

TO THE STUDENTS OF RISING SUN HIGH SCHOOL

Welcome to your school.

You are about to begin a new and exciting school year. The days you spend here will be days you will always remember, so use them in a way in which will honor you, your family and school.

Your faculty and administration are here to work with you and to make your years here a meaningful educational experience.

This student handbook and planner is provided to assist you in knowing school policies, information, and dates of important events. Please read the student guidelines and be aware of the information included. Keep this planner throughout the year, and take it with you to your classes.

Students are asked to make recommendations to the administration concerning policies and regulations. All recommendations will be seriously considered in light of the overall program at Rising Sun High School.

There may be changes made in the future which will necessitate alterations in the policy as it is set forth in this directory.

Keith E. Majewski, Principal
Rising Sun High School
210 South Henrietta Street
Rising Sun, Indiana 47040
(812) 438-2652

RISING SUN HIGH SCHOOL MISSION STATEMENT

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

2010-2011 School Calendar

August	
9	Teacher Workday
10	1 st Student Day
September	
6	Labor Day – No School
October	
15	End of 1 st Grading Period (48 days)
19	Full Day School—PM Parent/Teacher Conferences
20	Full Day School—PM Parent/Teacher Conferences
22	Fall Break—NO SCHOOL
November	
25-26	Thanksgiving Break
December	
17	End of 2 nd Grading Period/End of First Semester (42/90 Days)
20	Christmas Break Begins
January	
3	2 nd Semester Begins
17	MLK Day--No School—Make-up
February	
21	President’s Day—No School—Make-up
March	
11	End of 3 rd Grading Period (47 days)
21-25	Spring Break – No School
April	
22	Good Friday – No School—Make-up
25	No School—Make-up
May	
19	Last Day for Students (43/90 days)
29	Graduation

Make-up Days in the Order that will be Used

- | | |
|-----------------------------------|------------|
| 1. January 17 | 6. May 23 |
| 2. February 21 | 7. May 24 |
| 3. April 25 (Monday after Easter) | 8. May 25 |
| 4. April 22 (Good Friday) | 9. May 26 |
| 5. May 20 | 10. May 27 |

TIME/CLASS SCHEDULES

All students arriving before 7:45 A.M. are to report to the front lobby.

Period 1	8:00 a.m. – 8:50 a.m
Period 2	8:55 a.m. – 9:45 a.m.
Period 3	9:50 a.m. – 10:40 a.m.
Period 4 and Lunch	10:45 a.m. – 12:10 p.m.
Period 5	12:15 p.m. – 1:10 p.m.
Period 6	1:15 p.m. – 2:05 p.m.
Period 7	2:10 p.m. – 3:00 p.m.

LUNCH SCHEDULE

A Lunch	10:45 a.m. – 11:15 a.m.
B Lunch	11:35 a.m. – 12:10 p.m.

THE PHILOSOPHY OF RISING SUN HIGH SCHOOL

In a democratic republic, education is a right, as well as a privilege. To provide education for all, schools have been established. It is the responsibility of the school to teach and to maintain the fundamental concepts of American democracy. This is a shared responsibility with the home, the church, the government, and other community organizations that benefit youth. Therefore, the school should know and cooperate with these agencies.

The main function of a secondary school is to develop the child to the fullest extent of his mental, physical, and moral capabilities. In order to do this, a modern school should be comprehensive and broad enough in its curriculum to serve the academic, practical, technical and vocational desires of the students. In so far as present facilities permit, Rising Sun offers educational opportunities to students of varying interests and abilities.

The teacher is a fundamental factor in the school. He/She should be well trained in his/her own professional field and should have a knowledge and understanding of the American way of life. He/She should be ethical, open-minded, and sympathetic with youth. He/She should seek to instill in the student a desire for scholastic achievement and for satisfactory social adjustment.

The pupil should be made to feel that he/she is an important member of society and that teachers are his/her friends. He/She has duties as well as privileges. He/She expects help and consideration. He/ She should give respect and cooperation.

The relationship between administration and teachers should be one of trust, understanding and mutual respect. A sound philosophy of education is basic in developing citizenship in a democracy. The main objectives of education should be the following:

- A. The building of healthful attitudes and habits of good citizenship.
- B. The promotion of respect and knowledge.

- C. The use of critical thinking.
- D. The fostering of a sense of taste and appreciation of values.

Start now to prepare yourself for the life in the bright future that can be yours. Start now to:

- A. Make wise use of your time.
- B. Develop your abilities, talents, and interests.
- C. Learn all you can about the complex and changing world.
- D. Develop a strong sense of responsibility.
- E. Understand the changing job opportunities.
- F. Develop the proper social attitudes, along with an appreciation of your rights, privileges, and responsibilities.

