAL

Unexcused absences are those absences not listed as "excused" or "emergency."

When a student has three (3) days of unexcused absence in any one semester, the parent/guardian and student if 18 years of age will be informed of the student's attendance record.

When a student has five (5) days of unexcused absence in any one semester, the parent/guardian must have a conference with the building principal or designee. **Failure to comply will result in a referral being made to the probation department and/or the Division of Family and Children.**

When a student accumulates six (6) unexcused absences in any one semester, school officials may begin Due Process with the student expelled for the remainder of the semester.

### UNEXCUSED ABSENCES-MIDDLE SCHOOL

Middle school students will be required to make up unexcused absences at an assigned Saturday School. Failure to report to the assigned Saturday School will result in further disciplinary action.

### TRUANCY – HABITUAL

IC20-33-8-12 defines an "habitual truant" as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. A student who is at least thirteen (13) years of age and less than eighteen (18) years of age and is designated as an habitual truant is ineligible to be issued an operator's license or a learner's permit. The school corporation will submit to the bureau of motor vehicles pertinent information regarding ineligibility before February 1 and October 1 of each year.

### REPORTING ABSENCES

For any absence, it is helpful if the parent/guardian calls the school office on the day of the absence. If notification by phone is not possible, then a written note signed by the parent/guardian stating the date and reason for the absence must be presented in the office by 8:15 A.M. on the day the student returns to school. **If neither the phone call nor the note is received, the absence will be recorded as unexcused. The student will have one additional day to bring in a note before receiving a zero for the day.**

### EMERGENCY DAYS

Students may be absent five (5) days per year in addition to excused absences set out above for emergency reasons. Under normal circumstances use of emergency days must be requested in advance by parent/guardian or student who is 18 years of age. A reason for requesting emergency day(s) must be stated as well as the number of days requested. Emergency days are to be requested for emergency situations which require the student to be absent for reasons which cannot be avoided. Students are expected to be with parent/guardian or responsible adult approved by parent/guardian.

Examples of emergency days are: serious illness of a relative, college visitation, employment interview, harvesting crops or similar situations approved by the school administration. A variance which includes an excess of the five (5) days must be approved by the building principal prior to exceeding the five (5) days allowed. **Any emergency day that does not follow the proper procedure or exceeds the five (5) days allowed will be counted as an unexcused absence.** After a student misses five (5) emergency days, the parent/guardian will be contacted.

### ATTENDANCE & TAKING PART IN RECESS AND PHYSICAL EDUCATION

Regular attendance is important to a child making progress at school; however, a sick child doesn't belong in school, for his/her sake and for the sake of the other children.

### Participating in Recess & PE

Students in grades 1-8 are expected to take part in outdoor recess unless the weather is bad. Generally, it is assumed if a child is well enough to attend school, he/she is well enough to go outside for recess and to take part in physical education classes. In a few instances when your child is just getting over an illness or injury and you wish him/her to stay inside for a day or not to take P.E. for a day, please write a note for the teacher to this effect. If a child needs to stay in for an extended period or refrain from participating in P.E., a doctor's note is to be obtained. A student may also be kept from taking part in recess as a disciplinary measure.

If your child has any special health conditions of which the school should be aware (allergy to stings, epilepsy, etc.), please note this condition on the enrollment card (please use red ink) and also contact the teacher and discuss this situation with him/her.

### ATTENDANCE AND ATTENDANCE AWARDS

At the end of the school year, Perfect Attendance Awards will be distributed to students meeting certain criteria.

A student must have no absences from school except that a student in grades 6-8, with school permission, may during the time he/she would usually be in study hall or lunch, be excused during that time for reasons such as a doctor or dentist appointment. A student must have returned to school in time for his/her next regularly scheduled class.

Students in grades 1-5 on certain days may have certain periods that he/she uses as study time. On these days, he/she may be excused using the same guidelines as mentioned above. Confer with the teacher prior to scheduling the appointment to see if scheduled study times are available.

Any tardiness to morning or afternoon homerooms will cause a student to be ineligible for a perfect attendance award.

If a student is injured at school or becomes ill and is sent home, the student is considered absent from school.

