

# Fairfield Jr-Sr High School

## Acknowledgement of Student Rules of Conduct and Student Activity Code

**2020-2021**

These rules of Conduct and Activity Code Rules apply to regular school, all school-sponsored activities, extra-curricular activities, and summer school programs.

I acknowledge having received a copy of the Student Rules of Conduct, which includes the Activity Code Rules; having the rules reviewed with me by school personnel; being instructed to read and study the Rules; and being told to share them with my parents for their review and general information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I acknowledge having seen and/or reviewed a copy of the Student Rules of Conduct, which includes the Activity Code Rules. I am aware that these Rules have been approved by the Board of Education.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# FAIRFIELD COMMUNITY SCHOOLS

## EXTRA-CURRICULAR RANDOM DRUG TESTING CONSENT FORM

### Option A:

I have received (and have read and understand) a copy of the "Fairfield Community Schools Extra-Curricular Activities and Student Driving Drug Testing Program". I desire that –

\_\_\_\_\_ participate in this program, and in the extra-curricular and driving program of Fairfield Community Schools, and hereby, voluntarily agree to be subject to its terms for the 2020-2021 school year. I accept the method of obtaining urine specimens, testing, and analysis of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time. I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to non-disclosure of such tests results only to the extent of the disclosures in the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

### Option B:

I, \_\_\_\_\_ have decided not to participate in student driving or extra-curricular programs sponsored by Fairfield Community Schools for the remainder of this school year. In order for me to participate in the student driving or extra-curricular programs at a later date, I understand that I must submit to a urinalysis and sign a consent form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature



# Fairfield Jr-Sr High School 2020-2021

## Parent/Student Handbook

Name: \_\_\_\_\_

SRT: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

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## **A MESSAGE FROM THE PRINCIPAL**

*Welcome to the 2020-2021 school year at Fairfield Jr. Sr. High School. I hope you are ready for an amazing year! While things may look differently due to the Covid-19 pandemic, we are excited to see you. Are you up for a fun, new challenge? The FJSHS faculty and staff are committed to providing students the resources and tools you need to prepare you for your Plan A after graduation. Even though your future may seem far away, you need to begin preparing for it now. Every day you are in school is a valuable opportunity for you to gain and practice the skills you will need for your Plan A.*

*This student handbook was developed to help students and parents experience a successful school year. Because the handbook contains very important information regarding student responsibilities, expectations, and rights, each student is responsible for knowing its contents. Take time to review the information in the handbook and become familiar with the school procedures, policies, rules and regulations that have been established for FJSHS. The student handbook has been provided by our school community and endorsed by the School Board and administration.*

*In addition to preparing for Plan A after graduation, school can also provide fun and memorable experiences. Enrich your educational experience by becoming involved here at FJSHS. Athletic teams, academic teams, music, clubs, and service organizations are just a few ways you can become a part of your school. Each of these activities will help you develop the **knowledge, skills, and character** you will need in order to take the next steps in your lives.*

*I look forward to seeing each of you grow, develop and **take charge of your future.***

#Falconsforever

Jason Grasty, Principal

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## PLEASE NOTE –

Changes to the Fairfield Jr. Sr. High School Handbook will be made throughout the year based on changes that occur at our local, state and national level due to the COVID 19 pandemic. As changes are made, we will communicate those changes to students VIA their school email, to parents via the daily bulletin and Power Announcements.

Some of the changes that will occur are going to happen just prior to school starting because we are waiting on survey results to determine class sizes, locations, etc. Please understand that changes may be sudden due to circumstances. Every effort will be made to communicate the changes before they occur. If you have any questions, please call the school.

## **FAIRFIELD JUNIOR-SENIOR HIGH SCHOOL**

The Fairfield Junior-Senior High School staff and community are committed to an education that provides students with skills to help them reach their highest potentials. The staff and community are committed to providing a safe, caring environment and helping students become responsible citizens.

### **ADMINISTRATION, STAFF, AND SUPPORT PERSONNEL**

Jason Grasty- Principal	Jennifer Parvu-Timmer– English
Moises Trejo - Assistant Principal	Colin Groves - English
Nick Jones – Assistant Principal	Rebecca Evans – English
Mark Hofer – Athletic Director	Ann Carboneau – English
Bonnie Gingerich – Guidance	Jonathan Gigler – German
Jennifer Johnson – Guidance,	Emily Mercer Nelson – Spanish
Brock Treesh, Guidance	Rebecca Hawley – Spanish
Dawn Ernsberger –Social Worker	Taryn Bergman – Social Studies
Emily Vargas – School Nurse	Jacob Tucker – Social Studies
Holly Stephens – Treasurer	Ryan LeCount – Social Studies
Jessica Dunlap – Admin Secretary	David Moore – Social Studies
Kelly Walter – Attendance Secretary	Steve Proctor – Social Studies
Jennifer Chupp – Guidance Secretary	Elizabeth Birkey – Science, JH Coordinator
Jessica Dunlap – Athletic Secretary	Amy Charlwood – Science, Coordinator
Breanna Kambs – Media Specialist	Jeff Ulrich – Physics
Jennie Kurtz – Media Center Aide	Carla Herschberger – APEX
Troy Beachy – Math	Bruce Bergdall – Science
Michael Filbrun – Math	Brian Fisher - Science
Julie Schumacher – Math	Gene Willard – Science
Darin Holsopple - Math	Troy Sands – Business
Candi Tobias – Math	Nancy Haines- Work based learning coordinator
Veronica Furfaro - English	Jim Jones – Eng/Tech, Coordinator
Megan Davidhizar – English, Coordinator	Dennis Schooley –Tech
Kaylene Garber – English	Tim Fritz – Physical Education

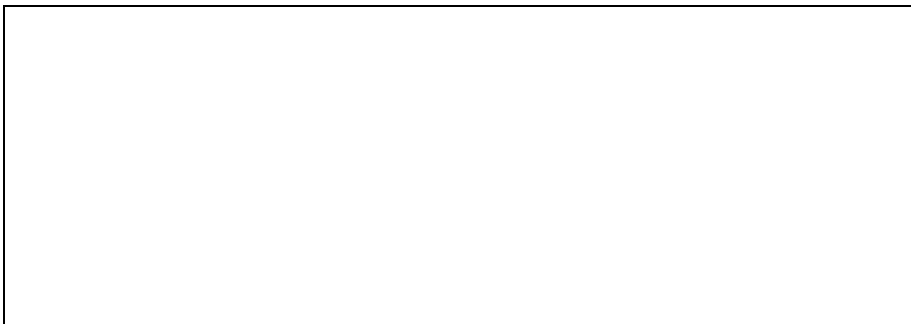
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Sarah McKee – Physical Education, Coordinator  
 Brodie Garber – Physical Education  
 Mallory Baum – Agriculture/FFA  
 Jennifer Schafer – Veterinary Assistant Instructor  
 Lisa Firestone - Cosmetology  
 Angie Higginbotham – Cosmetology  
 Shannon Gall – FACS  
 Jeff McClure – Building Trades  
 Mykayla Neilson - Director of Bands  
 Ben Kambs – Choral Director, Coordinator  
 Wendi Sparks – Art/Fine Arts  
 Kim Amor – Art/Fine Arts  
 Cynthia Birr – Special Education, coordinator  
 Matt Thacker – Special Education  
 Rachel Bush – Special Education  
 Tamela Helfers– Special Education  
 Sarah Schroeder – Special Education  
 Ellyn Osterday – In School Suspension Supervisor

Cindy Noward –Speech Language Pathologist  
 Lindsey Jones - Tech Integration/Innovation coach  
 Julia Yoder – Network Systems Administrator  
 Cody Stevens - Network Systems Administrator  
 Larry Becker – Choral Accompanist  
 Diane Grotrian – Paraprofessional  
 Kristen Keller – Paraprofessional  
 Jennifer Hare-Paraprofessional  
 Julie Wuthrich – Paraprofessional  
 Angela Culp – Paraprofessional  
 Kara Stefen – Paraprofessional  
 Tamara Carrington – Paraprofessional  
 TBD – Paraprofessional  
 TBD - Paraprofessional

<b>Junior High Daily Schedule</b>			
<b>Block 1/2</b>	<b>8:05-9:39</b>		<b>94 mins</b>
<b>Block 3/4</b>	<b>9:43 - 11:51</b>		<b>94 mins</b>
<b>A Lunch</b>	<b>Class 9:43 - 10:30</b>	<b>Lunch 10:30 - 11:00</b>	
	<b>Class 11:04 - 11:51</b>		
<b>B Lunch</b>	<b>Class 9:43 - 11:05</b>	<b>Lunch 11:05 - 11:35</b>	<b>85 mins</b>
	<b>Class 11:39 - 11:51</b>		
<b>Block 5/6</b>	<b>11:55-1:25</b>	<b>90 mins</b>	<b>90 mins</b>
<b>Block 7/8</b>	<b>1:29-3:10</b>		<b>101 mins</b>
<b>Gold Day</b>	<b>1, 3, 5, 7</b>		
<b>Blue Day</b>	<b>2, 4, 6, 8</b>		





<u>High School Daily Schedule</u>			
<b>Block 1/2</b>	<b>8:05-9:39</b>		<b>94 mins</b>
<b>Block 3/4</b>	<b>9:43 - 11:17</b>		<b>94 mins</b>
<b>Block 5/6</b>	<b>11:21-1:25</b>		
<b>C Lunch</b>		<b>Lunch 11:40 - 12:10</b>	
	<b>Class 11:21 - 11:40</b>		<b>90 mins</b>
	<b>Class 12:14 - 1:25</b>		
<b>D Lunch</b>		<b>Lunch 12:15 - 12:45</b>	
	<b>Class 11:21 - 12:15</b>		<b>85 mins</b>
	<b>Class 12:49 - 1:25</b>		
<b>E Lunch</b>		<b>Lunch 12:55 - 1:25</b>	
	<b>Class 11:21 - 12:55</b>		<b>94 mins</b>
<b>Block 7/8</b>	<b>1:29-3:10</b>		<b>101 mins</b>

<b>Gold Day</b>	<b>1, 3, 5, 7</b>
<b>Blue Day</b>	<b>2, 4, 6, 8</b>

<b><u>Junior High Daily Schedule</u></b>		
<b>2 Hour Delay</b>		
<b>Block 1/2</b>	<b>10:05-10:30</b>	
<b>Block 3/4</b>	<b>10:34 - 11:51</b>	
<b>A Lunch</b>		<b>Lunch 10:30 - 11:00</b>
	<b>Class 11:04 - 11:51</b>	
<b>B Lunch</b>	<b>Class 10:34 - 11:05</b>	<b>Lunch 11:05 - 11:35</b>
	<b>Class 11:39 - 11:51</b>	
<b>Block 5/6</b>	<b>11:55-1:25</b>	
<b>Block 7/8</b>	<b>1:29-3:10</b>	
<b><u>High School Daily Schedule</u></b>		
<b>2 Hour Delay Schedule</b>		
<b>Block 1/2</b>	<b>10:05-10:30</b>	
<b>Block 3/4</b>	<b>10:34 - 11:17</b>	
<b>Block 5/6</b>	<b>11:21-1:25</b>	
<b>C Lunch</b>	<b>Class 11:21 - 11:40</b>	<b>Lunch 11:40 - 12:10</b>
	<b>Class 12:14 - 1:25</b>	
<b>D Lunch</b>	<b>Class 11:21 - 12:15</b>	<b>Lunch 12:15 - 12:45</b>
	<b>Class 12:49 - 1:25</b>	
<b>E Lunch</b>	<b>Class 11:21 - 12:55</b>	<b>Lunch 12:55 - 1:25</b>

<b>Block 7/8</b>	<b>1:29-3:10</b>	
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**Fairfield Community School Corporation is committed to equal opportunity** and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No discrimination on such basis under any educational program or student activity. For further information, clarification or complaint (grievance) procedures, please contact the principal's office or the following coordinator for Section 504 (handicapping conditions); Title IX (gender discrimination); A.D.A. (Americans with Disabilities); Title I, Title III, or Title IV (race, color, creed, national origin and limited English proficiency). Steve Thalheimer, Superintendent, Fairfield Community Schools 67240 C.R. 31, Goshen, IN 46528, phone: 574-831-2188.

## **PHILOSOPHY OF FAIRFIELD JUNIOR-SENIOR HIGH SCHOOL**

We believe that the educational system should broaden the foundation enabling students to see themselves as worthy individuals who can reach their highest potentials. Our school shall exist to educate the students in a manner that will help them to become responsible members of the community, the state, the nation, and the world.

In attempting to meet the needs of the students, the school should take into account their religious, social, economic and academic differences, as well as their physical and emotional backgrounds. Our school district encompasses an agri-cultural-industrial economy with a strong, diverse conservative religious element. Our school shall exist to educate the students in a manner consistent with these local characteristics, as well as with state, national, and world perspectives.

Curricular and extra-curricular activities should teach basic skills and provide enrichment through a wide range of experiences that will help students to become productive American citizens and responsible adults. The school must acknowledge changes in society and prepare students to recognize, understand, and evaluate their merits.

The faculty and staff must also be aware of the nonacademic concerns of the student and provide the opportunity for each student to achieve within the school program, developing self-respect and a feeling of acceptance and success. The school will guide the students in the development of responsible behavior. Open communication, cooperation and mutual respect throughout the school and the community must exist to achieve this development.

The education of young people is an important and essential task. This task should be shared by the school, student, home, and community.

## **VISION STATEMENT**

+

Fairfield Jr.-Sr. High School is committed to educational excellence for all students to:

- embrace lifelong learning
- develop technological skills
- foster collaborative skills
- solve problems and think critically
- develop global awareness
- cultivate civic responsibility and leadership

## **MISSION STATEMENT**

Providing our students with opportunities to be college and career ready.

## **BELIEF STATEMENTS**

1. All students can learn.
2. Quality instruction makes a difference.
3. Shared accountability matters.
4. Ongoing assessment gauges and guides instruction.

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5. Positive school climate promotes student achievement.
6. High expectations improve student achievement.
7. School, home, and community partnerships are vital.
8. Continuous school improvement is essential.

## **SCHOOL SONG**

*Music: Notre Dame fight song*  
 On you Falcons win this game  
 On you Falcons on to your fame  
 Give your best from the beginning; we are here to do the winning  
 Fight on for Fairfield High- rah, rah, rah  
 On Fairfield Falcons we're all for you  
 On Fairfield Falcons, on for gold and blue  
 Keep on fighting till you win, never give up and never give in  
 On Fairfield High School keep up the fun  
 On Fairfield High the game must be won  
 Keep our colors flying and lead us to victory!

## **CHAIN OF COMMAND:**

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made with regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. The appropriate "chain of command" for help with a concern is teacher or advisor, coach, sponsor; then the assistant principal or principal; then the superintendent; and finally, the school board.

## **WHERE TO FIND HELP:**

Absences/Tardies.....	Student Services
Academic Progress .....	Classroom Teacher
Appointments.....	Office Secretary
Athletics .....	Athletic Secretary/Athletic Director
Book Rental.....	Book Keeper
Buses .....	Bus Driver/Transportation Director/ Assistant Principal
Change in Student Info.....	Guidance Secretary
Curricular Concerns.....	Principal/Assistant Principal
Discipline Concerns.....	Assistant Principal
Extracurricular .....	Sponsor
High Ability.....	Principal/Guidance Department
Immunizations .....	Nurse
Lockers.....	Assistant Principal
Lost and Found.....	Office Secretary
ID Cards .....	Student Services
Agenda Book.....	Bookkeeper
Personal Concerns .....	Guidance Department
PE Excuses .....	PE Teacher
Withdrawal and Transfers.....	Guidance Department/Principal

## **FCS GRIEVANCE PROCEDURE FOR SECTION 504, TITLE VI, TITLE IX OR ADA:**

All complaints of discrimination on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency should be discussed with the local building administrator. The complaint should be in writing and fully describe the circumstance. Every effort will be made to resolve the situation at the building level. If the complaint cannot be resolved, the following local grievance procedure has been established to resolve complaints of discrimination on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought. **STEP ONE:** The grievance shall be submitted to the district coordinator for Section 504, Title IX, A.D.A. and Title VI of Fairfield Community Schools, who shall investigate the circumstances of the alleged violation. The coordinator shall make a written report of his/her findings of fact and conclusions within ten (10) school days. **STEP TWO:** If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report of the coordinator to the superintendent of the Fairfield Community School Corporation within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the superintendent shall affirm, reverse, or modify the report of the position name above. **STEP THREE:** If the grievance has not been resolved in STEP TWO to the satisfaction of the grievant, she/he may appeal to the school board within five (5) school days of receipt of the report in STEP TWO. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days' notice of its meeting. The Board shall affirm, reverse, or modify the report issued under STEP TWO within fifteen (15) school days of receipt of the appeal.