Get your education now, prepare yourself for the future, and if possible, get ready for training beyond high school. It's your life; get ready to live it!

SCHOOL SONG

For this is R-I-S-I-N-G
 We are a peppy crew, Oh, can't you see
 When all the rooty rooters gather 'round
 We'll raise the heavens above, this ripping, roaring sound
 We're gonna FIGHT, FIGHT, FIGHT forever more
 We're gonna WIN this game and WIN some more
 We're gonna throw those _____ on the floor, out the door
 RISING SUN!

SCHOOL COLORS

Royal Blue and White

PERMANENT RECORDS

A complete record is kept for each student throughout his/her school career. The permanent record includes grades, courses taken, test results, grade average, and class rank. He/she may inspect your records by making arrangements with the guidance office.

STUDENT SCHEDULES

Students are required to enroll in a minimum of six (6) classes each semester. No more than one (1) study hall per semester may be scheduled. Exceptions to a student's schedule may be made only with the approval of the guidance counselor and principal. Students do not have the opportunity to request certain teachers.

Errors in student schedules should be brought to the attention of the counselor, principal, or secretary as soon as they are noted. After a student has registered, few schedule changes will be made. Dropping and/or adding courses may be considered at the end of the first semester.

Early Graduation Policy

A Student may elect to graduate at the end of the first semester of his/her senior year from Rising Sun High School provided:

- 1) He/she must be in attendance at the high school during the first semester of his/her senior year.
- 2) He/she must have completed all graduation requirements before the beginning of the second semester of his/her senior year.

Any student wishing to remain eligible for athletic participation during the second semester shall not be eligible for early graduation.

A student who wishes to graduate early will still be eligible to participate in the senior trip provided that all trip requirements are met prior to the departure date.

A student who wishes to graduate early will still be eligible to participate in commencement ceremonies with his/her class at the conclusion of the second semester.

COURSE ENROLLMENT/CLASS CHANGE PROCEDURES

Course enrollment procedures begin early in the second semester with individual class meetings. At this time the guidance department distributes course description handbooks and information concerning required courses, electives, and the Academic Honors Diploma. Students' scheduling questions are answered at this time. Students, in cooperation with their guidance counselor, are assisted in the completion of their tentative schedules during their individual scheduling session. Students are then required to have their parent/guardian sign their schedule form stating their approval. Schedule forms are then to be returned to the guidance office. Every attempt will be made to schedule the student into his/her preferred classes. However, due to scheduling conflicts, a student is asked to select an alternative class to complete his/her schedule.

After student schedules are finalized, course change procedures may be initiated in order to correct an administrative error, to remedy improper placement, or to effectively utilize staff. Counselor, teacher, and parent/guardian input will be utilized to determine if the requested change is academically in the student's best interest. Any appeal concerning course change decisions by the guidance department may be forwarded to the principal for review.

GRADE LEVEL CLASSIFICATION

Classification of each student according to grade level will occur prior to the first student day of each school year and each student shall retain that classification for the academic year. All newly enrolled students will be classified upon entering RSHS at the time the entering student's transcript is received from the sending school. A classification review may occur at the request of the student in writing to the school counselor.

Students classified as freshmen, sophomores, juniors, or seniors may participate only in activities of each representative class. The number of years in attendance does not mandate participation in particular class activity. Credits earned regulate grade classification:

Freshmen	0-7 credits
Sophomores	8-15 credits
Juniors	16-23 credits
Seniors	24+ credits

A student electing to re-take a class to better his/her grade will receive the higher of the two grades on his/her permanent record.

GRADUATION REQUIREMENTS – 42 CREDITS

English/Literature	8 credits
English 9	2 credits
English 10	2 credits
English 11	2 credits
English 12	2 credits
Math	8 credits
Algebra I	2 credits
Geometry	2 credits
Algebra II	2 credits
Elective	2 Credits
Science	6 credits
Biology	2 credits
Integrated Chem/Physics	2 credits
Chemistry or Earth Science	2 credits
Social Studies	6 credits
U.S. History	2 credits
Government	1 credit
Economics	1 credit
World History or Geography	2 credits
Physical Education	2 credits
Health & Wellness	1 credit
Directed Electives	5 credits
Computer Applications	1 credit
Languages or Fine Arts	4 credit
Electives	6 credits

HONORS DIPLOMA

A student may earn a CORE 40 with Academic Honors diploma by completing the following requirements:

1. Complete all requirements of the CORE 40 diploma
2. Earn 6-8 CORE 40 world language credits
3. Earn 2 CORE 40 fine arts credits