Regular attendance is important but a sick child is not to be in attendance at school. Thus, if a child is to have an opportunity to earn a perfect attendance award he/she must be favored by good health during the school year. Therefore, it is recognized that due to illness, a child, for very acceptable reasons, may be absent from school. **However, a child absent during any part of the school day for any reason, except for the previously mentioned, will not be eligible for a perfect attendance award.**

"Excellent Attendance" awards will be issued to students who have a total of four or fewer absences tardies and/or leaving school early, for the year. Teachers will add the number of instances listed above, and if the total is four or fewer, an excellent attendance award will be issued.

### BOOK RENTALS

Textbooks are usually adopted for a period of six years. Hard-back books are rented to students for a fraction of the cost of the book. If a student rents a book, he/she is held responsible for it. If it is lost, damaged, or stolen, the student must pay the replacement cost of the book. **If a student receives a book which he/she feels is badly marked or damaged, he/she should report the condition at once.** Only the exact books assigned to a student will be accepted as returned. Some books are not placed on rental and must be purchased. These may be paperbacks, workbooks or books for special classes. In certain instances, equivalent books or materials are substituted for books on the book list.

In some cases, students are asked to pay a fee and then the material for the course is furnished to them.

Free book rental is available to those who qualify for the federal free/reduced lunch program. Information about this program is available in the superintendent's office.

### BREAKFAST

**Breakfast is available at a cost of \$1.00 a day. Breakfast will be sold on a daily cash basis. Free and reduced programs operate for breakfast as well as lunch. Prices are subject to change.**

## **BULLYING/HARASSMENT**

School policy and state law SEA 285 prohibits bullying and harassment. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or other behaviors committed by a student or group of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm. Students may be suspended for bullying and/or harassment.

## **BUS RULES**

Riding the bus is a privilege not a right. Students are expected to follow bus rules or bus privileges may be revoked or suspended.

1. Students may not use loud, boisterous or profane language or indecent conduct.
2. Students may not eat or drink on the bus.
3. Students will neither purposely nor carelessly destroy property.
4. Students must stay in their assigned seat at all times until the bus comes to a stop unless given permission by the bus driver/monitor to move.
5. Students may not stand or lean over other seats. Students must stay within their seating compartment.
6. Students must keep their heads, hands and feet inside the bus.
7. Students must be seated immediately upon entering the bus.
8. Bus drivers/monitors are authorized to assign seats.
9. 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.
10. Unless otherwise noted, all School Corporation and building rules/policies must be obeyed at all times.
11. School authorities may temporarily or permanently deny the privilege of riding on the school bus to any student who refuses to obey these rules and policies.
12. Students will remain quiet enough to not distract the driver.
13. Students may not play on or near the road while waiting for the bus to arrive.
14. Students must wait until the bus comes to a complete stop before trying to load or unload.
15. Students must 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.
16. Students who must cross the road to load or unload must cross 10 feet in front of the bus.
17. No windows or doors will be opened or closed without permission of the driver/monitor. Windows will be opened no further than halfway.
18. Students will not throw any objects inside or out through windows.
19. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable or threatening manner.
20. Students will not bring unauthorized articles onto the bus (ie, combustibles, large items, weapons, or animals). If you are unable to hold the object in your lap safely, the object is too large.
21. Students will not smoke or have any tobacco products on the bus.
22. Students must present a note from a parent/guardian to allow a "friend" to ride home with them on the bus.
23. Students must keep toys such as legos, etc. in their bookbag.

## **CELL PHONES**

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

### **CHEATING**

Accurate evaluation of student knowledge cannot be obtained if cheating occurs. Cheating will not be tolerated. Most disciplinary actions will be handled by the classroom teacher. Repeat violations will be referred to the administration.

### **CHEWING GUM**

Careless disposal of gum in drinking fountains, furniture and floors presents sanitation and cleaning problems, and costly repair. Therefore, gum chewing is not permitted at any time during the school day. Middle school students attending classes at the high school are not to chew gum in that building. Demerits will be given for gum chewing.

### **CLASSROOM PARTIES/ROOM PARENTS**

The Parent Teacher Organization solicits volunteers and organizes Room Parents. Room Parents help teachers with holiday parties. Parents may attend classroom parties in grades K-5. Please do not bring pre-schoolers to classroom parties.

### **CONDUCT AND DISCIPLINE**

Rising Sun-Ohio County Community School Corporation believes that student success in the public school depends on a balance of individual rights and individual responsibilities and that self-discipline is essential to that success. In keeping with this philosophy, the school corporation attempts to promote self-discipline throughout its total educational program.