## **THE PLEDGE OF ALLEGIANCE:**

FJSHS will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance I.C. 20-30-5-0.5. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. I.C. 20-30-5-4.5 requires that each classroom will establish a daily moment of silence.

## **IMPORTANT DATES FOR SCHOOL YEAR 2020-2021**

Visit Fairfield's event calendar at:

<http://www.dynacal.com/fairfieldschools> Or go to [www.fairfield.k12.in.us](http://www.fairfield.k12.in.us)

August 12 - 1st Student Day

September 7 - Labor Day (No School)

September 24 - Parent/Teacher Conferences **E-Learning**

October 14 - End 1st Nine Week Grading Period

October 22, 23, 26– Fall Break (No school)

November 25, 26, 27 - Thanksgiving Vacation (No School)

December 22 - End 2nd Nine Week Grading Period & Semester

December 23 to January 6 - Christmas Break (No school)

January 7 - Start back to school and begin 2nd Semester

January 18 - Martin Luther King Day/Snow Make-Up Day

February 12 – Snow Make-Up Day

February 15 – President's Day (No School)/Snow Make-up

March 17 – End of the 3rd Nine Week Grading Period

March 25 – District E-Learning Day

April 1 –Snow Make-up

April 2 – Good Friday

April 5-9 – Spring break

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May 28 – End of 4th Nine Week Grading Period, Last Day for Students

June 6 – Graduation Commencement

The Fairfield School Board adopted this handbook in July, 2020. Students attending summer school and their parents should note that the discipline rules outlined in this handbook are in effect during summer school.

## **ASBESTOS NOTIFICATION:**

The EPA “Friable Asbestos-containing Materials in Schools Identification and Notification Rule” (40 CFR Part 763) requires that all public and private, primary and secondary schools inform all school employees and the school’s Parent-Teacher Organization of the location of friable ACM within the building. The following is a “building by building” summary of the test results from the investigations conducted by ATEC, Inc. \*Benton, Millersburg and New Paris Elementary Schools: The buildings contain no friable ACM. \*Fairfield Jr.-Sr. High School: The building contains no friable ACM. \*Fairfield Corporation Administration: The building contains no friable ACM. Asbestos Management Plans are available for inspection in the above offices.

## **PEST CONTROL POLICY:**

Fairfield Community Schools is committed to providing students a safe environment. Fairfield 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. Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Therefore, Fairfield Community Schools has instituted a “Pest Control Policy” for the district. The basic ingredients of this policy are: \*Inform parents and staff members of the corporation’s pest control policy. \*Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice of planned pesticide applications to parents and employees who have requested advance notice. \*Provide notice of all pesticide applications to school nurses. \*Maintain written record for at least ninety (90) days of any pesticide applications. \*Provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. In case of emergency pesticide applications required because of immediate threat to the public health, the school shall give written notice as soon as possible. If a parent or staff member wants to be added to the registry, please contact Phil Menzie, Business Manager.

## **THE FOLLOWING ARE SET FORTH AS THE EDUCATIONAL OBJECTIVES OF FAIRFIELD JUNIOR-SENIOR HIGH SCHOOL**

- I. Each student develops self-realization through academic achievements. To accomplish this, the school shall offer:
  - A. A variety of curricular activities.
  - B. Courses which develop skills, attitudes, values and knowledge essential and meaningful to all.
  - C. Basic and marketable skills in vocational subjects.
  - D. Cultural appreciation and expression through art, music, drama, literature, languages and history.
  - E. Advanced educational experiences that help prepare students for further study of professional nature.
  - F. Academic counseling for all students.
  - G. Individualized instruction.
  - H. An opportunity to develop personal responsibility.
  - I. An opportunity to develop self-expression through communication skills and creative arts.
  - J. An opportunity for the development of scientific and mathematical literacy.
  - K. Experiences in inquiry and scientific methods.
  - L. Opportunity to make use of resources in the community through field trips and speakers.
  - M. Opportunities to develop an understanding for the basic fundamental principles of the English language.
- II. Students develop an understanding of one’s role in the family and the importance of the family to each individual and to society through:
  - A. Individual guidance with counselors, teachers and administrators.

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- B. Participation in classroom activities.
  - C. Participation in extra-curricular activities.
- III. Students develop attitudes of cooperation and respect, tolerance and friendliness for others through communication by the following means:
- A. Individual guidance with counselors, teachers and administrators.
  - B. Stressing good sportsmanship.
  - C. Social activities.
  - D. Group projects.
  - E. Group activities.
  - F. Group discussion.
- IV. Students develop an understanding of the greater society they live in through:
- A. A basic study of the American Economic System.
    - 1. A study of the free enterprise system.
    - 2. Instruction, which emphasizes the importance of personal money management.
    - 3. Career education in all subject areas.
    - 4. Opportunities for vocational training.
  - B. A basic study of the principles of democracy.
    - 1. Classroom instruction that emphasizes an understanding of democratic citizenship.
    - 2. An active student government that provides for student participation in various aspects of school life.
    - 3. An opportunity for the students to set priorities and use their time wisely.
    - 4. The creation of an atmosphere in which the assuming of civic responsibility becomes a practice rather than just an ideal.
    - 5. Discussion of current events in the classroom and attempting to make these events meaningful to the student.
  - C. Cultivating an awareness of international affairs and an understanding of the interdependence and interaction among nations.
- V. Students develop a realization that a healthy body and a healthy mind are essential for a full and complete life through:
- A. Health and nutrition education.
  - B. Drug, alcohol, and AIDS awareness education.
  - C. A varied physical education and athletic program.
  - D. Opportunities to develop hobbies and leisure time activities.

## **ADMINISTRATION & OFFICE**

### **VISITORS:**

Visitations of any kind are discouraged during the school day, due to the possible disruption of the educational process. Any exceptions need to have administrative approval well in advance of the visit. Houseguests and those from neighboring school systems on vacations are not allowed to visit during school hours. Pre-school and elementary school age children should not be brought to school.

***See addition visitor information in the appendix provided covering special precautions due to COVID-19***

### **PHONE MESSAGES:**

To insure efficiency when dealing with phone messages, all messages need to be received by 2:15pm.

### **OFFICE TELEPHONES:**

Office telephones are available for use by students before school, during lunch and after school. The telephones should not be used during any other part of the school day. Students are expected to show consideration to others in regards to the length of time in using the phone.

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## **APPOINTMENTS:**

Anyone desiring appointments with school personnel is encouraged to call (831-2184) and make an appointment.

## **LOST AND FOUND:**

All articles found in the building are to be turned in at the front desk except physical education equipment which is to be turned in at the physical education office. Articles that are not picked up after a reasonable length of time will be turned over to charitable organizations or destroyed. The school is not responsible for any lost or stolen items, including schoolbooks assigned to a student or personal clothing and property stored in lockers.

## **HALL AREAS:**

Each student is to have his or her hall pass signed by the supervising teacher before being allowed to leave a classroom or study hall.

## **OFF LIMIT AREAS:**

**All unsupervised areas are off limits.** Examples of this are: anywhere in the building other than cafeteria before 7:45 a.m. unless a Teacher is holding a study session in their classroom, hallways beyond the student bathrooms closest to the cafeteria before the end of lunch, hallways beyond the athletic office at lunch, any classroom without a pass, computer labs without a supervisor or faculty member in the room, and any area that the administration feels students do not need to be in without supervision.

**STUDENT IDENTIFICATION:** All students are required to wear and have visible their school issued photo ID during the duration of the school day. Replacement IDs can be purchased in student services for \$5.00. This fee may be added to the student's textbook RENTAL. Any student without an ID may incur disciplinary consequences.

## **STUDENT PHOTO STATEMENT:**

Individual or group student pictures may be used in newspaper and/or school publications. If students are to be identified in these pictures, parent permission will be obtained.

# **EMERGENCY PROCEDURES**

## **FIRE DRILLS**

There are some rules governing fire alarms which must be followed:

1. When the fire alarm sounds, everyone must leave the building regardless of weather.
2. Walk briskly; do not loiter; keep moving; be quiet
3. The first class out should continue walking away from the building to prevent congestion near exits.
4. The first two persons to the door should hold the door until the last class has left through that exit. They should then close the doors and move away from the building.

Your teacher will give you more detailed instructions. It is imperative that you follow these instructions. A fire drill is not a recess period; it is a drill in order to be prepared in the event of fire.

## **TORNADO WARNING**

In event of a tornado warning or during a tornado drill, students and staff will be asked over the public address system to proceed quietly and quickly to the designated safety areas. Each classroom and work area has specific information regarding procedures and safety areas in the event of a tornado. If electricity is out, repeated short blasts from an air horn will signal the move to the safety area.

## **ACTIVE THREAT**

In event of an active threat in our building, students and staff will practice ALICE Response Options (In no certain order: Alert, Lockdown/Barricade, Inform, Counter, Evacuate)

# **LUNCH & NOON HOUR**

## **LUNCH:**

Students will have one 30-minute period of time to eat lunch. Food items are not to be taken into the hallways unless special permission is granted. Vending machines are not to be used during the lunch periods or at other times during the school day.

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If a student has a medical special dietary need, we will provide alternate foods if requested with a physician signed Medical Statement along with a specific food plan. The Medical Statement forms can be requested from the school nurse or printed from the school website.

There are no charges allowed in the Jr.-Sr. High cafeteria. This is posted clearly in the cafeteria. Students that have no money in their account are allowed to eat on the Principal's Account, which must be repaid. When eating on the Principal's Account only a reimbursable lunch is allowed; no a la carte is permitted. All students must have a school ID or know their four-digit code to go through the lunch line. This institution is an equal opportunity provider.

**See addition lunch information in the appendix provided covering special precautions due to COVID-19**

## **NOON HOUR:**

Fairfield Jr.-Sr. High School operates a closed campus and closed lunch. This means that students are expected to remain at school until their normal dismissal time. Lunch is closed to visitors except in abnormal circumstances where administrative permission is granted. Students may not leave the school during the noon hour without the specific permission of a school official. The parking lot is off limits during lunch. Lunches are served in the cafeteria during 4th & 5th periods. Therefore, classes are in session during each of the lunch periods. Students are restricted to the cafeteria area.

Visitors coming to the school to conduct legitimate school business or those invited by staff members are welcome. During school hours all visitors must report to the school office, sign in, and receive a visitor's pass. During school hours social visits with staff and students is prohibited.

If you will be having direct contact with students, you will need to provide a picture ID before signing in and obtaining a visitor badge.

# **ATTENDANCE POLICY**

## **STUDENT ATTENDANCE**

The importance of regular daily attendance as a basis for academic achievement cannot be overemphasized. All absences have an impact on learning regardless of the attempts to make up work. Reasons for being absent may be extremely valid and provide unique learning opportunities, but there is no perfect substitution for being in class. Certain kinds of classroom activities, once missed, can never be recovered. While some absences are unavoidable, taking students out of school for some appointments, family vacations, and even shopping trips is strongly discouraged.

### **Students required to attend (Indiana Law IC 20-33-2-6)**

A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student: (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

### **Days of attendance (Indiana Law IC 20-33-2-5)**

A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session: (1) in the school corporation in which the student is enrolled in Indiana; or (2) where the student is enrolled if the student is enrolled outside Indiana.

### **Habitual truants ineligible for driver's license (Indiana Law IC 20-33-2-11)**

Habitual truants can be ineligible for operator's license or learner's permit until an individual become eighteen (18) years of age. A habitual truant is a student who is chronically absent by having more than ten (10) unexcused absences from school in one (1) school year.

## **ELKHART COUNTY ATTENDANCE POLICY**

**Absence of concern:** no parental notification to the school about the absence; failure to arrange for vacation in advance; questionable reasons for absence. Students are responsible for making up all work missed.

Parents will be notified by:

**Level 1: 4 incidents of absences of concern**

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Parent/guardian will be contacted by letter to confirm the absences and to notify them and the student of possible consequences if the attendance pattern continues.

### **Level 2: 7 incidents of absences of concern**

A legal notice will be sent to parent/guardian and copied to Probation and/Department of Child Services.

### **Level 3: continuing absences of concern**

An **Attendance Hearing** will be scheduled within ten school days with the parent/guardian, student, hearing officer, school administrator and any other concerned individual. The hearing officer will discuss the attendance concerns with the student, parent/guardian and administrator to attempt to identify the factors interfering with regular attendance and resolve the attendance problems. The hearing officer may require student to participate in an intervention to address the absences of concern. The hearing officer will submit a written summary with recommendations to the parent/guardian, school administrator, Probation Office and/or Department of Child Services. He/she will also notify the parent/guardian and student that continued absences will result in a referral to the Probation Office or Department of Child Services. Failure to attend the attendance hearing will result in advancement to level 4.

### **Level 4: continuing absences of concern**

The school will file a **violation of legal notice** with the Probation Office or DCS. The parent/legal guardian will receive notification of a mandatory meeting with the probation officer or a representative from DCS and a school representative. The meeting with the parents and student should take place at the school within ten school days of the violation of legal notice.

### **Level 5: continued absences of concern**

A **formal referral to juvenile court** will be filed. The court hearing will take place within twenty school days of the referral by probation or DCS.

Students will be excused from involvement in the Elkhart County Attendance Policy after one calendar year with no absences of concern.

## **A. STUDENT AND PARENT RESPONSIBILITIES**

1. Students may earn credits in courses provided their absences are limited to nine (9) per class enrolled in for a given semester.
2. EVERY ABSENCE in a class period counts toward the absences per semester except as applicable with Doctor's Excuses and Exempted Absences.
3. Steps will be taken to notify the student as the allowable limits are approached. A letter will be sent home to the student's parent/guardian following the 4th absence. This is a standard letter sent to help facilitate meaningful parent/school communication.
4. If a student reaches nine (9) absences, at that time the student's attendance and class performance will be evaluated by FJSHS administration and a decision will be made to utilize one or more of the following options (in addition to interventions determined by the Elkhart County Attendance Policy) :
  - a.) Allow the student to continue in class(es) beyond their 9th absence to earn credits on a probationary basis for the semester/year.
  - b.) Remove the student from class(es) for an alternative placement to earn credits.
  - c.) Other action as determined appropriate by administration.

**\*Fairfield cooperates with the Elkhart County Sherriff's Department-School Resource Officer Program and Elkhart County Juvenile Probation. Students who violate our school attendance policy may be subject to consequences with the Elkhart County Truancy/Courts.**

## **B. VERIFIED AND UNEXCUSED ABSENCES**

1. Both verified and unexcused absences count as absences in any class.
2. All absences must be verified by a parent/guardian by contacting the Attendance Office.
3. Excused Absences are defined as absences that the school regards as legitimate reasons for being out of school. These include:
  - Illness verified by a parent/guardian
  - Illness verified by note from a Physician
  - Family funeral or death in the family
  - Military Connected Families (e.g. absences related to deployment and return)

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4. Unexcused Absences (Absences of Concern) are any absences not covered under definition of "Excused" or "Exempt".

### C. EXEMPTED ABSENCES

1. An exempt absence is an absence from class that does not count toward the nine (9) day limit. These absences are defined by law to include:
  - a. service as a page for an honoree of the Indiana General Assembly;
  - b. service on the precinct election board or as a helper to a political candidate or political party on the date of each general, city or town, special, and primary elections;
  - c. active duty with the Indiana National Guard;
  - d. attending school-sponsored field trips or activities;
  - e. responding to a subpoena to appear in court as a witness in a judiciary proceedingThese absences may also include:
  - f. chronic illness confirmed by a medical doctor in writing;
  - g. deaths and funerals in the household/immediate family;
  - h. religious observance if made three (3) days in advance;
  - i. quarantine or exclusion due to exposure to a contagious disease.

### D. ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

1. A student must be in attendance a minimum of six (6) periods on the day of an extra-curricular activity in order to attend or participate in the activity. This includes all contests, performances, and practices.
2. This rule can be waived by the administration in unusual or emergency circumstances (permission must be granted ahead of time).
3. On days when school is cancelled, everyone is considered present as pertaining to this regulation.

### E. MAKE-UP WORK

1. It is the responsibility of the student to request and complete all missed assignments. Generally, a student will be given one day to make up work for each day they have missed. Ultimately, it is up to the teacher and student to determine a reasonable expectation on when work is to be made up based upon the circumstances of the absence.

\*The importance of regular daily attendance as a basis for academic achievement cannot be over-emphasized. All absences have an impact on learning regardless of the attempts to make up work. Reasons for being absent may be extremely valid and provide unique learning opportunities, but there is no perfect substitution for being in class. Certain kinds of classroom activities, once missed, can never be recovered. Such missed experiences may be transferred when the student's performance is evaluated at the end of a grading period.
2. A parent may request homework when a student has been absent for two, consecutive days. Requests can be made by calling the Attendance office. All requests need to be made by 10 am to in order to get homework from teachers by the end of the school day.