4. Earn a grade of “C” or above in courses that will count toward the diploma
5. Have a grade point average of “B” or above
6. Complete one of the following:
 - a) Two advanced placement courses and corresponding AP exams
 - b) Academic, transferrable dual high school/college courses resulting in 6 college credits
 - c) One advanced placement course and corresponding AP exam and academic transferrable dual high school/college course(s) resulting in 3 college credits
 - d) Score 1200 or higher combined SAT math and verbal
 - e) Score a 26 composite ACT
 - f) An International Baccalaureate Diploma

A student may earn a CORE 40 with Technical Honors diploma by completing the following requirements:

1. Complete all requirements of the CORE 40 diploma
2. Earn a grade of “C” or above in courses that will count toward the diploma
3. Have a grade point average of “B” or above
4. Complete a career-technical program resulting in 8-10 credits
5. The student must earn a state-recognized certification or certificate of technical achievement in the career-technical program

GRADING SCALE

The following grading scale will be used in all courses at the high school. The only exception will be if a student is under a modified grading scale according to his/her I.E.P.

A+ 97% - 100%	C 73% - 76%
A 93% - 96%	C- 70% - 72%
A- 90% - 92%	D+ 67% - 69%
B+ 87% - 89%	D 63% - 66%
B 83% - 86%	D- 60% - 62%
B- 80% - 82%	F 59% and below
C+ 77% - 79%	

FINAL EXAMS

Each class will administer a final exam and/or a final project at the end of each semester. Class periods will be reorganized to give a minimum of 90 minutes per class per exam. Schedules will be arranged so that a student will have no more than three (3) exams during a school day. The semester exam will count as 20% of the semester grade.

NINE-WEEK AND SEMESTER GRADES

Students will earn a nine-week grade at the end of each grading period. They will also earn a semester grade at the end of the second and fourth grading periods. The semester grade

will be the compilation of 40% of each nine-week grade and 20% of the semester final exam grade.

PROGRESS REPORTS

Progress reports will be available on-line through the student report system or mailed home (if requested) approximately halfway through each grading period. Parents must request (in writing) to receive a hard copy (by mail) of their child's progress reports and/or report cards.

DISCIPLINE CONCEPT OF RISING SUN HIGH SCHOOL

Basic Concept

Discipline is letting students know that they are not going to disrupt their school, school activities, classrooms, their fellow students or their teachers. Students have the right and the promise from their community that they can go to school and learn. Teachers have the same right, to be able to walk into their classrooms and teach.

To The Students

We will not tolerate your disrupting school, school activities, or classroom areas. We will not tolerate your keeping teachers from teaching, yourself and/or other students from learning. We will not tolerate your being defiant, belligerent or disrespectful. We will not tolerate your engaging in behavior that is not in your best interest or that of others.

To The Parents

We will not tolerate your child disrupting school, school activities, or classroom areas. We will not tolerate your child keeping teachers from teaching and students from learning. We will not tolerate your child behaving in a defiant, belligerent, or disrespectful manner. It is in your child's best interest that we work together to help him/her. You are encouraged to support the teachers and the school as often as possible. We will expect your support.

From The Administration

All children can be expected to behave. It has been educationally established that one of the primary reasons that a child is a school behavioral problem is that the parents do not make the youngster behave at home. Discipline can and must be positive and is designed to help the student to improve his overall attitude.

DISCIPLINE STATEMENT

While this document deals directly with students' rights and responsibilities, it indirectly describes the rights and responsibilities of teachers, school administrators and school employees.

The teacher is required by law to maintain a suitable environment for learning, To carry out this responsibility, the teacher may discipline a student. Administrators have the right to discipline, suspend, or recommend expulsion of students.

Discipline shall mean all forms of corrective actions taken by school personnel other than suspension and expulsion. The following methods are among those forms considered as "discipline": conferences, detention, reduction of grades, assigning additional work, restriction from extra-curricular activities, corporal punishment, and any other action that is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

Law officials will be summoned whenever it appears laws are being violated or whenever it is deemed necessary.

STUDENT CONDUCT

"We are known by our actions as well as our words." This old saying implies that learning correct behavior is as important as any other part of high school training.

Good appearance in and about the school building is necessary. This means the entire campus should be free of paper and waste materials. Walking across the lawn destroys the efforts to keep it attractive. Inside the building, locker doors are to be kept closed, waste paper off the floor, and chewing gum off the desks, tables, and floors. Writing on walls and furniture and the defacing of books, magazines, and other property is not tolerated and would be cause for disciplinary action.

Student relationships with teachers and other students should be friendly and respectful at all times. Undesirable behavior while a fellow student or teacher is talking is disrespectful and is not permitted.