It is the policy of the Rising Sun-Ohio County Community School Corporation Board of Trustees to provide all students with graduated, relevant learning experiences that will enable them to develop to their potential. It is recognized that an effective learning environment includes many facets. Self-discipline is a major component of the total learning environment.

Self-discipline is best defined as the control exhibited in a student's behavior, so that the civil rights and dignity of others are protected. When the behavior of any student disrupts the learning environment, the discipline procedures will be initiated by school personnel.

These discipline procedures will be employed throughout the corporation by school personnel in order to maintain the educational environment as set forth in the philosophy of this corporation. All discipline procedures shall be administered fairly, with respect for the dignity of all students involved, and without anger, malice, or prejudice.

Prior to the initiation of discipline procedures, due consideration shall be given to individual and unique differences, as well as to exceptional circumstances. All discipline shall be intended to improve behavior and shall be progressive if repeated behavior problems occurred.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. The discipline procedures which shall be utilized to improve discipline problems include but are not limited to:

Changing seating assignments, confiscation of disruptive or banned items, contracts, corporal punishment, denial of privileges, detention or meaningful extra study assignments, exclusion (health reason, and general danger or threat to well-being), expulsion, in-school suspension, other appropriate, reasonable, and legal measures, out-of-school suspension, parent conference, payment of damages or compensatory restitution, probation, referral to special personnel (both with and outside the normal school environment), removal from class (remainder of term W/F), required apology, short term class suspension (teacher initiated), student-teacher conference and verbal reprimand, Friday School and Saturday School.

Other external controls may be applied and this may include parental participation in the decision making process.

The disciplining of students in Rising Sun-Ohio County Community School Corporation shall be compatible with rules and procedures spelled out in its due process statement which is subject to Indiana legislation.

### **Detention of Pupils After School**

For valid and sound reasons and on an individual basis, pupils may be detained after school for a reasonable length of time. Pupils who are detained must be supervised by a teacher, an administrator or designee. Parents will be notified and are responsible for transportation.

## **STUDENT SUSPENSION AND EXPULSION**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** (1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for up to one classroom period, if the student is assigned regular or additional work to be completed in another school setting. The principal may extend the classroom suspension for a period up to five (5) school days per offense. (2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. The principal may extend the classroom suspension for a period of up to five (5) school days per offense.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to ten (10) school days per offense. The AC/DC class in Greendale may be used instead of suspension.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

## **ALTERNATIVE CLASSROOM FOR DEARBORN/OHIO COUNTIES (ACDC PROGRAM)**

All middle school students placed on short term (1-10 days) out-of-school suspension are subject to assignment to the Alternative Classroom for Dearborn/Ohio Counties (ACDC) at the discretion of school authorities. ACDC is a two-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 in ACDC. The ACDC day runs from 8:30 a.m. – 2:30 p.m., and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the ACDC program will be provided at the time of the suspension.

## **GROUND FOR SUSPENSION OR EXPULSIONS**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercions, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking any school building, school grounds, or part thereof with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. 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 education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or drug paraphernalia. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or any educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any 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 rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

a. engaging in sexual behavior on school property;

b. disobedience of administrative authority;

c. willful absence or tardiness of students;

d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

e. possessing, using, transmitting, or being under the influence of caffeine-base substances, substances containing phenylpropanolamine(PPA), or stimulants of any kind, be they available with or without prescription;

f. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, lewd, vulgar, or offensive to school purposes.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function and without permission from an administrator.

### 13. POSSESSION OF A FIREARM

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 921 of the United States Code:

--any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

--the frame or receiver of any weapon described above

--any firearm muffler or firearm silencer

--any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

--any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

--any combination of parts either designed or intended for use in converting any device

into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

--an antique firearm

--a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes

c. The penalty for possession of a firearm: ten (10) days suspension expulsion from

school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above apply when a student is :
- a. 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 group;
  - b. off school grounds at a school activity, function, or event.
  - c. traveling to or from a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may be reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or school breaks, and the summer period when a student may not be attending classes or other school functions.

### **CONFERENCES**

Whenever you feel a need to confer with your child's teacher or the principal, please call the school, 438-2626, or send a note with your child to his/her teacher. We will arrange a time for a conference. Please do not call teachers at their homes unless the teacher has invited you to do so.