### F. COLLEGE VISIT REQUESTS

Junior and Senior students of Fairfield Jr.-Sr. High School are permitted a certain number of absences each semester for visitation of college campus. These absences are to be used only for visitation of the campus and/or any testing a college may require that only occurs during a school day. If a student wishes to use a college visitation day, the following procedure is to be followed:

- a. Parents must make contact with the Attendance Office PRIOR to the student missing school.
- b. A College Visitation Follow-Up form must be taken to the college visitation and signed by Admissions Counselor or other authorized designee. The College Visitation Follow-Up form is available upon request in the Attendance Office.
- c. The College Visitation Follow-Up form must be turned in to the Attendance Office on the next school day. ***Failure to return this form may result in the absence being considered as an unexcused absence.***
- d. Juniors are granted ONE visitation each semester. Seniors are granted TWO visitations each semester. *Any College Visitations beyond the limit requires Administrative approval PRIOR to the date of the visit.*

## G. VACATIONS/EDUCATIONAL TRIP REQUESTS

Since our school calendar already has vacation days built into it, other absences for vacation are strongly discouraged. If parents have circumstances, which necessitate days other than those allotted on the school calendar, parents should contact Student Services at least 5 school days prior to the vacation. This should be followed with a written note to Student Services; this note will be attached to a vacation form, which will be kept on file in the attendance office. If all documentation is turned in prior to the vacation, the absence will be considered verified. Vacation days will count towards the 9-day semester limit as describe earlier. If excessive absences are a problem, additional days for vacation may be considered Absences of Concern and will be subject to the Elkhart County Attendance Policy.

## H. TARDY (TO SCHOOL AND CLASS)

Students MUST sign in at the attendance office when they are tardy to school. First period tardies will be recorded by the attendance office, not by the first period teacher. Students who are tardy to school must have a pass from the attendance office before being admitted to class by the first period teacher. This rule applies only to first period.

The only late arrivals to school which will not be counted as a "tardy" are late bus arrivals. Each student is granted ONE tardy each grading period without consequence for unexpected circumstances. **If the student elects to arrange transportation to school other than the school bus, the student assumes responsibility for arriving to school on time. Parent contact for a student being tardy, while appreciated, does not result in the tardy being deleted.**

Lengthy tardies (15 minutes or more) and/or repeated tardies may be considered absences. Each tardy considered to be an absence would be classified as verified, unexcused, or truant.

Depending on the number of and frequency of tardies the disciplinary options may include but are not limited to the following:

Warning

Conference with administration

Detention and parent contact- done by the teacher

Lunch detention

Alternate passing period

ISS

OSS

Loss of class credit

## I. LEAVING SCHOOL

1. **It is the student's responsibility** to be sure the school has a note or an appointment card specifying the **date and time** of the **doctor or dental appointment**. **Upon returning to school from an appointment a student must provide verification they attended the appointment.** Verification may be in the form of a note from the doctor's office, a note from the parent, a call from the parent, or the parent may come into the attendance office when they bring the student back to school and give verbal verification.
2. Fairfield Jr.-Sr. High School is a closed building. Students must not leave the school grounds during school hours unless they follow proper sign-out procedures. **To leave school**, a student must have prior permission from an administrator or their designee. Finally, the parent or guardian must be aware the student is going to leave school before the student can be released. **Upon returning to school from an appointment, students are required to sign in on the register provided in the attendance office**, provide the attendance office with a signed note, and receive a pass to class. Fairfield Jr.-Sr. High School does not have an open lunch policy; therefore, students will not be released to have lunch off school grounds.
3. This policy will also cover students who are in Vocational programs. Absence at other schools by Fairfield students will be handled through the attendance office.
4. Students with medical excuses on file should check with the attendance office to see that they are current.
5. Students arriving on a late bus must sign in at the attendance office.
6. Before leaving the building, students must sign-out in the Attendance Office. **Absences that occur when a student leaves without permission will be classified as truant and subject to progressive discipline.**

# **SCHOOL BEHAVIOR**

## **RIGHTS, RESPONSIBILITIES, AND REGULATIONS**

The entire foundation and success of public school education depends upon the basic concept of self-discipline — a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and the maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

The responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the school corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

Reprimands, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, detention, suspension, and expulsion are courses of action available to school personnel in dealing with pupils involved in school discipline problems. Not all acts of misconduct can be itemized; however, examples of some significant misbehavior are listed in the following Student Discipline Policy and Disciplinary Procedures.

### **STUDENT DISCIPLINE POLICY**

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 discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 3 school days if the student is assigned regular or additional work to be completed in another school setting.
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 of up to 10 school days.
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.

### **GROUND FORS SUSPENSION OR EXPULSION:**

Grounds for suspension or expulsion are student misconduct and/ or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, 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 rule:
  - 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 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.
- 4.1 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 rule.

#### 4.2 Active Observer Status:

**An Active Observer is any student who promotes, antagonizes, perpetuates, assists, delays or obstructs responders, or in any way can be conveyed as endorsing disruptive behavior in the school. Any student who is deemed an Active Observer is subject to the consequences, up to and including, that of endorsed behavior.**

5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. Verbal, written and physical threats of bodily harm toward students, faculty, staff, or other employees are also considered a part of threatening and intimidating.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any "look-alike" substance. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
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 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 any rules that are reasonably necessary in carrying out school purposes or an educational function and are established 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. 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-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - g. engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or contact.

#### 12. Possessing 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 under this rule:
  - 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

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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 destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. 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 (#1-13) 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 activity, function, or event, or
  - c. Traveling to or from school or a school activity, function, or event.
13. 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 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, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and, the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel;
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or personal

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delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001

20 U.S.C. 8002

I.C. 20-8.1-5.1-1 et seq.

Date Adopted - 6/13/96

## **STUDENTS SUSPENDED OUT OF SCHOOL CANNOT ATTEND SCHOOL ACTIVITIES AT SCHOOL OR AWAY FROM SCHOOL**

Students will be permitted to turn in assignments and quizzes/tests missed during the suspension period. Students must take the responsibility for making arrangements with the teacher for make-up assignments, quizzes, and tests.

### **IN-SCHOOL SUSPENSION**

In-School Suspension is used primarily for disciplinary situations. ISS involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted classroom.

The student assigned to ISS will be allowed to complete work (assignments, tests, etc.) for credit. The student must complete a behavior processing packet first, then all regular class assignments while in ISS. The student will also be expected to abide by all behavioral requirements. Failure to abide by ISS rules and regulations may result in an extension of ISS or an out-of-school suspension.

An administrator must assign a student to ISS. A parental contact is made at the time of the offense or as soon thereafter as possible. The student's teachers will be asked to provide the student with course work to be completed during the time of his/her supervision period. Each assignment will relate to the unit of study in progress at the time in the regular class. Some lab classes (shop, PE, music, science, etc.) will provide assigned work relating to the subject matter research. It will be difficult for a student to keep up with lab classes while in ISS.

When the student completes the behavior processing packet and class assignments to the satisfaction of the ISS supervisor, and the student's assigned ISS time has been served, he/she will have earned the privilege of returning to the regular classes. A pass will be issued by the ISS supervisor to indicate that the supervision obligations have been fulfilled.

A student who has not successfully completed his/her ISS assignment will not be allowed to participate in or attend any extra-curricular activities (practices, games, dances, etc.).

The basic objectives of the ISS program are:

1. To provide a disciplinary alternative to out-of-school suspension for many discipline problems.
2. To provide students with educational opportunities while they are being disciplined.
3. To promote positive discipline and retain the student within the educational environment.

### **DETENTION**

Detention may be issued by administrators and/or teachers for minor infractions including but not limited to tardies, corridor disruptions, study hall disruptions, and failure to comply with instructions. A reasonable deadline date will be set for completion of detention(s). The consequences for detention referrals will be as follows:

- A. The first detention missed in a semester will result in the student being assigned an additional detention to go along with the one they missed.
- B. The second detention missed in a semester will result in the student being assigned to three (3) days

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of detention.

- C. The third detention missed during a semester will result in the student being assigned to 1 Friday/Saturday School in place of the original detention(s).
- D. The fourth (4th) detention missed in a semester will result in 1 day of I.S.S.
- E. Any missed detention past four (4) will be handled on an individual basis by the FJSHS Administration within the policies of punishment found in this handbook as acceptable for other discipline problems.

## **FRIDAY/SATURDAY SCHOOL**

Friday School takes place on Fridays from 3:15-6:15 p.m. Saturday School takes place on Saturdays from 8:00a.m.-11:00a.m. Friday and Saturday School is designed as a discipline tool which still allows a student to keep up their academic work. Failure to attend Friday/Saturday School will result in additional Friday/Saturday School days being assigned for the first infraction in each semester and Out of School Suspension if there should be additional incidents of not serving at the assigned time. Friday/Saturday School is to be used to work on school work and students are expected to have work or relevant reading material to do. Tardiness is not accepted and is treated as an absence. A summary of Friday/Saturday School rules are attached.

### **PROCEDURES**

Friday/Saturday School is an alternative to suspension. It is the responsibility of the parent and the student to get the student to Friday/Saturday School on time. At the time of assignment to Friday/Saturday School, the students receive a copy of the assignment paper which they have signed to indicate they know they have the assignment and are held responsible for being there. A copy of the Friday/Saturday School Assignment will be sent to parents.

When student behavior has not changed by the use of Friday/Saturday School as a consequence, suspensions will be assigned.

Friday/Saturday School takes Priority over all other school related activities.

Friday School will begin promptly at 3:15 p.m. and students will be dismissed at 6:15 p.m.

Saturday School will begin promptly at 8:00 a.m. and students will be dismissed at 11:00 a.m.

*Note:* For Friday/Saturday School, parents will be informed by phone and/or mail of the Friday/Saturday School.

### **RULES**

1. For Friday School, students will meet in the Cafeteria. Students must be in their seats by 3:15 p.m. No student will be admitted after 3:15 p.m. Dismissal will be at 6:15 p.m. and rides can be planned for at that time. Students leaving the program before 6:15 p.m. will receive no credit for Friday School.
2. For Saturday School, doors will open at 7:45 a.m. Students must be in their seats by 8:00 a.m. No students will be admitted after 8:00 a.m. Dismissal will be at 11:00 a.m. and rides can be planned for at that time. Students leaving the program before 11:00 a.m. will receive no credit for Saturday School. Doors will be locked at 8:00.
3. Students are responsible for bringing at least three hours of schoolwork to Friday/Saturday School. All materials needed for study, including textbooks, paper, pens, pencils, etc. will be provided by the student. Lockers are off limits.
4. Students are expected to be doing schoolwork, and may read school related materials.
5. Students must be awake and alert at all times.
6. Students are not permitted to talk, communicate with one another, or to eat or drink.
7. Students will be assigned seats and will move only with permission.
8. There will be one restroom break.
9. Excused absences from Friday/Saturday School include a death in the immediate family or serious illness (a doctor's excuse is required).

## **NO SHOW/REMOVAL FROM FRIDAY/SATURDAY SCHOOL**

The consequences for Friday/Saturday School referral will be as follows:

- A. 1st offense in a semester: Non-attendance/Removal of Friday/Saturday School will result in the students being assigned an additional Friday/Saturday School to go along with the one they missed.
- B. 2nd offense in a semester: Non-attendance/Removal of Friday/Saturday School will result in 3 days

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In School Suspension.

C. 3rd offense in a semester: 3-5 days O.S.S

D. 4th Offense in a semester: Up to 10 days suspension with possible recommendation for expulsion for the remainder of the semester.

\*students will be allowed one Friday/Saturday School reschedule per semester as long as it is rescheduled before the assigned Friday/Saturday School date.

## **CORE BELIEFS OF STUDENT DISCIPLINE**

- Every attempt should be made to maintain the dignity of both the adult and the student.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.

Every effort will be made to minimize disruptions to the educational process by allowing the teacher to handle discipline in the classroom. If the problem in the classroom persists, the teacher may schedule a meeting with the student and an administrator to attempt to gain an understanding of the behavior and work on a plan to correct the behavior. Any behavior that is deemed as being a major disruption will be handled by administration.

## **DISCIPLINARY PROCEDURES**

The following disciplinary options have been drafted as guidelines for specific disciplinary problems:

1. **FIGHTING:** A student shall not be involved in fighting, which is defined as aggressive physical abuse between students with the purpose of physically and/or emotionally harming a fellow student.

If overt aggression is identified with one student, the discipline policy may affect only one student.

Disciplinary Options:

- Three to five days in-school supervision or Friday/Saturday School and parent contact/conference.
- Three to ten days out-of-school suspension and parent contact/conference.
- Five to ten days out-of-school suspension with recommendation for expulsion for the remainder of the semester/year.

2. **DISRUPTIVE CONDUCT, VULGARITY AND PROFANITY:** A student shall not by the use of violence, force, coercion, threat (looking at in a threatening manner) or harassment (verbal, written, or physical) cause disruption or obstruction to the educational process including curricular and extra-curricular activities. A student shall not use any form of profanity, obscene gestures, signs, pictures, or publications:

- The faculty/staff will handle the above items until unable to solve the problems. (Problems are not considered unsolvable until there has been a parent/teacher contact.)
- Repeated incidents or serious infractions may be referred to the administration.
  - Three days in-school supervision or Friday/Saturday School and parent contact/conference.
  - Five days in-school supervision or Friday/Saturday School and parent contact/conference.
  - Five to ten days out-of-school suspension and student referred to Elkhart County Probation. Parent conference and warning that the next offense will result in recommended expulsion from school.
  - Recommended expulsion from school for remainder of semester/year.

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3. **WILLFUL DISOBEDIENCE OR DISRESPECT:** A student shall not be willfully disobedient or disrespectful to faculty or staff. Willful disobedience is defined as a student's decision to refuse to cooperate with a faculty or staff member regarding a serious matter.
- According to the seriousness of the violation the following disciplinary options may be used:
    - A teacher may remove the student from a class for up to three days. Additional suspension days (up to a total of 10) from class may be assigned by the administration with parent contact.
    - Three days in-school supervision or Friday/Saturday School and parent conference.
    - Removal from class with action resulting in suspension from school for up to ten days.
    - Removal from class with action resulting in recommended expulsion from class/school for remainder of semester/year.
4. **VANDALISM:** The willful defacing or destruction of property on school property or belonging to guests, students, faculty, staff or school corporation. A student shall not cause or attempt to cause damage to property including building, grounds, vehicles, equipment or material. A student shall not cause damage to private property on school premises or at any school activity on or off school grounds.
- The student will be required to restore or make financial restitution. This includes when students are visitors at other schools as guests or participants in activities sponsored by the school.
  - Disciplinary options:
    - Three to five days in-school supervision or Friday/Saturday School and parent contact/conference.
    - Five to ten days out-of-school suspension and parent conference.
    - Five to ten days out-of-school suspension with recommendation for expulsion for the remainder of the semester/ year.
- \*\*\*Prosecution may be done through legal procedures.**
5. **STEALING:** A student shall not be involved in stealing. Stealing is defined as theft of goods or property from guests, our school, students, faculty members, or staff members of the school corporation. This includes when students visit other schools as guests or participants in activities sponsored by the school.
- A student guilty of stealing will be required to return stolen items in a condition acceptable to the rightful owner. If an item cannot be returned in acceptable condition, financial restitution must be made.
  - Disciplinary options:
    - Three to five days in-school supervision or Friday/Saturday School & parent contact/conference.
    - Three to five days out-of-school suspension and parent contact/conference.
    - Five to ten days out-of-school suspension with recommendation for expulsion from school for semester/year.
- \*\*\*Prosecution may be done through legal procedures.**
6. **RECKLESS AND DANGEROUS DRIVING:** Failure to comply with traffic laws of the State of Indiana, or driving in a manner that endangers the property of or the physical well-being of guests, students, teachers, staff, or school.
- Discipline options:
    - Warning and placement on driving probation for a length of time up to the semester/year
    - Suspension of driving privileges for a length of time up to the semester/year
    - Three to five days in-school supervision or Friday/Saturday School.
    - Three to ten days out-of-school suspension.
    - Referral to the appropriate law enforcement agency.

**NOTE: The above options may be used in any combination to match the punishment to the severity of any reckless and dangerous driving incident.**

7. **DRUGS AND ALCOHOLIC BEVERAGES**

- Students should be aware that possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic

beverage, stimulant, depressant, intoxicant of any kind, prescription medicine without a prescription, or any substance represented to be any of the listed substances may result in expulsion. This may be on school grounds during and immediately before and after school hours, on the school grounds at any time the school is in use by a school group, or off school grounds at any school function.