Proper clothing and attractive personal appearance in school are very important. Both boys and girls should have sufficient pride in personal appearance to use good taste in dress and personal appearance.

At convocations, assemblies, or athletic events every speaker or group of performers should receive respectful attention. Proper respect for the display of the flag and the playing of the national anthem reflects credit upon the individual, the school, and the community.

Conduct at sports events reflects on the students as citizens. Sitting in the school section is important for supporting your athletic team. Cheerleaders and the teams need your support at pep sessions and ballgames. The student body must show respect for the referees' decisions. The teams appreciate the students' presence and enthusiasm. The reputation of a school body is developed through the conduct of its individual students and the collective student body.

GROUNDS FOR SUSPENSION OR EXPULSION

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

Chapter 5.1 Suspension, Expulsion, and Student Discipline

Sec. 1.

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

Sec. 2.

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

Sec. 3.

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

Sec. 4.

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

Sec. 5.

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

Sec. 6.

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

Sec. 7.

- a) The governing body of a school corporation must do the following:
 - (1) establish written discipline rules for the School Corporation
 - (2) give general publicity to the discipline rules within a school where the discipline rules apply by these actions:
 - (A) making a copy of the discipline rules available to students and students’ parents; or
 - (B) delivering a copy of the discipline rules to students or the parents of students.

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

- b) 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.
- c) 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.
- d) 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:

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

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

- (A) occupying any school building, school grounds or part thereof with intent to deprive others of its use
- (B) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
- (C) setting fire to or substantially damaging any school building or property
- (D) possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose

(E) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property

(F) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

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

- (2) 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
- (3) 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
- (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 other object that can reasonably be considered a weapon. *(See RS-OC Policy 11.20 on Weapons)
- (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. Use of a 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 a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
- (9) 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.

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

Sec. 9.

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

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

Sec. 10.

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

Sec. 11.

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

Sec. 12.

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

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

ACDC PROGRAM

Alternative Classroom in Dearborn County (Ohio County)

All students placed on short term (1-10 days) out of school suspension are subject to assignment to the Alternative Classroom for Dearborn County (ACDC) at the discretion of the school. ACDC is a Dearborn-Ohio County-wide program that provides an alternative to out of school suspension in which students are required to report to the ACDC location to serve their suspended days. Parents are responsible for transportation to the program and students are required to report with all necessary materials for the completion of class work and are required to bring a sack lunch. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to ACDC, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive credit for class work completed while in ACDC. The ACDC day runs from 8:30a.m. – 2:30p.m. and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the ACDC program will be provided at the time of the suspension.

TOBACCO

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

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

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

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

****Students found in violation of this policy will have the option of completing an independent tobacco study program in lieu of serving a suspension. This program will consist of the student watching a program on the hazards of tobacco use and writing a minimum 500 word essay on the program. The essay must be considered to be of above average work for the student to receive credit for the program. If the student fails to receive credit for the program, the student will be suspended out-of-school for one (1) day. Students not electing this alternative after the first offense will not be allowed this alternative for future violations.

CHEATING/PLAGIARISM

The Rising Sun High School administration expects that all work that a student turns into his/her teacher to be his/her own. Classroom teachers will develop guidelines on the consequences of cheating in their classroom.

Plagiarism is defined as the presentation of ideas or words of another as one's own. The administration expects all of the students of Rising Sun High School to strictly follow the rules of research, documentation, and notations. Students found to be in violation of these guidelines may have discipline procedures initiated against them, which may include grade reduction, grade forfeiture, class failure, and, in extreme cases, suspension and/or expulsion from school.

ALCOHOL/DRUGS

Students knowingly 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.

HARASSMENT

Harassment of any source whether physical or verbal is not tolerated at Rising Sun High School. This includes a student or group of students harassing a teacher, staff member, or student and a teacher harassing a student or a group of students. Students who feel they have been harassed should report to the building principal immediately. Corporation policy 6.3 explicitly defines harassment and sets out a complaint procedure, which will be followed.

BULLYING

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

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

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

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

- First Offense: Suspended out-of-school 2 Days—The student and his/her parent must meet with building administrators before the student will be allowed to return to school.
- Second Offense: Suspended out-of-school 5 Days—Law enforcement agencies will be notified. Student will be required to show proof of enrollment in an appropriate counseling program (at parent's expense) before being allowed to return to school.
- Third Offense: Suspended out-of-school 10 Days- Pending Expulsion—Law enforcement agencies will be notified.

CELL PHONES

Students may use/possess cell phones during the school day provided the:

- 1) Cell phones are not allowed inside individual classroom areas.
- 2) Cell phones that are on must be in silent or vibrate modes while on school grounds during the school day.
- 3) All communications with regards to student illness or a student needing to leave the building for any reason must be made through the office phones under the supervision of office personnel.