### **DEMERIT SYSTEM-GRADES 5-8**

1. Students receive demerits for violating class or school rules and for refusing to do assignments and incomplete assignments.
2. Demerits will be issued for excessive tardiness to class. The first two tardies will be determined, recorded and handled by the individual classroom teacher. On the third tardy to the same class, a demerit will be issued. Subsequent tardies will each result in a demerit. Tardies will accumulate for the semester for demerit purposes.
3. Written demerit slips are given to the student for each offense and parents are notified when a student has received five demerits. Demerits are filed in the office by staff members when given. A total of five demerits from any source will result in after-school detention.
4. After accumulating five demerits, the student will receive disciplinary action:  
5-10 demerits = after school detention or in-school if transportation cannot be arranged  
15 demerits = Friday school  
20 demerits = Saturday school & Parent Conference  
More than 15 = out-of-school suspension and mandatory parent conference
5. For serious offenses, the principal may issue an after-school detention, suspension, Saturday School or recommend expulsion.
6. At the end of the nine weeks, students may serve noon study halls for pending demerits. Students who have not received a punishment for the quarter are rewarded .

### **DETENTIONS**

Teachers and supervisory staff in grades 1-5 may keep students in from recess and/or direct them to report to the detention room for disobeying school or classroom rules. Up to five days may be issued for each infraction.

### **DRESS/APPEARANCE-GENERAL**

Neat appearance and proper clothing indicate a good school attitude. Students are expected to wear shoes at all times and clothing that gives a modest and neat appearance. Wearing apparel disruptive to classroom instruction or which is potentially unsafe will be considered inappropriate dress. Shoes with hard soles or dark soles are not to be worn in the gymnasium. Shoes with metal heel caps or plates are prohibited. Coats are not generally to be worn in the classroom unless the room is unreasonably cold and permission is given. Dress will be checked first period and throughout the day.

### **DRESS/APPEARANCE –MIDDLE SCHOOL**

For middle school students, low-cut tops, halter tops, tank tops, spaghetti straps, and cut off sleeves, as well as bare midriffs are unacceptable. Tops that expose underclothing are not acceptable. Excessively short shorts and skirts are not permitted. Shorts and skirts are to be at least finger-tip length. Pajamas are not allowed. Clothing which advertises or depicts alcoholic or tobacco products, drug usage or have or infer sexual content, will be considered inappropriate dress. Clothing, jewelry, or hairstyles/colors which are profane, indecent, gang-related, or disruptive to school purposes are prohibited. Ear piercings are the only visible piercings allowed. Pants that fall down low on the hips or below the buttocks, exposing underclothing, are a disruption. Parents may be called to bring a belt or other clothes for their child.

### **DRIVERS LICENSES P.L. 121-1989**

SEA 3/9, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. an expulsion from school; or
2. at least a second suspension from school for the school year; or
3. an exclusion due to misconduct; or is identified as a habitual truant or who drops out of school.

### **EMERGENCY HEALTH NEEDS**

The Rising Sun-Ohio County Community School Corporation responds to emergency health needs presented by any individual on school grounds or while being transported by immediately telephoning an emergency medical care provider and then telephoning a family member. The nurse, principal, or principal's designee shall take reasonable steps to notify a parent as soon as possible if a child is seriously injured or ill enough to be sent home.

The school should have readily available for each child a record indicating home and business address and telephone number of parent(s) or guardian(s), as well as the name, address and telephone number of a person to be contacted in the event the parents cannot be reached. Parents are responsible for reporting any drug sensitivity or serious chronic condition in the child every year.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

### **FIELD TRIPS**

Field trips which extend the curriculum or which reward student behavior may be scheduled periodically. Information will be distributed to parents which describes the trip and the criteria used to determine participation. Permission slips will be collected for trips involving school transportation. School transportation is occasionally used without notice for local trips when weather becomes inclement.

Parents are invited to attend field trips at their own expense, but generally must provide their own transportation unless acting at school request as an official chaperone. We request that pre-schoolers do not attend field trips. Parents are asked not to smoke while accompanying a student group on a field trip.

### **GANGS AND GANG ACTIVITY**

OCEMS and the Rising Sun-Ohio County School Corporation will not tolerate any gang activity. Any individual or group that promotes, sponsors, assists or participates in or requires as a condition of membership, intimidation, threats, the commission of an illegal act or battery, may be defined as a gang. Communication made with intent to harm a person or a person's property may be defined as participating in gang activity. A student who threatens another student because the other person refuses to join a gang or has withdrawn from a gang would be considered to be committing gang activity. Any student involved in this type of activity will be disciplined by the school and a referral will be made to the police for prosecution under criminal gang control statutes.