- Students are forbidden to possess, use or transmit any over-the-counter medications (examples: Advil, Tylenol, Midol, diet aids, stimulants, caffeine, sleep aids). Possession of drug paraphernalia such as pipes, rolling papers, clips and other devices, is strictly forbidden. Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule. Failure to comply with this written rule may result in a suspension or expulsion from school.
  - A student may be suspended or expelled from school for engaging in the unlawful selling of narcotics, over-the-counter drugs, any substance represented to be any of the listed substances in 7, or other violations of criminal law which constitute a danger to other students, or constitute an interference with school purpose or an educational function.
  - Students are required to check in all authorized medical prescriptions at the nurse's office. By doing this, school officials are aware of potential health problems of the student and recognize that authorized medication is in the building.
8. **TOBACCO/NICOTINE PRODUCTS:** Knowingly possessing, using, transmitting, or being under the influence of any tobacco or nicotine products, including chewing tobacco, snuff, nicotine products, E-cigarettes (Vapes) or lighters by students in the school building, on school grounds, during the school day or during school sponsored or sanctioned functions is prohibited.
- Disciplinary options:
    - Three to five days in-school supervision or Friday/Saturday School and parent contact/ conference.
    - Up to 10 days OSS out-of-school suspension, and parent contact/ conference.
    - Recommendation for expulsion for the remainder of the semester/year.
9. **DANGEROUS WEAPONS/DESTRUCTIVE DEVICES:** Any person having possession (on person, in vehicle, in locker) of a dangerous weapon, including but not limited to: gun, bullets, knife, lighters, explosives- firecrackers, etc. on school premises or any school-sponsored activity.
- Disciplinary options:
    - In-school supervision or Friday/Saturday School up to five days and parent notification.
    - Suspension from school for up to ten days and parent conference.
    - Suspension from school for ten days with recommendation for expulsion for the semester/year.

**\*\*\*Prosecution may be done through legal procedures.**

10. **TRUANCY:** 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.
- Disciplinary options:
    - Friday/Saturday School & parent contact/conference.
    - Three days in-school supervision & parent contact/conference. **Notification that name will be submitted to Indiana Bureau of Motor Vehicles License Branch for the purpose of Operator's license/permit suspension.**
    - Three (3) to five (5) days out-of-school suspension with parent conference.
    - Recommended expulsion for the remainder of the semester/year.
- 10.1 **CUTTING (SKIPPING) CLASS (ES):** Willfully absent from class when present at school without the consent of the parent or any school personnel will be considered a truancy.
- 10.2 **IN- AREA WITHOUT PERMISSION:**
- up to 5 days of detention with parent contact/conference.
  - 10 days of detention with parent contact/ conference.
  - 2 Friday/Saturday School with parent contact/conference.
    - 5 days OSS with parent contact
  - Recommendation for Expulsion from school.
11. **CHEATING/Plagiarism:** Cheating/Plagiarism, whether it be on homework, tests, quizzes, or projects, is not accepted as a learning process at Fairfield Jr.-Sr. High School. Teachers will interpret

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acts of cheating/plagiarism by their own standards. Teachers will write discipline referrals for acts of cheating/plagiarism and/or report such acts to the administration. Cheating/Plagiarism may result in a failing grade on the test, quiz, homework assignment, or project in question in addition to one of the following

A. Administration, Staff, and Support Personnel Disciplinary options:

- Up to five days detention.
- Three to five days in-school supervision or Friday/Saturday School.
- Three to ten days out-of-school suspension.

12. THREATENING, HARASSING, HAZING, OR ABUSIVE BEHAVIOR: Students have the right to learn in an environment untainted by sexual or other forms of harassment, threatening, or abusive behavior. Harassment of a physical or verbal nature will not be tolerated. A student who is a victim of threatening, harassing, or abusive behavior is expected to report such actions to school personnel.

Discipline Options

- Up to five days detention.
- Three to five days in-school supervision or Friday/Saturday School.
- Three to ten days out-of-school suspension.
- Suspension/Expulsion

13. BULLYING IAC 20-33-8: Indiana law defines “bullying” as overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” Educational efforts are ongoing in classrooms for the identification, prevention, and response students should take toward bullying. Special emphasis is placed on proactive actions to prevent bullying. Bullying is prohibited at Fairfield Jr.-Sr. High school and is subject to discipline procedures and consequences outlined below, district policy, and law. Unacceptable behavior includes bullying on school grounds immediately before or during school hours, immediately after school hours or 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. A student who is a victim of bullying is expected to report such actions to school personnel. Acts of bullying are investigated, report, interventions taken and parents involved consistent with the school discipline plan. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be used in an attempt to correct the situation.

Disciplinary options:

- Warning and parent contact
- Detention with answering a reflection sheet and parent contact
- One to five days ISS or Friday/Saturday School with parent conference and the victim may write a letter to the bully about how they made them feel
- Three to ten days of OSS with parent conference and watching an interview about what bullying can do to someone along with reflection questions
- Recommended expulsion for remainder of semester/year

Disciplinary options (extracurricular)

- Warning and parent contact
- Detention with answering a reflection sheet and parent contact - miss two practices
- One to five days ISS or Friday/Saturday School with parent conference and the victim may write a letter to the bully about how they made them feel - misses one game and/or competition and two practices
- Three to ten days of OSS with parent conference and watching an interview about what bullying can do to someone along with reflection questions- removal from activity
- Recommended expulsion for remainder of semester/year

14. LYING: Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of the student conduct rules or State or Federal

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Law.

- The assistant principal or principal will administer the penalty.
- Penalties will be at the discretion of the administrator. The penalty for lying will fall under detention, ISS, Friday/SATURDAY SCHOOL, OSS, or possible expulsion depending on the extent of the problem caused by the failure to tell the truth.

15. MAJOR DISRUPTIONS OF THE SCHOOL DAY AND SERIOUS VIOLATIONS OF SCHOOL RULES: A repetition of, or combination of disciplinary problems (section 1 through 12) may result in a ten day out of school suspension and a possible recommendation for expulsion from school for the remainder of the semester/school year.

16. ***Other disciplinary problems will be reviewed on their own merit and action taken could possibly be detention, suspension, or expulsion with teacher and parental conference depending on the offense.***

## **SEXUAL HARASSMENT**

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, or other inappropriate verbal, technological, texting or physical conduct of sexual nature. Unwelcome conduct of a sexual nature includes:

1. Verbal, technological, texting or physical sexual advances and/or comments regarding physical or personality characteristics of sexual nature;
2. Verbal, technological, texting or physical contact of sexual nature constitutes sexual harassment when the allegedly harassed has indicated by his or her conduct or verbal objections, that it is unwelcome.
3. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome, in order for any such subsequent conduct to be deemed sexual harassment.

To report unwelcome sexual conduct, the accuser must inform administration of the incident. The punishment for sexual harassment will be suspension or expulsion, depending on the seriousness of the offense.

## **DRIVER'S LICENSE/PERMIT RESTRICTION POLICY**

Invalidation of Driver's License or Learner's Permit - in accordance with I.C. 20-8.1-3-17.2, which provides that any student under the age of 18 who receives a second out of school suspension during a semester or is designated as a habitual truant (defined below) or withdraws from school before the age of eighteen (18) for a reason other than financial hardship or is under an expulsion, will have his/her name sent to the Indiana Bureau of Motor Vehicles. Upon notification the Bureau of Motor Vehicles will not issue the student a learner's permit or driver's license. If the student has a learner's permit or driver's license the bureau will invalidate the permit or license until the earliest of the following events:

1. The person becomes eighteen (18) years of age.
2. One hundred and twenty (120) days after the person is suspended.
3. One hundred eight (180) days after the person is expelled or excluded.
4. The suspension, expulsion, or exclusion is reversed.

Habitual Truant - On the second occurrence of truancy in a semester, a student who is at least thirteen (13) but less than fifteen (15) years of age, will be designated as a habitual truant. A student designated as a habitual truant is entitled to the appeal procedure described in I.C. 20-8.1-5.1-13. A student identified as a habitual truant is entitled to a review of the attendance record at least once a year to determine if the student's attendance has improved so that the student can become eligible for a license or permit. The classification of habitual truant cannot be reviewed by the principal or designee prior to sixty (60) days from the day of determination. For purposes of this policy, the principal of a newly enrolled student shall oversee the development and procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within the school system. Similarly, the principal shall recognize a previous schools designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct. The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a license/permit of a person not enrolled in this public school system.

## **SOLICITING STAFF FOR SCHOOL FUNDRAISERS**

No teacher or staff member should be directly asked to participate in a school-sponsored fundraiser by members of the club or activity that is conducting the fundraiser. Sponsors may make available to the faculty and staff an order form and information about the fundraiser. This should be placed in the workroom and/or in staff mailboxes.

## **TEXTBOOK RENTAL**

Textbook rental invoices will be sent home in September (7th grade students will pay textbook rental fees at orientation). If your financial situation is such that you are unable to pay at that time, an alternative payment plan must be established with the school office. Accounts that have not been paid will be sent reminders during the school year. If at the end of the school year an account has not been paid in full, it will be turned over to a collection agency. The School Board has adopted a policy that a collection agency charges will be added to the total amount due.

## **STUDENT ACCIDENT INSURANCE:**

The school does not have insurance coverage for student accidents. The student's family must pay all medical costs. However, each year the school offers a student insurance program for those families wishing to add a supplemental accidental bodily injury insurance. Student Assurance Services, Inc. is the name of the company providing accident insurance this year. Insurance plan descriptions and enrollment forms are available at the reception desk in the principal's office or athletic office.

## **HEALTH SERVICES:**

*See additional health services information in the appendix provided covering special precautions due to COVID-19*

## **IMMUNIZATION POLICY:**

When a student enrolls Fairfield Community Schools, the parent must show either that the student has been immunized or that a current religious or medical objection form is on file. Parents must provide a copy of their child's current immunization record by the first day of attendance at school. Objection forms must be completed and filed annually.

Following are the minimum immunization requirements:

**DTaP** 5 doses, **Polio** 4 doses, **MMR** 2 doses, **Hepatitis B** 3 doses, **Tdap** 1 dose, **Varicella** 2 doses (or a signed statement from the parent stating month and year of chicken pox disease), **MCV4 (meningococcal)** 1 dose for grades 7-11 and 2 doses for students in grade 12 who received their first dose prior to their 16th birthday and **Hepatitis A** 2 doses for students in grade 12.

In compliance with Indiana Code and the Indiana State Board of Health regulations, the school may grant a waiver, not to exceed twenty calendar days, to permit immunization records to be completed. Failure to meet the immunization requirements outlined above within this time will result in student exclusion from attendance of classes at Fairfield and all extra-curricular events until requirements are met.

## **MENINGOCOCCAL DISEASE:**

IC20-30-5-18 (effective July 1, 2005) requires parents/guardians and students to be informed about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptom, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, or stiff neck, making the disease difficult to diagnose. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptom, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, or stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 and 12 years old. For teenagers, immunization is recommended at school entry and for incoming college freshmen. For

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more information about meningococcal disease contact your health care provider or the Elkhart County Health Department.

## **FIRST AID**

First aid for illness or injury occurring during the school day will be provided by the school nurse. A substitute nurse or support staff will be available for first aid when the nurse is not available. Students need to bring a pass from their classroom teacher before they can be treated in the Health Services Office, unless the clinic visit is an emergency. The pass must be written in the student's handbook. If the student does not have a handbook, the nurse will issue a Tardy Pass to the next class. If the student has no passes left in their handbook, and needs to be seen by the nurse, they must come during passing period, unless the clinic visit is an emergency. If the student is late to their next class, they will be issued a Tardy Pass.

A cot room is provided as a place for students to rest when needed due to injury or illness. Except for special circumstances, a student's resting time will be limited to one class period. The student should then return to regular classes or have the illness reviewed.

Fairfield is equipped with 2 AED's. An AED is a lifesaving device used to evaluate and treat a person's heart during CPR. This device is to be used only by those who have been trained in AED operation. One AED is stored in a cabinet across from the entrance to the main gym. The other AED is in a cabinet in the cafeteria hallway just outside of the Guidance Office. The cabinets should not be disturbed as an alarm will sound. An AED is an important piece of equipment, and should not be tampered with unless it is needed to save someone's life.

## **GOING HOME DUE TO ILLNESS**

Students who become ill and need to go home must first report to the Nurse's office or the Assistant Principal's office. Parent permission is needed before a student is sent home.

## **FEVER POLICY**

A student with an oral temperature of 100.0 degrees F or higher may not attend school until they are fever-free for 24 hours without the use of fever-reducing medications.

# **Fairfield Community Schools**

## **MEDICATION POLICY**

Requirements for the administration of medication to students at school, by school employees, have been developed for the Fairfield Community Schools in compliance with Public Law and Indiana Code. School employees may only administer medication under these rules.

**Storage of medication.** All medications, prescription and over the counter, are to be kept in the health office in a locked and secure location. An exception to this rule is in cases where a physician provides a written statement requesting a student be permitted to carry and self-administer medications for emergency treatment of an acute or chronic disease.

**Prescription medication.** Prescription medication can be given by the nurse or persons authorized by the nurse only when accompanied by a completed Medication Request form, signed by the parent/guardian, and a statement or label from the physician. All prescription medications must be brought to the school nurse in the original container, with the student's name, name of medication, directions for administration, date prescription was filled and the subscribing physician's name. Health Services will administer prescription medications that must be given four (4) or more times per day, if all other requirements for dispensing are met. Prescription medications that are to be administered three (3) or fewer times a day should be given at home, with the exception of medications given for the treatment of Attention Deficit Disorder or emotional/behavior disorder. (If unusual circumstances exist, special arrangements may be made with the nurse for an alternate dispensing schedule.) A second, properly labeled container to keep at home or school may be requested from the pharmacist. The initial dose of any new prescription medication must be given to a student at

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home, in order for the parent/guardian to monitor for signs and symptoms of an allergic reaction to the new medication.

**Over-the-counter medication (FDA-approved).** Over-the-counter medication (i.e. tylenol, ibuprofen, cough drops, tums, throat lozenges, cough/cold medication, etc.) can be administered only when accompanied by a completed Medication Request form, signed by the parent/guardian. The medication must be in the original container/packaging, unopened, and labeled with the student's name. Medication can only be administered according to the package directions, unless the child's physician provides an order otherwise. No expired medications will be given.

**Medication forms.** Medication administration permission forms can be obtained from the school nurse and are valid only for the current school year.

**Administration of medication for two-hour-delay days.** Morning medication will not be given at school on two-hour-delay days, unless specific arrangements have been made with the school nurse. If a parent/guardian gives medication later than normal and a second dose is required during the school day, it is the parent/guardian's responsibility to notify the nurse of the time the initial dose was given and the scheduled time for the second dose. There should be at least three hours between doses of medication, unless otherwise specified.

**Alternative treatment.** Alternative treatments that are not regulated by the FDA will not be administered at school unless the following are provided:

- A signed statement from a licensed health care provider (M.D., D.O., P.A., N.P.) that states:
  - The product is medically necessary
  - The dose, route and time of administration
- Product must be unopened and in its original packaging,
- An Authorization for Alternative treatment form signed by a parent and school nurse.

Examples of alternative treatments (not regulated by the FDA) can include but are not limited to – herbs, dietary supplements, Low THC Hemp Extract products (CBD products) and essential oils.

- Low THC Hemp Extract products (CBD products) MUST meet these additional guidelines:
  - product was acquired from a retailer that meets the requirements listed in SEA 52 (IC 24-4-21),
  - product has been approved by the federal Food and Drug Administration OR the federal Drug Enforcement Agency as a prescription or over the counter drug OR meets the packaging requirements of SEA 52 (IC 24-4-21).

The Authorization for Alternative Treatment forms and/or a copy of SEA52 (IC 24-4-21) can be obtained from the school nurse.

**Transportation of medications.** Students in Preschool – grade 8: All medications must be brought to school by a parent/guardian. Medications may only be released to the parent/guardian, or an individual who is at least 18 years old, who is designated in writing by the parent/guardian to receive the medication.

**Self-administered medication.** The law permits a student with an acute or chronic illness to possess and self-administer emergency medication for that condition. Examples include inhalers, epinephrine, and insulin. A Self-Administered Medication Permission Form must be on file, signed by the physician, parent, student, and school nurse. The school nurse will assess the student's ability to self-medicate prior to authorizing.

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**Medication administration by verbal order.** If the school nurse determines that a medication (such as Tylenol) may be helpful, but there is no signed permission form on file, a verbal order may be obtained from the parent/guardian to administer the medication one time. The consent and administration of the medication will be documented on the permission form, a copy kept, and the original sent home for the parent/guardian's signature.

**Medication disposal.** Parents/guardians will be notified to pick up any unused prescription medication at the end of the school year. Expired or unclaimed medications will be documented and properly disposed of

**Field Trip Medication.** Medication to accompany students on field trips will be prepared before the day of the field trip. The school nurse will package each dose in an envelope labeled with the name of the student, the medication, and instructions for administration. Liquid medication should be in the original container, placed in a plastic bag, and labeled in the same manner. The nurse will instruct the staff member who will be administering the medication before the field trip. The daily administration log should be marked with "FT" for field trip.