If a student violates the above guidelines the following consequences will be followed:

- First Offense: Student will have phone confiscated for the remainder of school day.
- Second Offense: Student will have phone confiscated for the remainder of school day and be assigned one (1) after-school detention.
- Third Offense: Student will be assigned two (2) after-school detentions and lose cell phone privileges for the remainder of the current semester.

Further violations of this policy may result in the student being suspended and/or expelled from school.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or electronic device is strictly prohibited. Students found to be in violation of this standard face suspension and possible expulsion from school.

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

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

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

CAMERAS

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

SOME OTHER DISCIPLINARY AREAS

Offense: Bus Offense/Referral

Consequences:

1. Warning and note home
2. 5 days off bus
3. 10 days off bus
4. Off for the duration of the school year

Offense: Unsafe Vehicle Operation or Speeding on School Grounds

Consequences:

1. Warning
 2. Suspension of driving privileges for two weeks
 3. Suspension of driving privileges for six weeks
 4. Suspension of driving privileges for one semester
- NOTE: Reckless driving and/or running a stop arm on a school bus will result in consequence #3.

Offense: Skipping After-School Detention

Consequences:

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

Offense: Skipping an Assigned Friday Evening School

Consequences:

1. Double the Friday Evening School
2. Suspended out-of-school 1 day
3. Suspended out-of-school an additional day for each occurrence

Offense: Damaging Property

Consequences:

*Restitution of damaged property in all instances

1. Assigned 1 after-school detention
2. Assigned 1 Friday Evening School
3. Suspended out-of-school 3 days
4. Suspended out-of-school 5 days
5. Expulsion proceedings begin

Offense: Stealing

Consequences:

1. Suspended out-of-school 3 days, plus return of item
2. Suspended out-of-school 5 days, plus return of item
3. Expulsion proceedings begin, plus return of item

Offense: Skipping Class or Leaving Class without Permission

Consequences:

1. Assigned 1 after-school detention
2. Assigned 1 Friday Evening School
3. Suspended out-of-school 1 day
4. Suspended out-of-school an additional day for each occurrence

Offense: Truancy

Consequences:

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

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

Consequences:

1. Suspended out-of-school 2 days

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

Offense: Fighting, Inciting a Fight, Hazing, Initiating
Consequences:

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

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

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

Offense: Failure to Follow a Reasonable Request
Consequences:

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

Offense: Disrespect to Another Student
Consequences:

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

Offense: Disrespect to a School Employee
Consequences:

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

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

Consequences:

1. Automatic expulsion proceedings begin

Offense: Possession of a Deadly Weapon

Consequences:

1. Automatic expulsion proceedings begin

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

STUDENT DRIVER POLICY

Students who drive or ride any motor vehicle, automobile, motor bike, scooter, or motorcycle to school are expected to abide by the following regulations:

1. drivers must possess a valid driver's license
2. adhere to the 15 MPH speed limit in the school area
3. vehicles must be parked in the lot designated for students, which is east of the main entrance. A parking lot is also located behind the school building
4. parked vehicles should be at least five feet from the edge of the curb, which will permit school buses to make a complete turn when necessary
5. upon entering the area between Main and First Streets, drivers will park their vehicles immediately in the area designated for student parking
6. students will not remain in, on, or about vehicles after they are parked
7. students are not to be in vehicles at anytime during the school day (including lunch time) without permission - noon time driving is prohibited
8. all vehicles will remain in the parking lots until the end of the school day
9. permission, which may be granted only in the office, to drive one's vehicle during school hours will be permitted for the following reasons only:
 - a) dental or doctor's appointments
 - b) school sponsored activities
 - c) emergency requests for students to return home
10. at the end of the school day, drivers are encouraged to leave the parking lot in an orderly and safe manner.

LAWS ON SUSPENSIONS AND DRIVER LICENSE

SECTION 1 IC 9-24-2-1 IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 1995]:

Sec. 1.

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (a) at least a second suspension from school for the school year

- (b) an expulsion from school
- (c) in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the School Corporation in which the student is enrolled, the student withdraws from school before graduating.

SECTION 2 IC 9-24-2-4 IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 1995]:

Sec. 4.

- (a) If a person is less than eighteen (18) years of age and is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
 - (1) the person becomes eighteen (18) years of age
 - (2) one hundred twenty (120) days after the person is suspended
 - (3) one hundred eighty (180) days after the person is expelled
 - (4) the suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1
 - (5) If section 1 (3) of this chapter applies, the student in good standing has re-enrolled in school.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
 - (1) that the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice
 - (2) that the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that
 - (1) the information provided was technically incorrect; or
 - (2) the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the condition for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.