Caps, bandannas, emblems, shirts and other such clothing (markings, pins, etc.) associated with gangs will not be worn in school or on school premises. Students observed wearing such items may be subject to suspension and will be asked to remove them. Repeated wearing of such items after warning shall result in suspension or expulsion from school.

### **GRADING SCALE/GRADE REPORTS**

A: 92-100% B: 82-91% C: 70-81% D: 60-69% F: 59-0%

Progress Reports will be sent home mid-term and Report Cards once per nine weeks.

### **HEAD LICE AND NITS**

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

Students with head lice or nits should not be sent to school. Students are not permitted to attend school until all lice and nits are removed. Students will be sent home with active head lice and/or nits, even if they have been treated. Students who are sent home will be checked before he/she is readmitted to the classroom. Once a student is sent home with head lice, treatment is to occur immediately and the **student is to be back in school within 3 days**, including the day he/she was sent unless extenuating circumstances exist. Parents must contact the school nurse if their child is to be absent for more than 3 days. Excessive absence due to head lice will be reported to the Division of Family and Children.

### **HOMEWORK**

Educators and parents share a common goal: to help each student be successful. Students learn best when parents and the school work together. Homework is seen as an extension of learning, not as a substitute for classroom instruction. Homework which reinforces, enriches, and enhances instruction is intended to encourage families to become more involved with education.

Homework should be provided for all students in grades 4-8. In grades 1-3 teachers may assign practice, reinforcement, or enrichment activities. The amount of homework is to be commensurate with the age of the child and objectives of the class.

The deadline for make-up work is set by the teacher, who will allow at least one day for each day of absence. The student is responsible for requesting make-up work.

Students can expect to receive a reduced grade for late homework assignments.

### **HOMEWORK/MAKE-UP WORK**

Upon return to school, students have the responsibility to ask for make-up work which must be completed within the same number of school days which the student missed. **Phone requests for homework must be made in the principal's office by 9:00 A.M.** Assignments will be available at 3:00 P.M. the day following the day the request was received for grades 6-8. Requests made by 9:00 A.M. for grades 1-5 will be available the same day. Students are advised that the teacher will submit general homework assignments, none in detail. No test or daily quiz will be sent home for student to write. Students are advised that a test or quiz, written or oral, taken as make-up upon returning may not be the identical one which the student missed; it most likely will not even be the same type test.

Students missing days recorded as unexcused, or students suspended or expelled have no make-up privileges.

### **ILLNESS/HEALTH CONDITIONS TO EXCLUDE STUDENTS FROM SCHOOL**

1. Elevated temperature of 100 or higher, accompanied by other symptoms such as a headache, sore throat, rash and other symptoms of communicable disease. Students must be free of fever for 24 hours before returning to school
2. Any rash (Students must present written note from physician stating that rash is not contagious)
3. Sore or inflamed throat
4. Discharging ears (students must present written note from physician stating discharge is not contagious)
5. Other skin diseases

6. Inflammatory eye conditions
7. Any undiagnosed cough (especially during epidemics of whooping cough and measles)
8. Nausea and vomiting (students must be free of vomiting & diarrhea for 24 hours before returning to school)
9. Pediculosis or nits (student will be sent home if nits are present in hair, even if hair has been treated)
10. Student with a diagnosed bacterial infection must be on antibiotics for a full 24 hours before returning to school

### **INTERNET USE**

Students at Ohio County Elementary School will have the opportunity to use The Internet for school assignments with parent/guardian permission. "The information highway" is a valuable and limitless source of information. We are using a blockage program to protect students from improper sites and information. The Internet Use Policy and Agreement must be signed prior to student access to the Internet. Students will be given a complete Internet Policy upon enrollment and parents may determine internet use for their child at that time.

### **Internet Rules:**

1. Inform the teacher of inappropriate messages.
2. Avoid giving personal information about yourself or others.
3. Use appropriate language.
4. Respect the copyright laws on the Internet.
5. Do not plagiarize information on the Internet.
6. Do not order/purchase merchandise.
7. Do not give your password to another student.
8. Do not spread computer viruses.
9. Do not meet with someone you met online unless you've had parental permission.

### **Internet Discipline:**

1st offense - WARNING. Loss of Internet use for 1 month.

2nd offense - PROBATION. Loss of Internet use for the remainder of the year.