**Training of unlicensed personnel for administration of medication.** The school nurse will document annual training of all unlicensed school staff who administer medication to students when the nurse is not available.

**Stock Epinephrine for emergency use.** If, in the school nurse's opinion, an individual in the school setting is experiencing an anaphylactic reaction, the nurse will direct staff to activate the Emergency Medical System by calling 911. Stock epinephrine may be administered by the nurse on the order of emergency room physician or paramedic, via 911 dispatchers.

## **PHYSICAL EXAMINATIONS**

All students in grade 7 are required to have school physicals. The physical forms should be completed by a physician and turned in at the nurse's office at the beginning of the school year.

## **HEAD LICE AND BED BUGS**

Parents have the primary responsibility for the detection and treatment of head lice and bed bugs. If you suspect that your child has head lice or that your home has bed bugs, inform your school nurse and treat accordingly.

If a student is found to have lice on the scalp, live bed bugs on their clothing or personal belongings, or has possible bites from bed bugs, the parent/guardian will be contacted. Information will be sent home regarding steps needed to eliminate the problem.

Upon return to school, the student must first be checked by the nurse or designee before he/she may return to class.

If there is a chronic problem with head lice or bed bugs, further steps will be implemented before a student may return to the classroom.

## **SCREENINGS**

**Hearing** — Each year, students in grades 7 and 10, as well as new students, receive a hearing screening. If a student fails the screening test, a retest is scheduled. If the student fails the retest, a referral form is sent home with the student. The referral recommends that parents contact their family doctor for a medical diagnosis. The doctor fills out the referral form and parents are asked to return it to the school.

**Vision** — All students in 8th grade will receive both near and far vision screening. Vision checks may be requested by any student, parent or teacher at any time throughout the year.

## **SPEECH THERAPY**

Students receive diagnostic testing and enrollment in therapy, if recommended, after parent permission is received and a conference has been held concerning the students' speech program. Speech therapy

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is provided for students with articulation, stuttering, voice and language problems.

## **WORK PERMITS**

Any gainfully employed minor who is 14 through 18 years of age and employed in Indiana is required to obtain a work permit. The work permit must be on file with both the employer and the school. Information is available in the principal's office on the procedure to obtain a work permit. Work permits are completed daily between 8 AM and 3 PM. **The school may revoke a work permit if there is a significant decrease in the student's grade point average, or failing grades appear on the student's report card after the work permit is issued.**

The grades of students holding work permits may be reviewed at the midterm and end of each grading period. Students with significant reductions in grade point average will be called in for a conference with an Administrator. If the administrator determines it is in the students best interest to have their work permit revoked, the work permit will be revoked until the end of the next grading period. At that time, the student's grades will be reviewed and the work permit reissued if the student's grade point average has improved significantly in the opinion of the Administration.

## **OTHER REGULATIONS**

### **STUDENT RESOURCE TIME (SRT)**

The intent for Student Resource Time (SRT) is to be used as a study hall. Students can also use this time to get help from teachers, get make-up work from when they're absent, and check their grades. There will be designated times for club meetings and media center/computer lab usage.

During SRT, all students must adhere to the following rules:

1. Students Should Check the Big 3 (emails, grades, daily bulletin) in the first 5 minutes of SRT.
2. Media Center passes good for 10 minutes.
3. Students must work on homework or read.
4. Wednesdays are shortened SRT periods. No clubs will meet on this day.
5. Students leaving SRT must sign out, sign in.
6. Students will **use their passes** to go to the library, restroom, lockers, etc.
7. One day a week may be reserved for school determined curriculum (i.e. PRIDE, pathway guidance, etc).

## **PHYSICAL EDUCATION CLASSES**

***See addition physical education class information in the appendix provided covering special precautions due to COVID-19***

**Participation:** All students enrolled in a Physical Education class will dress in gym clothes and participate in each scheduled class unless he or she has a doctor's excuse, a parental note verified by the instructor, or is excused by the instructor.

- \* Jewelry shall not be worn during P.E. classes.
- \* Sudden Illness Cases- illness coming on during a school day will be handled individually by the instructor with the aid of the school nurse.
- \* Any student who is planning to participate in a co curricula or extracurricular contest or practice is required to dress and participate in class the day of the activity.

### **Gym Clothes**

#### **A. Uniform shall consist of:**

1. Regulation physical education shorts and shirt.
2. Gym shoes

#### **B. Care of Uniform - Girls and Boys**

1. All items of gym clothing (except shoes) are to be washed at the start of every week.
2. Students must have proper attire by the first week of physical education class.

#### **C. Not bringing clothes to class (per nine weeks)**

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1st violation- 5 points off participation grade

2nd violation- 10 points off participation grade and 4 days of detention.

3rd violation- failing participation grade for the nine weeks and additional detentions will be assigned.

D. Items to LEAVE in your locker include watches, rings, necklaces, earrings, cell phones, MP3 players, ipods, and hats.

E. Absolutely NO Gum, candy, food, or pop in the locker rooms, gym or outside during class.

F. Any student who is planning to participate in an intra or extracurricular activity, practice, or contest is required to dress and participate in class on the day of the activity.

## **PERFORMING ARTS GUIDELINES (BAND & CHOIR)**

Band and Choir classes are performance based. As such, attendance is required for all rehearsals and performances outside of the regular school day. The only excused absences are personal illness, death in the family, or an emergency. Work is not considered to be an excused absence. School related conflicts must be made known to the director as early as possible.

When conflicts do occur, the Extra-Curricular Conflicts policy physical will be followed. For non-school related conflicts, students are to submit a written statement of the conflict at least two weeks in advance. If the directors determine the absence "excused", appropriate make up work will be assigned.

*Further detailed information will be found in each organization's handbook.*

## **DISPLAY OF AFFECTION**

Physical contact or overt show of affection is out of place in the school. Students are expected to use good judgment and good taste in all relationships at school and school events. Inappropriate displays of affection will result in disciplinary action, which may include detention, in school supervision, suspension, and expulsion. Examples of displays of affection are: hugging, holding hands, touching the middle of the back while escorting another student down the hallway, kissing, walking arm in arm, and other actions deemed unacceptable by the administration.

## **STUDENT APPEARANCE**

Dear Students, Parents & Guardians:

The core of Fairfield Jr.-Sr. High School's mission is to prepare students to become articulate, contributing members of society. Expectations for student appearance sensibly prepare students for expectations beyond school. Because students will move on to places of employment and further schooling where expectations will be present, we believe in establishing and enforcing guidelines that promote student success. Let it be acknowledged that styles will change, and differing points of view will exist on student appearance. The goal of attire guidelines is not to restrict style or fashion. Rather, proper school attire guidelines exist to promote a safe, undisrupted school day.

It is the responsibility of students to assure that their dress and appearance do not present health/safety problems or cause disruption. Please read through the following guidelines and take responsibility for your appearance.

### **DISRUPTIVE ITEMS:**

- Holes in pants must be covered by a permanent patch on the outside or covered underneath so no skin is showing. Holes knee height and below do not need to be covered.
- Students may not wear chains, straps, bandanas, or dangling suspenders attached to their clothing or any accessory that could be easily converted into a weapon.
- Tops exposing the entire shoulder(s) or back area are unacceptable. Midriff exposing tops are not acceptable. Sleeveless tops must be at least the length of a student ID. Tops exposing cleavage are unacceptable. Shirts/tops must touch the waist of pants at all times (i.e. when in movement, arms are extended or raised, and when seated).
- Shirts that have been cut excessively in the armpit area exposing skin or are designed as a tank or muscle shirt are not allowed. Tank shirts must length of an ID, 3 ¼ inches. When wearing tanks, the exposed skin area must not exceed the length of the ID underneath the underarm.
- No undergarments or underwear should be visible at any time.
- Shorts, skirts, and dresses shorter than a letter-sized paper folded in half above the knee are unacceptable, 5 inches above the knee. Tights worn with dresses and skirts should be opaque.
- Clothing displaying writing or objects which promote violence, gang membership, racially or sexually offensive messages; has a double meaning, innuendo or reference to disruptive

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ideas; advertises, promotes, or glorifies alcohol, tobacco, drugs, or other illegal substances or their use, or weapons are not allowed.

- Clothing, jewelry, make-up, accessories, notebooks, or manner of grooming may be deemed disruptive and unacceptable if it demotes membership in a gang or is socially unacceptable or distracting to others.
- Gym bags and blankets are not permitted in the classrooms; they should remain in the lockers from 8:05-3:10. Students are encouraged to keep an extra sweatshirt in their locker to keep warm.
- Body piercing accessories that are unsafe for certain activities (PE) or are disruptive to the educational environment are not to be worn to school.
- Sleep wear (flannel/fleece), including bedroom slippers, is not to be worn to school.
- No hee-lies/wheelies allowed

#### FOLLOWING ITEMS ARE NOT TO BE WORN DURING SCHOOL HOURS (8:05-3:10)

- Hats, caps, or other head coverings (including “hoods” on pullovers and zipping sweatshirts).
- Sunglasses
- Bare feet, stocking feet-shoes must be worn

The administration reserves the right to determine if clothing is disruptive

Students are expected to cooperate with the dress guidelines and policy statements and to exercise good judgment to insure their clothing and appearance does not interfere with the learning process or constitute a hazard to the student or others.

In such cases when student dress is unacceptable, they will be expected to correct it as soon as possible. If not, the parents will be notified, and the student will be sent home to correct the problem. If the problem cannot be corrected within a short amount of time, the student will be removed from regular classroom setting for the remainder of the school day.

#### POSSIBLE CONSEQUENCES FOR FAILING TO FOLLOW DRESS CODE

- WARNING
- DETENTION
- ISS OR FRIDAY/SATURDAY SCHOOL

#### **LOCKERS AND LOCKER SEARCHES:**

Every student will be assigned a hallway locker. Students in athletics and physical education classes will be assigned an additional locker in an athletic locker room. All lockers are the property of the school corporation.

- a. A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in the locker or the locker’s contents.
- b. A principal, or other member of the administrative staff designated in writing by the principal, may search a locker and its contents at any time.
- c. A law enforcement agency having jurisdiction over the geographic area where the school is located, at the request of the school principal; and in accordance with rules of the governing body of that school, may assist a school administrator in searching the locker and its contents.
- d. Students are to have occupancy in the locker they are assigned by the administration. The locker search policy is based on I.C. 20-8.1-5.1-25.

#### **Security Cameras:**

Students should be aware that there are cameras in use throughout the building. These cameras will be used to make the school a safer place. Video will not be shared with outside parties unless ordered by the courts.

## **USE OF DOGS TO SEARCH ON SCHOOL PROPERTY:**

The Board of Education authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property is authorized in advance by the Superintendent or is pursuant to a court order or warrant.
2. A law enforcement officer specifically trained to safely and competently work with the dog handles the dog.
3. The dog is represented by the sheriff or chief law enforcement agency providing the service as capable of accurately detecting drugs and /or devices.
4. The dog may be allowed to examine students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.
5. The dog may be allowed to examine any and/or all vehicles located on school property.
6. The dog may be allowed to examine school property by the building principal, assistant principal, the Superintendent or their designee. The Superintendent shall establish any limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

## **SEARCH AND SEIZURE - PERSON:**

"Reasonable cause for a search" means circumstances, which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student handbook.
2. Anything which presents an immediate danger of physical harm or illness to any person.

The Principal or another member of the administrative staff acting at the direction of the principal may search the person of a student during a school day/activity if the principal has reasonable cause for a search of that student. All searches will be conducted in private. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student
2. Any object in the possession of the student such as a purse, book bag, etc.
3. A "pat down" of the exterior of the students' clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be conducted by a person of the same sex as the student. At least one witness shall be present.

## **RANDOM DRUG TESTING POLICY:**

### **LEGAL OBLIGATION**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **DRUG EDUCATION**

The sponsor or coach of each extra-curricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant will receive a copy of this policy and the policy will be explained to them at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **CONSENT FORM**

It is MANDATORY that each student who participates in extra-curricular activities, or other school sponsored activities, or drives a car to school sign and return a consent form prior to participation in any of the above activities.

Each participant shall be provided with a consent form, a copy of which is attached hereto, which shall be dated by the participant and by the parent / guardian. In so doing the student is agreeing to participate in the random drug testing program at Fairfield Community Schools.

### **TESTING PROCEDURES**

1. The selection of participants to be tested will be done randomly by the principal, her administrative designee, or 3rd party and selections will be made from time to time throughout the year. Numbers will be drawn from one large pool of those agreeing to be tested. Nine (9) students per month will

- be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. (student number)
2. In addition to the random program, if the student shows signs of reasonable suspicion, the principal / administrative designee may call the student's parent / guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and / or excessive absences from school. Also, a parent / guardian may request testing of his / her student.
  3. No student will be given advanced notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influence.
  4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request by a parent, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting urinalysis.
  5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he / she is no longer eligible for any of the extra-curricular activities. In addition, the parent / guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he / she may be tested at a later date to be reinstated for eligibility.
  6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
  7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular activities" for the remainder of the school year. This will be reported to the parent / guardian.
  8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he / she left the collection site. The principal / administrative designee must time and sign the pass.
  9. Each specimen will be tested for "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
  10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organizations (JCAHO)
  11. If a student who has signed the consent form with a parent refuses to produce a urine sample, the student will be suspended from all activities for forty-five (45) school days. The student must produce a negative test before he / she can return to activities and driving.

## **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal / administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him / her to the collection site and should not be allowed to go to his / her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collection to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine is tested, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he / she may notify the administrator that he / she is taking prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a test is run or a seal is placed upon the bottle.
5. If the seal is tampered with or broken after leaving the student's possession and prior to testing, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities subsequent to a retest
6. The supervisor obtaining the urine sample will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself / herself in the restroom to provide the urine sample. The supervisor will wait outside the restroom. The student will have two



minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

7. For a confirmation test, the specimen will be transported to the testing laboratory. The testing laboratory will report the results back to the principal / administrative designee. Confirmation test in the event of a positive screening will be done and paid for only at the request of the parent / guardian.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for urinalysis will be mailed back to the principal / administrative designee with no name attached; only the student's random identification number will appear on the results.

## **TEST RESULTS**

**1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing participation in extra-curricular activities, school sponsored activities, and driving.**

2. The principal / administrative designee will be notified of a student testing "positive." The principal / administrative designee will notify the student and his / her parent / guardian. The student or his / her parent / guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

In addition, the student or parent / guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his / her parent / guardian.

3. If the test is verified positive, the principal / administrative designee will meet with the student and his / her parent / guardian at a school corporation facility. The student and parent / guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will not be prevented from participation in extra-curricular activities, school sponsored activities, driving to school, but a follow up test is required. The student who tests positive on the follow up test will be suspended from driving to school for 45 school days. All student drivers must park in the Fairfield Jr.-Sr. High School parking lot.

4. A "follow up" test will be requested after 45 days by the principal / administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to continue extra-curricular activities. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the student will be prevented from participation in extra-curricular activities or driving to school until a negative test can be provided.

In addition, the Fairfield Community Schools reserve the right to continue testing at any time during the remaining school year any participating student who has tested "positive" and did not make a satisfactory explanation.

5. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal / administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal / administrative designee will have access.

## **FINANCIAL RESPONSIBILITY**

1. Under this policy, Fairfield Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" drug test that must be conducted, any future "follow up" drug test that must be conducted will be paid for by the student or his /her parent / guardian.

2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his / her parent / guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his / her parent / guardian.

## **OTHER RULES**

Apart from this drug testing program, students who test positive for drug use may be suspended from their extra-curricular activities for a period of time. They may also be required to attend drug education classes, undergo counseling or seek treatment for clinical dependency. Students must submit to follow up drug tests. The Fairfield High School Athletic Association and the coaching staff / sponsor of each sport / activity have their own training rules and requirements. Coaches / sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements. (Athletic Code) A student that self-reports drug use the first time will not be suspended from activities but will automatically go to step two (2) in the activity code. (Athletic Code) The student will be tested again within 6 weeks' time at the expense of the parent / guardian.