BUS REGULATIONS

Students who board buses leave their seventh period classes at the 3:00 p.m. bell.

Student Responsibilities:

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous or profane language, or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
5. No window or doors will be opened or closed except by permission of the bus driver.
6. No food or drinks are allowed on the bus without the permission of the bus driver.

7. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner.
9. The student should be waiting at his/her loading station when the bus arrives.

Riding Unassigned Buses:

Any student boarding a bus to which the student is not assigned may ride if

1. space is available on the bus without loading beyond capacity
2. a note signed by parent or guardian is presented to the driver prior to boarding the bus
3. the student conforms to rules and safety regulations
4. the student has not been excluded from riding other buses.

CAFETERIA

Rising Sun-Ohio County Community School Corporation participates in the Federal School Lunch Program and follows the guidelines set forth by the program.

Student lunches vary in cost from year to year. The price of a Type A lunch will be announced at the beginning of each school year. Prices are subject to change during the year. Requests for free or reduced lunches require parent or guardian of student to complete an application. Federal guidelines govern eligibility. Parent/guardian will be notified within a reasonable time of approval or disapproval of free or reduced lunch applications. Some extra food items may be purchased during the lunch period at prices posted in the cafeteria.

Students in grades 9-12 have the option of purchasing lunches from an a-la-carte menu in the high school cafeteria or bringing their lunch and eating in the cafeteria. There will be no orders or deliveries from an outside source. All lunches must be eaten in the high school cafeteria. No food or drink may be taken from the cafeteria by the students. No credit will be extended for school lunches.

Students will conduct themselves properly, wear proper attire, and use proper table manners during the lunch break or lose the privilege of using the cafeteria.

LOCKERS AND LOCKS

At the start of each year, every student will be assigned a locker with a combination lock for personal use. Students should not give their combination to any other person. Students may not bring their own locks for lockers used at the school.

Students should only use the locker assigned to them. Students are not to share a locker with another student unless assigned to do so by the principal's office. Students are responsible for maintaining the locker in good condition. Students are not to write anything on either the inside or outside of the locker. Students are to get permission from the principal's office before hanging anything on their locker. A student may be charged a maintenance fee for excessive damage to a locker which could not happen through normal usage.

Students should never leave money or valuables in their locker. Large amounts of money should be left in the office for safekeeping. Students, not the school, are responsible for their own property.

STUDENT LOCKER INSPECTION

All lockers made available for student use on the school premises, including lockers located in the hallways and physical education and athletic dressing rooms, are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rule.

The student's use of the locker does not diminish the corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

STUDENT SEARCHES

School personnel have the right to protect students from harm, to conduct reasonable searches of students' lockers, belongings and, when necessary, of their person.

STUDENT COURTSHIP

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

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.

MEDICATION IN SCHOOLS

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.
4. All medication sent to school, whether prescription or non-prescription must be kept in the clinic. Students are not permitted to keep medication in their locker or desk.
5. Medication will not be sent home with students. If it is necessary to take medication home, you will need to make arrangements for an adult to pick it up from school.

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.
4. If there are special circumstances and you want to keep medication at school for your child to take on an as needed basis, you must first talk with the nurse.
5. Medication will not be sent home with students. If it is necessary to take medication home, you will need to make arrangements for an adult to pick it up from school.

MEDICATION WILL NOT BE ADMINISTERED IF :

1. The medication is sent to school in anything but the original container.
2. You do not send in written permission including child's name., date, name of medication, time and amount of medication to be given, reason for taking medication, and your signature.
3. Medication label and consent form 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. 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 ADMINISTERED AT SCHOOL. IF YOU CAN SCHEDULE MEDICATION DOSES AROUND SCHOOL HOURS, PLEASE DO SO.

PASSES

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

Each student will be given a student agenda book on the first day of school. These books will have places for passes in the back of the book. These passes are to be the only ones used by the student. If the student does not have their agenda book, he/she will not get a pass. The only exception will be passes from the offices.

If a student's agenda book is lost or destroyed, a replacement book may be purchased from the office for the cost of \$10.00.

AFTER SCHOOL DETENTION

After school detention can be given by the teacher or administration for disciplinary problems that would not be serious enough for suspension or expulsion. After school detention will be from 3:05 p.m. until 4:35 p.m. Students who serve after school detention will be responsible for their own transportation home. Students will be notified as least one day ahead of time prior to serving After School Detention. Students must receive prior permission from the office if they cannot attend an assigned detention. If permission is not obtained, the absence will be unexcused.