Severe violations will be dealt with on an individual basis.

### **LEAVING SCHOOL GROUNDS**

Students are expected to remain on school grounds during the entire school day unless a parent or guardian picks up a student for an appointment or a previously approved reason. Parents and guardians picking up a student early, must report to the office and sign the student out giving the reason for the absence. Once students are on school grounds, they may not leave without permission.

### **LIBRARY INFORMATION**

Books are checked out for 2 weeks. Students may renew chapter books as needed. Books must be returned in good condition. Take extremely good care of your books. Damaged books must be paid for. The cost will be determined according to the purchase price of the book. Only 1 book can be checked out at a time. NEVER check out a new book until the one checked out previously is returned. Overdue books will be charged \$.05 a day until the book is returned. Students with an overdue fine, damaged or lost book will have those fines or charges added to their textbook cost for the following school year. Parents or guardians will be responsible for the replacement of the book.

### **LUNCH & MILK PROGRAM**

At the time of publication, daily type A lunch is \$2.00 for grades K-3 and \$2.25 for grades 4-8. Prices are subject to change. For your convenience, lunch for the week may be paid for on the first day of the week. A student may not sell or give his/her ticket to another student. If a ticket is lost or stolen, please report it immediately. If a child needs to buy a ticket on any other day of the week, he/she is to purchase it in the office before school begins. A milk for a sack lunch or extra milk for a type A lunch costs \$.35. Afternoon milk for students in grades 1-3 is \$.35.

A type A lunch includes a carton of milk. Orange drink may be substituted in cases of a medical intolerance. A physician's statement must be on file in order to make the substitution.

OCEMS participates in the federal free lunch, textbook and milk program. Income guidelines and applications are available in the superintendent's office. Those who qualify for free lunch also qualify for free breakfast. Breakfast is sold on a cash basis at \$1.00 per day. We do not charge breakfast.

### **LOST, STOLEN, AND MISUSED MEAL TICKETS**

We have had some problems with students losing, selling, and/or giving their lunch tickets to other students. Consequently, we have to implement the following rules:

1. A maximum of **three** ticket replacements, or special meal arrangements resulting from three lost or stolen tickets will be allowed each student within each school year.
2. A list will be maintained of students who have reported missing original tickets in the current school year and the number of occurrences for each student.
3. A written warning will be given to the student and student's parent(s) after the maximum of three ticket replacements has been reached. This warning will include an explanation that the student has repeatedly requested replacement tickets and each subsequent time the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch.

### **LUNCH CHARGES**

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

### **MEDICATION POLICY**

In accordance with state guidelines, we will only administer those medications necessary to maintain the student in school. A strict policy will be followed in order to comply with state guidelines and ensure safe effective administration of medication for those students who require them. When sending medications to school, please follow these instructions:

#### **PRESCRIPTION MEDICATION**

1. Medications must be in their original container with pharmacy label and student's name affixed. Do not send medication in envelopes or containers other than original.
2. Please send only the number of pills or amount of medication student will need during school hours for duration of prescription.
3. A medication administration consent form must be completed. If you don't have a form, you must send in written permission including: child's name, date, name of medication, reason for taking medication, time and amount of medication to be given, and your signature. Label and consent form must match.
4. All medication sent to school, excluding inhalers, whether prescription or non-prescription must be kept in the clinic. Students are not permitted to keep medication in their locker or desk.
5. If it is necessary to take prescription or over-the-counter medication home on a daily basis, written consent from parent/guardian must be on file.

#### **OVER-THE-COUNTER MEDICATION**

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

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

#### Medication Will Not Be Administered If:

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

#### DISCARDING MEDICATIONS

The parent/guardian is responsible for picking up any unused medication at the end of treatment unless we have written permission on file to send home with student. Any medication not picked up by the last day of school will be discarded by the nurse.

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

#### IMMUNIZATIONS

In accordance with Indiana State Law, every child residing in Indiana shall be immunized against:

1. diphtheria
2. pertussis (whooping cough)
3. tetanus
4. measles (2<sup>nd</sup> vaccine required prior to entering 6<sup>th</sup> grade)
5. rubella
6. poliomyelitis
7. mumps
8. Chicken Pox (varicella) or proof of chicken pox disease.
9. Hepatitis B

#### ADMINISTERING MEDICATION

Whenever possible, medication should be administered at home. If it is necessary for medication to be given at school, a Medical Administration Consent form must be completed. Prescription medication must have the prescription label attached. Non-prescription medication must be in the original container labeled with the product name.