## **CONFIDENTIALITY**

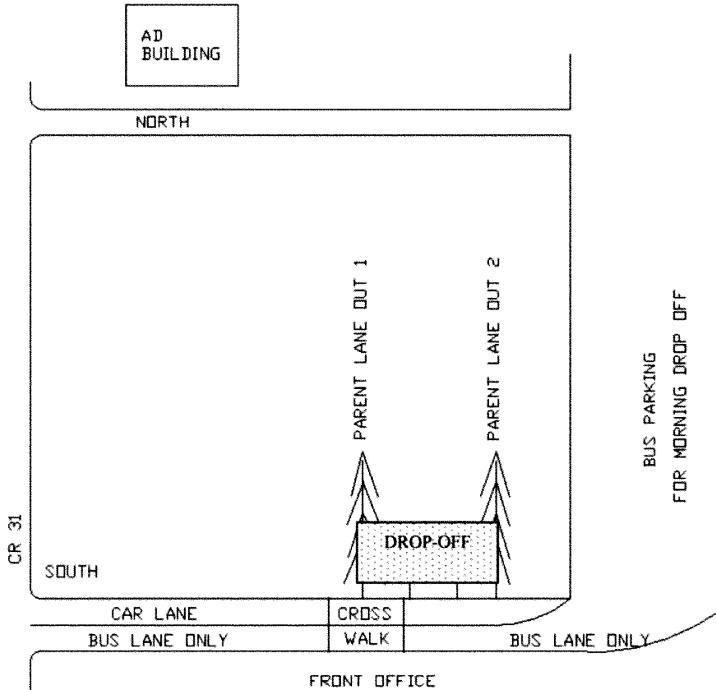
Under this drug testing program, any staff, coach, or sponsor of Fairfield Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Fairfield Community Schools commitment to confidentiality with regards to the program.

## **AUTOMOBILE REGISTRATION AND STUDENT PARKING:**

1. All motorized vehicles driven to school must be registered in the Assistant Principal's office. Forms with the required information are located in this office or in the attendance office. These completed forms must be returned as soon as possible once the student begins driving to school. Failure to do so will result in the following disciplinary steps:  
1st offense - Warning that registration form must be completed and returned the following day. If not, 2 days detention will be given.  
2nd offense - 2 days detention, and warning that registration form must be completed and returned the following day. If not, driving privileges will be suspended for one week.  
3rd offense - 5 days detention, and driving privileges suspended for 2 weeks. Warning that any further violation of the registration policy will result in suspension of driving privileges for the remainder of the semester/year.
2. All vehicles are to be parked in a designated area of the north (student) parking lot. The driver should lock the vehicle since the school cannot be responsible for any valuables left in the vehicle. Students are not to park in front of the school building or at bus pick up points. Students are not allowed to park in the circular drive in front or behind the school. This includes spaces marked for vehicles near the shop areas. Special permission from the administration must be granted for a student to drive into these areas during the school day. Students are not to park in the faculty and staff parking lot (Parking Lot B) before 4:00 p.m. on any school day.
3. In recognition of our seniors and the leadership responsibilities we place on them, senior parking is available on the first row west of the yellow faculty parking. Senior students will be given a Senior Parking Tag upon registration. The senior row is designated for senior students only.
4. Motor vehicles and bicycles are not to be operated during the school day without permission from the administration.
5. If parking tags or stickers are required, students must display this form of registration at all times. If not, the above disciplinary steps will be followed.
6. SCHOOL BUSES HAVE PRIORITY IN USING COUNTY ROAD 31. STUDENTS MUST YIELD RIGHT-OF-WAY to all buses whenever necessary. This means that once buses are on the north drive, all vehicles are to wait for the buses to pass and exit.
7. Students are not to loiter on the parking lot. When arriving or leaving during the school day, they should immediately proceed to the school building or immediately leave the parking lot, respectfully.  
**SPEED LIMIT IN THE PARKING LOT IS 10mph.**
8. Students are not to be in or near the vehicles at any time during the school day without special permission from the administration. Teachers are not to allow students to the parking lot area.
9. The school is not responsible for damage, theft, or vandalism of vehicles parked on school property.

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10. School authorities have the right to search vehicles parked on school property.
11. Students should exhibit legal driving techniques to and from school, and especially when driving near school buses. Driving on school grounds or to and from school without proper concern for self and others may lead to disciplinary action as outlined in the disciplinary procedures of the Fairfield student handbook under RECKLESS AND DANGEROUS DRIVING. Suspension of the driving privilege may accompany re:



## **BUS RULES**

Certain rules are necessary for the safe and comfortable transportation of students riding school buses. Behavior that endangers the well-being of the student or others cannot be tolerated. The school bus driver is responsible to see that the following regulations are observed by all passengers:

1. Each student will be seated in the seat assigned by the driver upon entering the bus.
2. Students shall remain seated facing the front of the bus, except by permission of the driver.
3. Students will speak in a reasonable voice and using appropriate language. Loud or profane speech will not be tolerated.
4. Students will keep hands and feet to themselves. Teasing, unacceptable touch, or indecent conduct is not permitted.
5. Window or doors will be opened and closed only by permission of the driver.
6. Students may enter or leave the bus only when the bus is completely stopped.
7. The student is to be waiting at his/her boarding station when the bus arrives. In case of emergency causing late arrival by the student at the bus station, the school bus driver shall be required to wait no more than two minutes after the scheduled arrival at the station. If the school bus driver is already two minutes late, he/ she need not wait at all.
8. All students required to cross a highway before boarding or when unloading from a bus shall be required to wait before crossing the highway until the driver indicates that it is safe for them to cross. The student must cross the road in front of the bus. Students unloading from the bus are to report to their homes, not linger near the road or roadside mailboxes.
9. When a student boards a bus in the morning, he must not disembark and walk part of the way to school. In the evening, a student will not be allowed to get off the bus until he reaches home. He will not be allowed to get off at any stop other than the designated one unless he has written permission from the parent. In an emergency, the parent may call the school granting this permission. A note from

appropriate school personnel may be substituted for the parent's note.

10. No food or beverage may be consumed on the bus without permission of the driver. Minor discipline actions shall be handled by the driver. When necessary, the driver will submit a written warning to the principal or designee, using the appropriate bus violation report forms. Parents will receive copies of all written warnings and be notified of consequences. Students are assigned to the buses by the superintendent and should ride the bus assigned. The driver is directed to refuse to transport students assigned to another bus. Transfers from one bus to another are arranged by the superintendent.

11. Student must have note signed by parent/guardian to ride any other bus than the one they're assigned.

### **SUSPENSION OF RIDING PRIVILEGES:**

Students are to be suspended from bus riding only by the Principal or designee. Students suspended from riding the bus may not ride any regular bus route during the suspension period. Students are expected to attend school throughout the bus suspension period, with parents providing alternative transportation. Before a student who is suspended from riding a school bus is allowed the privilege of riding the bus following their suspension, a bus contract must be signed by the student, parent, principal and bus driver.

## **SECURITY MEASURES FOR STUDENTS**

### **PARKING LOT**

It is recommended that you keep your car locked for protection of valuables. Any items missing from your automobile should be reported to the Assistant Principal. Vandalism should also be handled in the same way.

### **HALLWAY LOCKERS**

It is very important that you keep your locker combination confidential and that you lock your locker at all times. Any violations of your personal property (theft, damaged items, etc.) should be reported to the Assistant Principal. Students are assigned a specific locker and are expected to use that locker for the entire school year unless permission from the administration has been given to change lockers. Students changing lockers without permission will be assigned detention.

### **PHYSICAL EDUCATION LOCKERS**

It is very important to keep your locker combination confidential. Items locked in this locker should be safe under ordinary circumstances. Any articles left unattended in locker room or gymnasium area are the responsibility of the individual student. Please report any missing items to the physical education teachers.

### **SHERIFF**

In addition to reporting to school officials, a student and/or parent, may wish to report vandalism or missing items to the sheriff's department.

## **I.D. CARDS**

ALL STUDENTS ARE REQUIRED TO WEAR AND HAVE VISIBLE THEIR SCHOOL ISSUED PHOTO ID DURING THE DURATION OF THE SCHOOL DAY. ANY STUDENT WITHOUT AN ID MAY INCUR DISCIPLINARY CONSEQUENCES.

- Students will have access to one I.D. card (included in student fees). If students wish to purchase additional I.D.s, they can be obtained from Student Services for an additional \$5 fee (charges will appear on student fees).
- Misusing an I.D. Card (defacing, destroying, stealing, "using/borrowing" another student's I.D.) will result in some form of progressive discipline from the Administration.

## **PASSES**

Passes will be issued to students to go to various places in the school building during class time.

1. Passes for students will be provided each 9 weeks. There will be a page for each nine-week grading period, and there will be 18 opportunities for a student to use a pass.
2. Any requests past the number of passes provided a student for a nine-week grading period must be approved by an administrator.
3. Any hall pass or Internet pass issued by a staff member must be approved by an administrator.

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4. SRT passes are not included in the normal 18 passes.

# STUDENT SUPPORT SERVICES

## GUIDANCE SERVICES

What are guidance services?

Guidance services are organized services and activities of the school, which help you:

- ...Evaluate your abilities, achievements, aptitudes, interests, needs and values
- ...Become familiar with courses available to you
- ...Make decisions about your high school program of studies
- ...Plan for your future—whether for work or further education
- ...Make the best adjustment to school situations, other pupils, and teachers
- ...Think through your personal problems

**Interviews** — Your counselor may invite you in to become acquainted with you or talk over your school program and decisions which you will have to make. You may drop by the guidance office before or after school, between classes, lunch or during SRT. You may come during a class period with your teacher's consent. It is preferred that you try to schedule an appointment (if it is not an urgent/emergency situation) this will ensure that the counselor can give you the individual attention you need.

**Counseling** — Counseling usually involves a series of appointments with your counselor during which you explore your feelings, choices for conflicts with which you are faced, and courses of action. The counselor will help you to look at yourself and facts related to your situation. All decisions must be your own.

**Conferences with parents** — Your parents may also make an appointment with your counselor to:

- ...Discuss your progress in school and plans for the future
- ...Furnish information about school
- ...Explore occupational and educational opportunities available to you

**Individual personal folder** — From the time you entered school a personal folder has been kept about you for the confidential use of your counselor and teachers. This folder contains a record of your marks, attendance, activities, interests, standardized test scores, and other notes on your progress. Your counselor will discuss these materials with you in a private conference. Entries in your personal folder are an important part of information sought from the school by employers, college admission directors, or business or trade schools when you graduate or leave school. Students and parents have the right to examine the contents of the folder.

**Scheduling Classes** — It is important that serious consideration be given to course selections. Schedules determine the types of course offered and staff needs. All courses may not be available at the time of scheduling. Therefore, it is difficult to change classes once the master schedule is established in the spring. We STRONGLY ENCOURAGE students and parents to contact teachers and/or their counselor BEFORE students sign up for a particular class.

STUDENTS WHO FAIL TO MAKE ARRANGEMENTS OR HAVE NOT MET WITH THEIR COUNSELOR TO SCHEDULE COURSES BEFORE SPRING BREAK WILL FORFEIT THEIR OPPORTUNITY TO CHOOSE THEIR CLASSES FOR THE FOLLOWING YEAR. COUNSELORS WILL MAKE SELECTIONS BASED ON THE STUDENT'S 4-YEAR PLAN ON FILE.

**Changing schedules** — Once classes are scheduled, it will be difficult to change because of planning for course enrollment across the master schedule, meeting state reporting timelines, and other administrative factors. After final course selections have been made, course changes may only be considered based on the following factors:

- Failure to meet course prerequisites
- Failure to meet graduation requirements
- Course change due to completion of summer school
- Inappropriate level placement

\*FJSHS does not accept teacher requests/changes from parents or students.\*

There may be a 5 day grace period at the beginning of a semester if an error has been made or in the

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case of extenuating circumstances (determined by guidance counselor and principal). Students must inform their counselor immediately if such a situation has occurred.

**Scholarships and Loans** — Many post-high school scholarships and loans are available. Some are based upon a student's academic record and test scores, some upon need, and some upon a combination of record and need.

In addition to college, university scholarships and loans, many are offered by states, the federal government, private individuals, private companies, and foundations. A list of these may be noted in the reference material in the guidance office. Students and parents are responsible for initiating applications for scholarships and loans.

The College Scholarship Service, as operated by the College Entrance Examination Board, is a cooperative activity of participating colleges whose functions include handling confidential statements submitted by parents in support of applications for financial aid. These statements can be obtained in the guidance office.

Students should become familiar with these web sites:  
www.fastweb.com, www.ed.gov/thinkcollege

### **Online Course Work and Guidelines**

Fairfield Jr.-Sr. High School currently offers Apex Learning as an online coursework option for high school students. Online learning experiences can help students meet graduation requirements and enhance a student's learning experience. Various courses are available and enrollment in an Apex course should be discussed with a guidance counselor.

Several factors are considered when placing a student in an online course. For credit recovery purposes, it is generally preferred to have students take a course offline before attempting it online. A guidance counselor can help determine appropriate placement and will take into account factors including course prerequisites and prior placement before enrolling a student in an online course. Apex is primarily for credit recovery or for taking classes that do not fit in a student's schedule.

The following are guidelines for enrolling in an Apex Learning course:

- Homebound Instruction
- Disciplinary reasons such as suspensions and expulsions
- Remediation of skills
- AP or college-level credit
- Coursework not otherwise available at Fairfield
- Student's schedule does not have room for additional courses
- Pregnancy or becomes a parent
- Student must work to support family
- Move in from another school and course not available at Fairfield Jr-Sr High School
- Other reason determined by guidance and approved by administration

### **Graduation Requirements – Credit by Examination**

The State Board of Education has allowed schools to waive the definition of "credit." As a result:

- 1) Credit can be awarded based on demonstration of proficiency.
- 2) The proficiency level must be at or greater than the level required to pass the Core 40 End of Course Assessment (ECA).
- 3) Grades and credits are awarded by appropriately licensed teacher.

**Transcript Requests** – Students who need a transcript sent to a college or university, or personal viewing must sign up through Parchment/Docufile Secure Transcripts (link on FJSHS Guidance Webpage) to process an electronic transcript.

For students who graduated prior to 2010, all transcripts must be requested in writing using the form on the FJSHS Guidance Webpage. This must be mailed, along with a \$5 check or money order payable to:

Fairfield Jr-Sr High School  
67530 US 33  
Goshen, IN 46526  
c/o Guidance Secretary

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## **DROP DATES**

If a student drops a class after the first quarter of the semester, he/she will receive a withdraw/fail grade.

## **CRITERIA FOR CLASS DESIGNATION**

In order to be considered a junior, the student must have earned at least sixteen (16) credits, which must include at least three (3) English credits, one (1) math credit, one (1) science credit, and one (1) social studies credit.

In order to be considered a senior, the student must have earned at least twenty-eight (28) credits, which must include five (5) English credits, two (2) math credits, and one (1) social studies credits.

## **SEVEN (7) SEMESTER TERMINATION**

The Administrative Handbook for Indiana Public Schools, published by the Office of the State Superintendent of Public Instruction, states: "To be graduated from a high school, a pupil shall attend at least seven (7) semesters in grades 9 - 12". Fairfield Junior-Senior High School encourages students to carry six credits per semester for eight semesters so that the student will have an excellent preparation for college, technical school, vocational school, a job or whatever he plans to do after graduating from high school.

However, if a student has completed requirements for graduation at the end of seven semesters, he/she may apply to terminate his high school experience. (This does not apply to vocational students.) In order to graduate 7th semester a student must be graduating with a Core 40 diploma and must have written parent permission and permission from the principal.

Students interested in this plan should see a guidance counselor and the principal by the end of their junior year. It is the responsibility of the student to make sure that they have on file all necessary forms.

## **SIX (6) SEMESTER TERMINATION**

Six semester termination available only to those who have fulfilled all graduation requirements mentioned above **AND** obtained early admittance to a college or university. Students not graduating with their four year cohort will not be eligible for the Top 25.

## **HOMEWORK POLICY**

5122.2

Research has indicated that often the difference between the achiever and the non-achiever is not necessarily how intelligent or how able each may be, but rather how effectively each studies.

### **DEFINITION**

Homework is an out-of-class assignment that contributes to the education of the student. It is an extension of class work and is related to the objectives of the curriculum presently studied. Homework assignments are an ideal vehicle to allow parents to become aware of what their children are doing in school.

### **PHILOSOPHY**

In order for school and home to facilitate the child's opportunities for learning, this policy reflects the co-operative nature of homework. It is meant to be flexible in its application in order to meet the diversity of individual situations in school and at home. The amount of homework should vary according to the age, cognitive style, physical needs and interest of the student.

Homework should fulfill the following objectives:

1. Preview, reinforce, and extend classroom learning by providing practice and application of knowledge gained;
2. Teach students responsibility and organizational skills;
3. Promote wise and orderly use of time;
4. Encourage a carry-over of worthwhile school activities into permanent career and leisure interests;
5. Provide opportunities for broad enrichment activities;
6. Provide students needing more time to do work in class, a chance to do so.

Role of Principal:

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The principal has a continuing role of policy implementation by:

1. Insuring that the staff complies with the policy;
2. Serving as a liaison between the parents and teachers concerning homework policy problems.