FRIDAY EVENING SCHOOL

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

PERSONAL APPEARANCE AND DRESS

“Dress and appearance in good taste” should be the guideline for all RSHS students. Neat appearance and proper clothing indicate a good school attitude. Students whose appearance and actions disrupt the educational process; call undue attention to the individual; violate federal, state or local health and obscenity laws; or affect the welfare and safety of the student or his classmates will be contacted by the office and directed to dress in an appropriate manner. Some general dress guidelines are:

- 1) Any clothing that contains vulgar or obscene slogans or pictures as well as any clothing that advertises any alcohol, tobacco, or illegal drug is prohibited.
- 2) Hats/bandanas are not to be worn inside the building without prior permission from administration.
- 3) Pants must be worn properly around the waist (no under garments showing). Pants that contain rips or tears above the mid-thigh area are prohibited.
- 4) All shirts must be able to touch the top of the pants. Strapless shirts and low-cut, spaghetti tops are prohibited.
- 5) Excessive amount of chains or jewelry, which may cause safety concerns for the student or other students, will not be allowed.
- 6) Backpacks, purses, and other bulky items are not allowed into the classroom areas. Gym bags for P.E. classes must be left in the P.E. locker room.

ACCIDENTS OR ILLNESS

Students and teachers must report accidents which occur at any time during the school day or accidents which occur as a result of participation in extra-curricular activities.

Basic first aid will be administered to ill students; however, it may be determined that the student needs professional medical attention and/or emergency treatment. Within reason, depending upon the nature of the injury or illness, efforts will be made to contact the student’s parents/guardians or family doctor. If no contact can be made, school officials will make prudent decisions concerning the needs of the ill or injured students. In some instances it may be necessary to call the Rising Sun Emergency Unit to administer first aid and/or to transport the student to the Dearborn County Emergency Area.

The RSHS clinic is equipped to handle only minor accident victims, and the staff can do little to administer to the needs of ill students. The school does not have a full-time nurse on duty. Students will not be cared for in the clinic for extended periods of time. Because of this, it is important that students come to school knowing their parent’s telephone number at work, knowing their doctor’s name and number, and knowing the name and telephone number of an adult relative or adult friend of the family who would make decisions in the absence of parent/guardian and doctor. Students must not leave the building because of illness without authorization from the principal’s office.

TECHNOLOGY USAGE

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's and 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.

Terms and Conditions

1. **Acceptable Use** - All persons accessing or using the Internet through the school's connections and equipment, whether from a school location or from a remote location using school hardware, software and/or accounts, are prohibited from using such connections or equipment for anything other than educational purposes.

2. **Privileges** - Students and parents must understand that the provided Internet access is a privilege, not a right, and the administrative staff of the Rising Sun Ohio County School Corporation may deny, revoke, or suspend specific user accounts, accesses and privileges as a result of irresponsible or inappropriate behavior. The administrative staff will make all decisions regarding whether or not a user has violated this authorization and his or her decision is final. Electronic communications, downloaded material and /or other information obtained or transmitted via the Internet may be monitored or read by school officials.

3. **Unacceptable Use** – Users are responsible for their actions and activities involving the network. Users need to familiarize themselves with these responsibilities. Failure to adhere to them will result in the loss of network use privileges. Examples of unacceptable uses are:
 - a. Unauthorized downloading and/or installing programs/software on any network computer(s)
 - b. Playing games over the Internet
 - c. Listing to streaming audio or video
 - d. 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
 - e. Using the Internet for commercial purposes, advertising or similar objectives
 - f. Accessing sites with inappropriate language, violence, nudity, etc
 - g. Vandalizing data, software or equipment. Students should not misuse the technology equipment with intent to harm or damage
 - h. Students should not use a computer without adult staff supervision
 - i. No email or chat room use of any kind
 - j. No external media of any kind to be used on any of our equipment
 - k. All technology is to be used for educational purposes only

 - l. 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
- m. No unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law
 - n. Accessing the files or account information of another network user
 - o. Violating network security
 - p. Willfully damaging or removing components or data of any network computer
 - q. Using another user's password or account
 - r. Using the network while access privileges are suspended or revoked
 - s. Unauthorized subscriptions to Internet services such as listserves and newsgroups
4. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. Users have full responsibility to use the network in an ethical and educational manner. Profanity or obscenity will not be tolerated on the school's network. All users should use language appropriate for school situations as indicated by school codes of conduct.
 - a. Use and share computer resources courteously and efficiently.
 - b. Be polite. Do not become abusive in your message to others.
 - c. Do not use the network in any way that would disrupt its use by other users.
 5. Security – Network security is a high priority. If a user identifies a security problem, please notify the system administrator or principal right away. Do not demonstrate the problem to others. Never share your password or account with anyone. Keep your account and password confidential. You have full responsibility for the use of your account. All violation of this policy that can be traced to an individual account will be treated as the sole responsibility of the owner of that account. Do not use another user's account and password to logon. Attempts to logon to the network as system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. No foreign or personal floppy disks or CD's are permitted without permission from administration.
 6. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data for another use. This includes, but is not limited to, the uploading or creation of computer 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.