#### MESSAGES

**If you would like our office staff to get a message to your child before the end of the day, please call before 2:40 in order to give staff members time to deliver the message. Students will not be called from class for phone calls that are not emergencies. Parents of elementary age (K-5) children must inform classroom teachers of any change in end-of-day plans by note or phone call. Students riding a different bus must have a note for the driver.**

We will deliver messages of upcoming events and snow days to homes by way of the Alert Now telephone message system. Parents will be asked at the beginning of the year to designate a phone number to which calls will be sent. The database will only be updated at the semester.

#### MISCELLANEOUS

1. Students should not bring to school any more money than is necessary. The school is not responsible for theft which may occur.
2. Students are not allowed to use the school office phone during school hours except in emergencies determined by the principal.

3. Students are not to possess guns or knives at school, including pocketknives. Additionally, students are not to bring any item with the intent to use it as a weapon or which potentially may be used as a weapon, this includes chains. If you are in doubt about bringing anything to school, check with the principal.
4. Students are not to bring animals or pets to school unless permission is given by the principal.
5. Squirt guns, bottles, shaving cream or any other device propelling liquids are not allowed on school property or on the buses.
6. We are not responsible for personal items brought to school that are lost or stolen. If you bring items to school, they are to be marked with your name. Balls that go on the roof or outside the playground will be retrieved by the custodian at the end of the day. For student safety, we cannot allow elementary students to leave the playground area to retrieve balls. Personal baseballs and softballs are not to be brought to school without permission.
7. Although we recognize the importance of birthday greetings, Valentine messages, etc., we must remember our primary concern is education. Please refrain from sending telegrams, flowers, balloons, etc to students.
8. Lockers are available for use by middle school students. Lockers are to be used for storing school supplies and personal items necessary for use at school. 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 rules. The school corporation owns and controls lockers and retains the right to inspect lockers and the contents.
9. Desks are available for use by students. The same storage and inspection guidelines exist for desks that apply to lockers.
10. Lost and found items are placed in the main office. Students who lose items should check with office personnel periodically. Periodically, lost items are displayed outside the office for several days. Items unclaimed are delivered to the free store or disposed of. Parents are welcome to inspect the lost and found items.
11. Use of headphones, radios, cell phones, pagers and walkie-talkies are not allowed on school property or in the building during the school day without permission.
12. Middle school students are not to carry bookbags, backpacks, gym bags or handbags to class. These are to be kept in student lockers. Students should not have extra large gym bags too big for lockers.
13. Middle school students are to use their assigned locker only and are not to give out their locker combination to any other student. 8<sup>th</sup> grade students will be issued locks for their lockers. Students with gym lockers will be provided locks at their request. Parents will be charged for locks not returned or damaged at the end of the school year.
14. Laser pointers are not allowed as they may cause eye injury.
15. Students are not to use skateboards, roller blades, or roller shoes in the building.
16. Game Boys, hand-held games, and cameras are prohibited unless specific permission is given by a teacher to bring them in.

### **NOON STUDY HALL - MIDDLE SCHOOL**

Students may be assigned to the noon study hall at the beginning of lunch to complete assignments or tests. No-shows receive demerits. Students who do not wish to go outside for recess may also use this as a study hall. Noon study hall may be issued students by the principal for minor rule infractions.

### **PEST CONTROL**

Parents and staff members may request to be put on a registry to receive advance notice of all pesticide use by contacting the superintendent's office at 438-2655. The school nurse will also receive notice of all pesticide applications.

### **PLEDGE/MOMENT OF SILENCE**

Students lead the Pledge of Allegiance daily. Those with religious or personal objections are not required to participate. We comply with state law by having a daily moment of silence.

### **RESPECT FOR SCHOOL STAFF AND EACH OTHER**

The entire staff of our school is interested in the welfare of students. It makes no difference whether it be a teacher, aide, custodian, bus driver, principal, or any other staff member. We want what is best for your child. Students are expected to show respect to all staff members and when given directions are expected to follow them. Students are also expected to respect each other. Harassment, physical and verbal abuse is not permitted and should be reported. Threats and intimidation will not be tolerated.