Role of the Teacher:

1. Provide assignments that are specific so students know what is expected of them.
2. Include those activities which a child can carry on outside of the classroom and which have direct application to classroom studies.
3. Develop a clearly understood procedure for evaluating assignments.
4. Notify parents of a student who consistently fails to do homework assignments.
5. Teachers should not assign homework for disciplinary reasons.
6. Teachers should provide some time in school for students to begin an assignment, if time permits, in order for them to have an opportunity to ask the teacher in case they need further instruction.
7. Make students aware of homework missed during an absence and allow them sufficient time to complete it.

Role of the Parents:

Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework by:

1. Establishing a regular "homework time" in the home.
2. Encouraging and supporting their child's efforts but not completing the work for the student.
3. Communicating with the teacher whenever their child has consistent difficulty with homework assignments.
4. Encouraging their child to seek help and ask questions of the teacher when in doubt about an assignment.

Role of the Student:

Each student has the responsibility to develop good work and study habits by:

1. Clarifying with the teacher any questions pertaining to the instructions before leaving class. . . such as purpose and due date.
2. Taking home any materials and information needed to complete the assignment.
3. Learning to budget his/her time.
4. Analyzing his/her study habits and taking advantage of available study helps.
5. With the aid of their parents/guardian, check carefully the completed assignments.
6. Returning all work completed to the teacher by the date requested.
7. Making up work missed during an illness or excused absence.

Homework Policy Adopted April 17, 1986

## **LATE WORK**

Teachers will not accept late work (examples: homework, projects, research papers, book reports) without penalty unless prior approval was received from the teacher to turn the work in late. An exception may be made in cases where the student is absent the day before, or the day of, the due date.

## **DIRECTED STUDY GUIDELINES**

1. Directed Study is an enriching experience, which is above and beyond the basic curriculum.
2. Directed Study courses are by special permission of the teacher, the Guidance Office and principal. Directed study courses must be approved before enrollment in the course.
3. Credits can be earned, depending on teacher-student evaluation, (0-1 credits per semester for each directed study).
4. Students taking Directed Study courses will need to complete their requirements or accept an "F" on their records.



## **WORK BASED LEARNING**

“Building Skills and Knowledge in a career path or furthering study in an area of career interest.” Classroom learning provides only part of the content knowledge and skills development students need for succeed in college, career, and life. By creating opportunities to learn in the workplace, students can develop and refine the workplace competencies needed to enter and succeed in a chosen career, adjust to the employment environment, and advance along the career pathway of their choice. Students are encouraged to arrange their own internship and get approval through the College & Career Pathways Advisor. The College & Career Pathway Advisor can also help arrange placements if necessary. Students enrolled in the Work Based Learning program will have grade and attendance requirements. See the College & Career Pathway Advisor for more details.

## **BLENDED SENIOR YEAR**

A Blended Senior Year offers students an exciting way to begin experiencing the adult world with support. Students take classes online as well as in a conventional classroom setting. This allows students more flexibility and control over when they choose to learn with a shift in traditional face-to-face instruction that exposes students to online learning environments they will likely experience in college and in the workplace. Another great advantage of the Blended Senior Year program is the opportunity to explore and experience career possibilities through required career research and finally an internship. A final culmination project is required which consists of an electronic personal presentation for invested parties. Students interested in the Blended Senior Year program will engage in an application process. There are minimum grade and attendance requirements for this program. See the College & Career Pathway Advisor for more details.

## **VOCATIONAL SCHOOLS**

Students who enroll in West Noble Vocational School, Wawasee Vocational School, and Fairfield Vocational School, which are part of the Wawasee Area Vocational School, must enroll for the school year. The Elkhart Career Center and Warsaw Vocational School are potential vocational school placements for vocational classes not offered at school in the Wawasee Area Vocational School, and these placements are made on an individual student placement review. **STUDENTS WILL NOT BE PERMITTED TO DROP AT THE END OF THE SEMESTER.** The exception would be those courses specifically listed as one (1) semester courses.

Courses through our vocational training include: Education & Early Childhood Careers, Law Enforcement, Intro to Health Care Systems/CAN, auto mechanics, manufacturing & logistics, building homes, cosmetology training and preparation for taking state licensing test, health occupations, EMT training, informational technology and machine trades. EMT training and health occupations are taught at the Kosciusko Community Hospital rather than at Warsaw High School, while machine trades area at Warsaw High School. Further information on these courses may be found in the Fairfield High School Bulletin Course Book.

## **EVALUATION OF STUDENTS**

1. Each teacher will define the minimum requirements or performance for students to receive credit in the course. These will be prepared in language which can be understood by the student and will be provided for his use so he can evaluate his own progress.

At the end of each 9 weeks, a report will be issued with the following marks:

A = Excellent

B = Good

C = Average

D = Below Average

F = Not Passing

I = Incomplete -- Special permission of the principal is needed if a student needs more time to complete minimum requirements. An explanation will be written when “I” is given. One copy will go to the student and parents, and one copy will be placed in the student’s cumulative record file. A time NOT to exceed 2 weeks will be given to complete minimum requirements for credit in the course. Special consideration will be given in case of illness. If the student does not complete requirements within the time

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allotted, the grade will be "F". Please note that at the end of the year students are expected to have all their work complete before the end of school. Extension of time will not be given to complete work except in case of emergency.

2. Progress reports are sent out at mid-nine (9) weeks for all students. Forms will be sent home and are to be signed by the parent. This form is to be returned to the issuing teacher.

## **GRADING SCALE**

100.0+ A+
93.0 – 99.9 A
90.0 – 92.9 A-
87.0 – 89.9 B+
83.0 – 86.9 B
80.0 – 82.9 B-
77.0 – 79.9 C+
73.0 – 76.9 C
70.0 – 72.9 C-
67.0 – 69.9 D+
63.0 – 66.9 D
60.0 – 62.9 D-
Below 60 F

## **EARNING CREDITS**

To earn credits in a course, students must pass the 2 out of 3 requirement. If a student passes both nine weeks of a semester or 1 nine weeks and the exam to be eligible to receive the credit for the course.

## **HONOR ROLL**

Students are eligible for the High Honor Roll if they earn a GPA of 3.7 or higher for the grade period or semester. Students are eligible for the Regular Honor Roll if they earn a GPA of 3.0 to 3.69 for the grade period or semester. The following numerical grade equivalents are used to calculate G.P.A.'s:

A+ = 4.0	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = .7
	F = 0

## **FAIRFIELD TOP 10 ACADEMIC ALL-STARS**

### **General Information**

Beginning with the Class of 2016, Fairfield will start the Top 10 Academic All-Stars. School leaders have been exploring alternative ways to recognize honor graduates. The purpose of changing graduate recognition is to recognize and focus on student learning and achievement while encouraging students to take challenging and relevant courses. Recognizing students who have distinguished themselves

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academically during their high school career is valued at Fairfield and the method for recognition should be as fair and objective as possible. Using the All-Star criteria will showcase Fairfield achievement.

### **Qualifications**

Qualifying students must be eligible for an Academic Honors Diploma or Technical Honors Diploma and must all be full-time students enrolled. The program will go into effect starting with the Class of 2016.

### **Qualifying Method**

The system for recognizing the Top 10 Academic All-Stars stems from The Indiana Academic All-Star program which is currently sponsored by the Indianapolis Star and the Indiana Association of School Principals.

- Academic Criteria from the program will be used to calculate scores: A mathematical formula that combines the SAT/ACT composite score and grade-point average seven semesters.

### **Grade-Point Average**

For these purposes, a 4.0 grade point average is the highest GPA possible. Grades from ALL classes that appear on a high school transcript earning credit should be used in completing the student's GPA. If a failing grade has been received, the "F" is to be counted, even though no credit was received. If a course has been failed and repeated, both grades are to be counted. University or college courses are to be included in determining the GPA only if high school credit has been given and listed on the official school transcript. A grade, regardless of whether it is classified as honors, regular or remedial, should be counted at the face value of the grade indicated on the official transcript. The letter grade shown on the transcript should be used, regardless of whether + (plus) or -(minus) is included. A 4.0 scale is used to compute the GPA with 4.0 being the highest GPA possible.

The following guidelines are used for the 4.0 scale: A = 4 points, B = 3 points, C = 2 points, D = 1 point. Any grade below a D receives no value.

GPA will be multiplied by 250 (top score 1,000).

### **ACT and/or SAT**

The standardized test score calculation will use either the SAT or ACT score-chose the one that produces the highest final score (Math & Critical Reading). The SAT score will be divided by 1.6 (top score 1,000). The ACT score will be multiplied by 27.778 (top score 1,000).

If both tests (ACT, SAT) were taken or multiple ACT/SAT tests were taken, the test chosen for this calculation will be the test that produces the highest final score calculated from the Math and Critical Reading.

The total score (GPA points, plus ACT product, or GPA plus SAT points) will be used to determine a student's ranking. The Top 10 students will be recognized unless there is a tie in the score for the 10th student. In that event, the students tied with the same score will be recognized.

## **MEDIA CENTER**

We hope that you will use and enjoy your media center often. Please feel free to ask the media center staff if you need assistance. The media center is open before, during and after school to check out resources, to study, or to do research. (7:45 a.m-3:30 p.m).

The media center contains approximately 20,000 books, 148 eBooks, and subscribes to magazines and newspapers.

The online computer catalog allows you to search for books by author, title, subject, keyword, call number or series. It can be accessed via <http://destiny.fairfield.k12.in.us>. By logging in, you are able to see what you have checked out, create specialized resource lists for yourself, read any of the eBooks, place holds on materials, request an inter-library loan from any of the elementary school libraries, and see the Home page, which boasts a collection of dozens of "Best of the Web" links broken down by subject area

There are a few rules that will be beneficial to all:

1. Upon entering the media center from a class, students must report directly to the circulation desk and sign in on the computer. Students may come to the media center with an agenda pass (18 per grading period are available for use), or a green teacher pass for research or checkout. If students need to leave the media center during this time (locker, restroom, water fountain), they must obtain permission from library staff AND use an agenda hall pass.
2. Students may use part of the SRT time for library checkouts. There is a 10-minute time limit during SRT. During SRT, students may use the computers for DESTINY only.

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3. ALL materials must be checked out before they are taken from the media center.
4. Most books are due in two weeks.
5. Magazines are due in one week. Students may not damage magazines and newspapers by clipping out coupons, pictures, etc. Students who damage or lose items will be responsible for replacement costs.
6. A fine of 10 cents per day up to \$1.00 per item is charged for overdue materials.
7. Overdue notices are sent to your SRT class at the beginning of each month. If fines, overdue, and/or lost books are not taken care of after three notices have been sent, you will be restricted from the media center and your parents will be notified. Please return your materials on time!
8. If we do not have the materials you need, tell the librarian. We belong to an interlibrary loan service called INCOLSA. Requested materials are delivered on Tuesday afternoons.
9. The media center is a place for quiet study and for use of media center materials. It is frequently used as a test make-up area. It is not a talking or socializing area, and should not be used as a group study area.
10. Students should use the computers in the media center with care and for academic purposes only. All computer usage must follow School Board policy.
11. Subscription databases are available online at [www.galepages.com/gosh29245](http://www.galepages.com/gosh29245) Password is fairfield. Studies have proven that voluntary reading improves comprehension, vocabulary growth, spelling ability, grammatical usage, and writing style. Not only that, reading is good exercise for the brain, and it is fun! Please come in, choose a good book, and read!

## **ELECTRONIC USE POLICY**

Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school's operation may be confiscated and will be returned to student and/or parent at a time deemed appropriate by administration. Cell phones are prohibited while inside the office complex unless administrative approval is given, and during times of detention including after school and Saturday school. Administration may ask to review a student's cell phone if he/she deems it necessary to move forward with an ongoing school investigation.

### **TECHNOLOGY IN THE CLASSROOM:**

Fairfield Jr./Sr. High School encourages teachers and students to use technology in their pursuit of learning. However, we do not want technology to detract from the learning process. Teachers will establish for their classes what technology is appropriate and how that technology will be used. It is up to the teacher's and/or administration's discretion when determining if a technology tool is enhancing or distracting from what is being taught.

### **CELL PHONES:**

Cell phones are permitted before school, during passing periods, during lunch and after school. Cell phones in the classroom will be determined by the individual teacher. Any student that violates a teacher's classroom expectations for cell phones will result in discipline for improper use of cell phone.

***\*Fairfield Community Schools will not assume responsibility for lost or stolen electronic devices.***

### **IMPROPER USE OF CELL PHONE OR OTHER ELECTRONIC DEVICES:**

1st offense: Warning. Confiscated. Turned over to the Assistant Principal. Returned at the end of the school day.

2nd offense: Confiscated. Turned over to the Assistant Principal. Assigned 1 day of after school detention. Parent called and parent to pick up item.

3rd offense: Confiscated. Turned over to the Assistant Principal. Parent called, 3 days of detention, and parents to pick up item.

4th offense: Confiscated. Turned over to the Assistant Principal. Parent called, 2 days of ISS or FRIDAY/SATURDAY SCHOOL, and parent to pick up item. Any further incidents would result in OSS and eventually a recommendation for expulsion.

## **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 protection services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal exists.

- 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 photograph, motion picture, digitalized 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 who 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 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, parents and students must be aware of the legal consequences should this occur in our school system.

### **CHILD EXPLOITATION/CHILD PORNOGRAPHY**

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 another electronic device is prohibited.

Disciplinary options:

1. Confiscation of electronic device and referral to legal authorities. In-School Supervision, Saturday School, Out-of-School Suspension, Recommended expulsion.

### **ELECTRONIC INFORMATION, NETWORKS, AND OTHER SERVICES:**

- A. Fairfield Community Schools Policy Number 7540.03 covers this under the legal reference of P.L. 106-554, Children's Internet Protection Act of 2000. Also, 47 U.S.C. 254 (h), (l).
- B. School Corporation policies will be followed in accordance to policy 7540.03.
- C. Fairfield Corporation policies will be followed in accordance to policy 7540.03.
  1. Some examples of misuses of the services will include: accessing sites which do not deal with school, finding a way to bypass security systems in place for the protection of everyone, sending illegal or threatening messages, accessing files or folders which do not belong to the student, and other illegal acts.
  2. The assistant principal or principal will assess penalties for illegal actions by taking away privileges, assessing detention, ISS/SATURDAY SCHOOL, OSS, or expulsion. Penalties will be determined after an investigation has been completed by the person assigned by the principal, and the acquired information has been presented to the principal.

### **NETWORK AND INTERNET ACCESS ACCEPTABLE USE EXPECTATIONS:**

The following agreement is in effect for all corporation-provided access to electronic information, services, and networks. All provisions of this document are subordinate to local, state, and federal statute. All students, certified, and non-certified employees are referred to hereafter as User(s) and the Fairfield Community School Corporation is hereafter referred to as the Corporation. The intent of this agreement is to inform all Users and ensure that network policies supported by the Corporation are identified. The network is to be used for educational purposes. As such, the network will assist in the collaboration and exchange of information, facilitate growth through the use of technology, and enhance information gathering and communication skills. All Users are expected to follow the Access Acceptable Use Agreement (AUA) guidelines.

**In exchange for the use of Network resources, at school or from a remote location, I understand and agree to the following:**

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**The use of the Network is a privilege, not a right, and may be revoked by the Corporation at any time and for any valid reason.** Appropriate reasons include, but are not limited to, the altering of system software; the placing of unauthorized information, viruses or harmful programs on or through the computer system in public or private files or messages; and/or intentional damage to the network. The Corporation reserves the right to inspect and/or remove files, limit or deny access, and refer the User for further disciplinary action. Users will be asked to remove personal files as system storage space becomes low.

**The Corporation reserves all rights to any material stored in files** which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believes to be unlawful, obscene, abusive or otherwise objectionable (e.g., graphic violence, the manufacture or use of explosives, weapons, controlled substances, slurs to race, ethnic background, gender, sexual orientation, etc.). Users will not use their Corporation-approved computer account to obtain, view, download or otherwise gain access to, distribute, or transmit such materials.

**All information services and features** contained in Corporation and Network resources **are intended for the private use** of its registered Users and any use of these resources for other purposes (e.g., advertisements, political lobbying, for-profit) in any form is expressly forbidden. Use of accounts during school hours should be in support of educational research and/or communication consistent with FCSC educational objectives. Between the hours of 7:45 AM and 3:30 PM, the use of internet for personal reasons should be limited to conserve resources for educational purposes. Internet access should be limited to educationally approved sites. Educationally approved sites are determined by the User with the understanding that he/she may need to justify the site(s) to a peer, administrator, parent, or the public.

**The Corporation and Network resources are intended for the exclusive use of its registered Users. The User is responsible for the use of his/her Username, password and any access privileges gained through that account.** Any problems arising from the use of an account is the responsibility of the account holder. Use of the account by someone other than the registered account holder is forbidden and may be grounds for further punitive action. Students are not to use staff workstations without prior permission from the staff member.