This document will remain in effect for each student's educational experience at Rising Sun Ohio County Schools. Permission to use can be withdrawn by parent or guardian.

VISITORS

Students are discouraged from bringing or inviting guests to school during the school day or during lunch break. Permission to do so may be granted by the principal or his designee. For permission to be considered the following must occur:

- 1) Arrangements must occur three (3) school days prior to visit.
- 2) All of the student's teachers must agree to the visit.
- 3) Students may not bring visitors under school age.
- 4) All visitors must report to the principal's office.

ATTENDANCE POLICY

Absence is the principle cause of failure in school activities. Parents and students together have a responsibility to see that needless absence does not occur. Punctuality and regular attendance reflect success in the classroom and on the job. A careful record of attendance is maintained in our school. Attendance becomes part of the permanent record of every student.

The following regulations will govern attendance of all students of Rising Sun High School:

Reporting Absences

For any absence, the parent/guardian should call the school office on the day of the absence. If this is not possible, then a phone call or written note signed by the parent/guardian stating the date of and reason for the absence shall be submitted to the office on the day the student returns to school. Students missing school due to a medical visit shall bring documentation from the doctor's office verifying the visit.

Number of Absences

A student is allowed **six (6)** absences per class period in each semester. A student who accumulates **seven (7) or more** absences in a class period during a semester will forfeit the opportunity to earn credit in that class period for the semester unless **one** of the following conditions are met:

- 1) The student applies for and is granted an attendance waiver for those days in which they are in violation of the school's attendance policy.
- 2) The student earns a grade of 90% or better on the final exam for that class period.

If either of the above conditions is met the student will receive the appropriate semester grade earned with respect to the school's grading policy.

A student **will not** be counted absent from school for:

- a) service as a page of the Indiana General Assembly
- b) service as an election day worker
- c) out of class, school sanctioned activities such as field trips
- d) student is detained in a juvenile detention center

- e) junior or senior college visits (maximum of two college visits per year). Students must notify the school administration of proposed college visits prior to the day of the visit and must provide documentation of the visit from the college to the attendance officer on the day of return to school.

A student who misses more than half of a class period is considered absent from class for one session unless the student has an admittance pass from the office or another teacher. The attendance officer is the final authority for whether or not students were in attendance during any class period for any particular day.

Students who have lost the ability to earn credit in a class due to excessive absences are still required to attend and participate in class and follow all class rules.

ATTENDANCE COMMITTEE

The high school administration will establish an Attendance Committee on an annual basis that will consist of the school's faculty members. The Committee's responsibilities will include:

- 1) Review submitted attendance waiver applications and provided documentation.
- 2) Determine whether a waiver application should be approved or not approved.
- 3) Determine whether or not there are extenuating circumstances which warrant modifications to the attendance policy for a particular student.

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

Attendance waivers are for extreme circumstances. Days missed due to general absences for illness or Dr. Appointments, in general, do not meet waiver guidelines and are what the six days of allowed absences are for.

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 which the student has missed. Students are advised that a test or quiz, written or oral, taken as make up upon return to school, may not be identical to the one which the student missed. It may not even be the same type of test. Students with unexcused absences or students who have been suspended out of school have no make up privileges.

STUDENT TARDINESS TO CLASS

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

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

HABITUAL TRUANT

A student is considered a habitual truant upon the third absence from school in which the parent is unaware of the student's absence.

TEACHER/PARENT CONFERENCES

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

Parents should call the principal's office to make arrangements with the secretary for a conference.

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 viewed at any time upon request. The Corporation will follow the guidelines set forth by the act.

Any student or parent of students 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.

SELLING OF GOODS AND POSTING OF SIGNS

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

Any items sold at RSHS by class groups or extra-curricular groups must follow guidelines set forth by the Rising Sun-Ohio County Community School Corporation.

PEST CONTROL POLICY

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to children.

The corporation will

1. Inform annually parents and staff members of the corporation's control policy at the time of students' registration (beginning of the year or semester) by a separate memorandum or in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance of all pesticide use and provide such notice.
4. Provide notice of planned pesticides application to parents and employees who have requested advance notice.
5. **Provide notice of all pesticide applications to school nurse.**
6. Maintain written record for 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of the immediate threat to the public health, the school shall give written notice as soon as possible.