### **SELLING OF GOODS AND POSTING SIGNS**

All items sold at OCEMS must have the expressed permission of the principal. Signs and sales which affect the school or a school organization must be scheduled and given a calendar date. All sales which are attributed to profit-making organizations not connected in any manner with OCEMS or the school corporation are prohibited.

### **SNOW DAYS**

When school is to be closed due to inclement weather, notification will be as early as possible through the Alert Now telephone message system. Radio and TV stations may also carry announcements. State law requires that schools make up snow days.

### **STUDENT EDUCATION RECORDS**

Parents/guardians of students have the right to inspect and review student education records. Requests for inspection are to be made to the building principal. Parents/guardians have a right to seek amendment of student education records. Contact the building principal for procedural information regarding inspection and amendment of records and complaint procedures. OCEMS limits disclosure of student directory information and student education records to the following:

- School officials with legitimate educational purposes.
- Companies employed by or affiliated with the school district to assist a school official in performing his/her tasks.
- Parents/guardians, including non-custodial parents, unless the school is in possession of a court order or legal document prohibiting disclosure, in accordance with IC 20-10.1-22.4-2.
- Health officials, law enforcement officials, and juvenile justice agencies in accordance with IC 20-10.1-22.4-3.

OCEMS may distribute names of students receiving awards or special recognition to news agencies unless a written request not to is on file with the building principal. Teachers may disclose names of students in their class to parents for purposes of class parties. Other directory information will not be disclosed to a third party without parent permission.

### **STUDENT SAFETY AND DELIVERING/PICKING UP STUDENTS**

To ensure our students' safety, parents and other visitors shall enter the building through the front doors and report to the office. This includes parents **delivering students in the morning and picking up students** at the end of the day. Other entrance doors will be kept locked. Non-school personnel will not be allowed to wait outside classrooms at the end of the day or in the morning. **Kindergarten and first grade** parents will be allowed to accompany students to class the first week of school. **Second and third grade** parents will be allowed to accompany students to class the first day of school. Parents picking up/delivering children during the school day are to go through the office to sign students out. If a parent or grandparent is **volunteering or visiting** in the classroom, the teacher will notify the office and a **visitor's pass** will be issued. If a **parent conference** is scheduled, the teacher will come to the office and meet the parent.

**Non-school personnel are not allowed on the playground during school hours.**

### **STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS OR EVALUATIONS OF SCHOOL PROGRAMS**

No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and minister; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **TOBACCO REGULATIONS**

It is against the law for a person less than 18 years old to possess tobacco products. Students are not permitted to use or have in their possession tobacco in any form at any time in the school building, on the buses, on school grounds, or within the area surrounding the school grounds. This includes lighters and matches. This applies to all school sponsored activities, as well as the regular school day.

Violation of the above school policy and other school rules will result in disciplinary action being taken and/or referral to the police.

### **TUTORING**

Tutoring may be available after school if funding is available. Elementary classrooms have classroom assistants who give students assistance during the day. Middle school students may receive assistance during the daily homeroom period.

### **VISITING THE SCHOOL**

This is your school and you are welcome to visit it. Parents of kindergarten and first grade children are asked, under normal circumstances, not to visit the classroom during the school day for the first several weeks of school in order to help your child adjust to the school environment. Parents of children other than kindergarten or grade one are asked not to visit the classroom during the first several days. Make arrangements with your child's teacher before visiting the classroom. Normally a twenty-four hour notice to teachers is necessary in order that instruction or testing is not interrupted.

Classroom visitation must be arranged in advance. The teacher will notify the office when a visitation has been arranged. Upon arriving at school for visitation, visitors must first **stop by the office**, sign in and receive a visitor's pass. In order to facilitate learning, the teacher is not to be interrupted while he/she is providing instruction or assistance for students. Lunchroom passes will be issued by the office for those visitors eating lunch with a child. These passes are for the lunchroom only. Visits to the classroom after lunch must be arranged by the teacher. All visitors must sign in at the office before entering the rest of the building before school and during school hours.

## STUDENT HANDBOOK

**Indiana State law requires that we request a student's parent or guardian, for any student in grade K-12, to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy.**

Please complete the form below and return it to the school – in person, with the student or by mail. Your cooperation is appreciated.

We have received the 2010-2011 O.C.E.M.S. Student Handbook and have reviewed the disciplinary policy for OCEMS.

Student(s): \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Ohio County Elementary-Middle School  
436 S. Mulberry Street  
Rising Sun, IN 47040  
(812) 438-2626