Any intentional misuse of an account may result in suspension of account privileges and/or other disciplinary action determined by Corporation policies. Misuse is defined as, but not limited to:

***Intentionally*** seeking information on, obtaining copies of, or modifying files, confidential student or personnel records, data, or passwords *belonging to other Users*.

***Allowing anyone to access an account other than the registered account holder.***

***Accessing, uploading, downloading, transmitting or distributing*** pornographic, obscene, or sexually explicit material. Materials containing graphic violence, instruction on the manufacture or use of explosives, weapons, controlled substances, or slurs to race, ethnic background, gender, or sexual orientation is also defined as misuse.

***Using the Network*** and Internet services through malicious hate mail, harassment, profanity, vulgar statements, discriminatory remarks / threats of any kind or "*spoofing*", i.e., constructing electronic communication so it appears to be from someone else.

***Vandalizing, damaging or disabling the property of the Corporation.*** This includes the network, software, computers, monitors, printers and all associated equipment.

***Violating copyright,*** including downloading, copying or use of licensed or copyrighted software, or otherwise using another person's intellectual property without his/her approval or proper citation.

***Failing to use an anti-virus program*** to scan data source (i.e. cd's, floppies, USB storage drives) prior to use.

***Storing executable programs or digital music files in their network home directories or installing software of any kind*** without permission of the District Technology Director.

***Using systems for non-curricular related activity that generates a direct cost to the Corporation.***

***Violating local, state or federal statutes.***

***Failing to comply with a direct supervisor's direction,*** especially where that failure constitutes an interference with school purposes or an educational function.

***Accessing the Internet while not under direct adult supervision.***

**Students are prohibited to broadcast, instant message, or chat** inside or outside of the FCSC network unless given specific, explicit permission by an appropriate staff member.

**Students' home and personal Internet use** can affect the school and other students. If students' personal Internet expression, such as threatening messages or an inappropriate website creates the

likelihood of disrupting the school's operations, students may face school discipline and criminal penalties. Students must be aware of the consequences of their communication via social networking (i.e. Facebook, MySpace), learning bulletin boards (i.e. Moodle, Blackboard), and email and text messages.

**Sanctions/disciplinary actions shall be dependent upon the severity of the violation.** Violations of legal statute will be referred to the proper authorities for investigation. Restitution/ restoration for intentional damages and/or time involved in correcting a situation may be imposed. The Corporation maintains the right to impose sanctions/disciplinary action based upon its own investigation. All Users shall have the right to appeal any decisions/sanctions imposed to the Superintendent or his/her Designee.

**The Corporation does not warrant the functions of the system** will meet any specific requirements the User may have or that it will be error-free or uninterrupted. Nor shall the Corporation be liable for any direct, indirect, incidental, or consequential damages that include lost data, information and/or time sustained or incurred in connection with the use, operation, or inability to use the system. The Corporation will not assume responsibility for unauthorized financial obligations obtained through Network use, nor shall the Corporation be liable for the accuracy, nature or quality of information gathered through the Corporation Internet access.

By default, individual students do not have mail privileges through the FCSC mail server. Exceptions to student mail privileges must be approved by the Superintendent or designee upon evidence of curricular need. Any User receiving threatening or unwelcome communications should bring them to the attention of District Technology Director. The Corporation will periodically make determinations whether specific uses of the Network are consistent with AUA guidelines and procedures. **The Corporation reserves the right to log and track Network usage and monitor server space utilization, including email, by users.** The Corporation will not monitor email unless there is an indication of misconduct that is a threat to health and safety or as needed to prevent interference with the academic mission of the Corporation. The Corporation reserves the right to disable/remove a User account to prevent unauthorized activity.

Users are prohibited from downloading program, installation and/or executable files of any kind without the permission of the Superintendent or designee. All other downloaded files should be immediately scanned for malware by right clicking on the file and selecting the "Scan with..." option, most likely "OfficeScan Client". Should the User intentionally transfer anything that infects the Network with a virus and causes damage, the User will be liable for any and all repair costs to make the Network fully operational and may be subject to other disciplinary measures by the Corporation. The User will be liable to pay any costs or fees of any file or software transferred, whether intentional or accidental, without such permission.

There are criminal statutes pertaining to computer tampering (IC 35-43-1-4) and computer trespass (IC 35-43-2-3). Computer tampering deals with knowingly and intentionally altering or damaging a computer program or data without consent and is a Class D felony. Computer trespass deals with knowingly and intentionally accessing a computer system network or a part thereof without consent of the account holder and is a Class A misdemeanor.

FCSC recognizes due process and will follow all local, state, and federal guidelines when applying the corporation AUA.

## **EMAIL USAGE**

Email usage guidelines are to discourage disclosure of student and/or administrative information, to comply with all Indiana Public Records laws, and to ensure a safe computing environment for all FCSC Users. Email is defined as any form of electronic mail sent to and from any fairfield.k12.in.us account. Email service is supplied to employees for administrative/educational use and the provided service is to be used primarily for those purposes.

- Due to legal implications (HIPAA, FERPA and E-discovery), FCSC staff are blocked from accessing personal Email accounts such as, but not limited to, G-mail, Yahoo, and AOL.
- FCSC discourages the use of corporation Email to transmit any data protected by confidentiality laws unless encrypted.
- Students are not to access any email services within FCSC unless specifically approved by the Superintendent and maintained by FCSC staff as part of approved curriculum.
- The FCSC mail system shall not be used for the creation or distribution of any disruptive or offensive messages, including comments about race, gender, appearance, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, and national origin "chain letters".
- Access to FCSC Email is only supported via Outlook Web Access or MS Outlook.
- FCSC Users should have no expectation of privacy in anything they store, send or receive on the FCSC mail system. To ensure compliance, FCSC reserves the right to monitor and inspect email

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messages for content without notice to the sender or recipient. Such inspections may be conducted at any time, especially if there is a reasonable suspicion that emails from an individual may be criminal, unethical or morally wrong.

- In accord with Federal and State E-discovery laws, FCSC shall backup, store and archive all Email sent and/or received via an FCSC account.

### **Consequences**

**Malicious misuse of a FCSC account or violation of policies and guidelines may include, but is not limited to, the following sanctions or disciplinary actions:**

#### **For Students:**

**Level 1 Consequence:** Up to a 10-day suspension of computer/network privileges

(Unless individually supervised by school personnel for classroom or testing purposes).

##### **Misuses/Offenses:**

- Use of internet services without adult supervision.
- Failure to follow a supervisor's instructions.
- Logging in under another's identity.
- Storing items on a server other than school-related data.

**Level 2 Consequence:** Up to a 30-day suspension of computer/network privileges (unless individually supervised by school personnel for classroom or testing purposes).

##### **Misuses/Offenses:**

- Repeat offender from Level 1.
- Computer usage with no AUP on file.
- Downloading/installing programs without permission. Examples: chat/messenger services, music players and files, games, wallpaper, etc.
- Using the Internet to buy, sell or trade items.

**Level 3 Consequence:** Up to 90-day suspension of computer/network privileges (unless individually supervised by school personnel for classroom or testing purposes).

##### **Misuses/Offenses:**

- Repeat offender from Level 2.
- Anything that is a threat to the health and safety of others. Examples: hate mail, harassment, threats, etc.
- Knowingly accessing inappropriate content. Examples: pornography, hacker sites, violent sites, etc.
- Intentionally bypassing, and/or disabling FCSC security and filtering mechanisms in any way. Some examples, but not limited to, disabling of antivirus software, use of proxy avoidance websites and/or specialized software.
- Intentionally vandalizing (physically or virtually) technology equipment or software/content.

**Level 4 Consequence:** Yearlong to permanent suspension of computer/network privileges (unless individually supervised by school personnel for classroom or testing purposes).

##### **Misuses/Offenses:**

- Repeat offender from Level 3.
- Intentionally accessing corporation systems for the intent of crashing and/or permanently damaging one or more systems.
- Intentionally accessing confidential systems in violation of HIPAA and/or FERPA.
- Use of any corporation system for any illegal activity.

# **FAIRFIELD JR.-SR. HIGH SCHOOL**

## **LAPTOP POLICY**

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The policies, procedures, and information within this document apply to all laptops used at Fairfield Jr.-Sr. High School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for laptop use in their classroom.

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In order to receive your computer, you and your parent must review and sign:

- Acceptable Use Agreement (AUA)
- Laptop Policy Student Pledge (page 11 of this document)
- Media Waiver (page 12 of this document)

### **Receiving Your laptop:**

Laptops will be distributed each fall during the first week of school. Parents & Students must sign and return the laptop Policy Sign-off and Student Pledge document before the laptop can be issued to their child. This document will need to be signed during student registration or during new student enrollment.

### **Accidental Damage and Protection Plan:**

Fairfield Jr.-Sr. High School (FJSHS) will provide an Accidental Damage and Protection Plan that must be purchased prior to deployment of the laptop to your child. The annual fee will be \$35 per device and will be inclusive of the normal technology fee and cost of the device. It must be paid at student registration. If the fee has not been paid prior to the first claim, the student will not receive his/her device back and the loaner computer will be reclaimed until the fee is paid. Details of this policy are on page 6.

### **Training:**

Students will be trained on how to use the laptop by the classroom teacher. Training documents and videos will be available online for students to refer to when needed.

### **Return:**

Student laptops and accessories (charger) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original laptop and charger each year while enrolled at Fairfield for the lifecycle of the device.

Any student who transfers out of FJSHS will be required to return their laptop and accessories. If a laptop and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

### **Taking Care of Your Laptop:**

Students are responsible for the general care of the laptop which they have been issued by the school. Laptops that are broken or fail to work properly must be reported via the technology ticket system. If a loaner laptop is needed, one will be issued to the student until their laptop can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptop while the screen is open unless directed to do so by a teacher.
- Laptops should be shut down when not in use to conserve battery life.
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

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**Carrying the Laptop:**

The protective shell of the laptop will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. While in the hallways students must carry their laptops in a backpack or a protective case.

**Screen Care:**

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the laptop.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. ear buds, pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the laptop. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

**Using Your Laptop****At School:**

The laptop is intended for use at school each and every day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the laptop. Students must be responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

**At Home:**

All students are required to take their laptop home each night throughout the school year for charging. Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening and bring them ready for use daily.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

**Printing:**

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

**Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Laptop:**

Laptops must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Fairfield Jr.-Sr. High School. Spot checks for compliance will be done by administration or FJSHS Technicians at any time.

Students may add appropriate music, photos, and videos to their laptop. Personalized media are subject to inspection and must follow the Fairfield Jr.-Sr. High School acceptable use policy.

### **Software on Laptops:**

#### **Originally Installed Software:**

Most of the basic laptop software will be installed before distribution. The software originally installed on the laptop must remain on the laptop in usable condition and easily accessible at all times.

All laptops are supplied with Microsoft Windows, and many other applications useful in an educational environment. The Windows Operating System will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

#### **Virus Protection:**

Virus protection will be installed and automatically updated on all student laptops. Any attempt to disable or remove anti-virus software is a violation of the District's Acceptable Use Agreement.

#### **Additional Software:**

Students are unable to install additional software on their laptop other than what has been approved by FJSHS.

#### **Inspection:**

Students may be selected at random to provide their laptop for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

#### **Laptop Identification:**

Laptops will be labeled in the manner specified by the school.

Laptops can be identified in the following ways:

- Record of serial number and FJSHS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

#### **Storing Your Laptop:**

When students are not monitoring their laptop, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students need to take their laptop home with them every night. The laptop should be charged fully each night at the student's home. Laptops should never be stored in an unattended vehicle.

#### **Storing Laptops at Extra-Curricular Events:**

Students are responsible for securely storing their laptop during extra-curricular events.

#### **Laptops Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a laptop be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised laptops will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a laptop in an unsupervised location.

#### **Repairing or Replacing Your Laptop:**

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### Laptops Undergoing Repair:

- Loaner laptops may be issued to students when they leave their laptop for repair at the Media Center Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner laptop.
- Repaired laptops will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for laptop damage that is a result of misuse or abusive handling. Parents will be billed for computer parts and labor.

### Accidental Damage and Protection Plan:

As part of the 1:1 laptop initiative FJSHS will require payment of the accidental damage and protection plan prior to the deployment of the laptop to your student. FJSHS will be the sole provider of this plan. Under this plan's policy the laptops are protected against accidental damage or loss due to an act of nature. FJSHS will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This plan's policy does not cover for loss of the laptop and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Fairfield Jr.-Sr. High School will assess the laptop damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

# STUDENT ACTIVITIES

## GUIDELINES FOR CLASSES AND CLUBS:

1. Jr. High classes are limited to one party per semester. This is not intended to conflict with organizations, which have state or national regulations to follow. There should be at least two adults at each party. There are to be no parties scheduled after the first Saturday in May. Parties during the school day are discouraged. There will be no High School class parties. Clubs may have parties with the limit of one per semester.
2. There should not be any class dues. It is preferred that clubs have dues only if required by state or national regulations, but they can have a reasonable fee to help cover minor expenses.
3. Any classes or clubs desiring moneymaking activities should submit the request to the principal stating why the money is needed.
4. All activities scheduled on Wednesday evenings that involve students will end prior to 6:30 p.m. except in emergency situations. No activities involving students will be scheduled on Sunday without prior approval of the administration.
5. Dances
  - A. Dances may be sponsored by the following:
    - Student Council 2 per year
    - Seniors 2 per year
    - Juniors 2 per year
    - Others by request and justification

Organizations sponsoring dances must have at least three (3) teachers, three (3) adult chaperones and at least (1) police officer in attendance. Sponsoring organization should be responsible for

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clean-up. Final arrangements such as sponsors, police officer, etc. should be completed one (1) week prior to the dance, and cleared through the Assistant Principal's office. Any club, organization, or class may petition to the Assistant Principal if they wish to sponsor dances after they have been granted their allotted number. Conflicts with other activities will be the primary factor considered when determining the approval for extra dances.

B. Control at dances:

1. Police protection and supervision should be used.
2. No pass-outs will be issued. The rule "once-in, stay-in" will be observed.
3. Dances may be open and/or closed at the discretion of the sponsors.

C. Bands:

1. Pay by check only after successful performance of the contract.
2. Cash should be deposited in the night depository at Goshen after the dance.

D. All dances should be cleared through the office of the Assistant Principal at least three (3) weeks in advance

You are encouraged to use the school facilities for all parties. However, this is not required as some activities would not be suitable for our facilities. Expenses should be kept to a minimum. (The school is not in favor of class trips for recreational purposes.)

### **SEMI-FORMAL DANCE:**

The semi-formal dance is sponsored annually by the 9th and 10th grade classes. Semi-formal dress is required and all school rules apply. This dance is open to grade 9 and 10; a 9th or 10th grader may invite an upper classman. No junior high school students are allowed at this dance. Students invited from other schools must meet rules set by the administration, and will be cleared by the administration with a phone call to the student's school.

### **POLICY OF THE JUNIOR-SENIOR PROM:**

In order to provide consistency from year to year for the Junior-Senior Prom, the following items will be considered as policy for Fairfield High Invitations

Invitations will be extended to all juniors and seniors at Fairfield. The prom will be an open prom; Fairfield juniors and seniors may invite dates from outside the junior and senior classes. Students inviting a date from outside the junior and senior classes will be required to notify the junior class sponsors in advance and fill out the proper paperwork. There will be a charge for guests not members of the junior or senior classes. Students must be currently in the ninth grade or above to be eligible to attend the prom.

Juniors who sell the predetermined amount for the junior fundraiser will be able to attend the prom at no charge. Juniors who do not sell the predetermined amount will be required to purchase their prom ticket as a junior and senior to attend. Seniors attend at no charge only if they fulfilled their junior fundraiser obligations. Cost will be determined annually depending on current charges.

#### **LOCATION OF PROM:**

The banquet portion of the prom and the remainder of the prom activities will be left to the discretion of the junior class and sponsors and approved by the principal. School sponsorship of prom activities will end at midnight.

All students attending the prom must complete the prom form from the office stating their date's name and grade in school. Students attending from another school or students out of school must provide a letter of reference to be submitted with this form by the due date. These must be submitted in order to purchase prom tickets. All forms must be signed by an FHS administrator.

Bands and DJs will be paid by check only after successful performance of the contract.

Activities to Prepare for the Prom:

1. Committees shall be designated definite responsibilities including final clean up.
2. Planning and preparing for the prom will be under the supervision of the junior sponsors. Students must be in attendance at school during the day if they plan to attend the prom if on a weeknight.
3. Adult help should be obtained for cleaning and/or specialized work.
4. Prom plans should be approved by the administrator by April 15.

Students are expected to dress appropriately for the prom, which is a formal occasion. Females should be in dresses and males in a suit, tuxedo or other accepted formal wear. Students who exhibit dress that is considered demeaning to the character of the prom will be asked to change their attire to what

is considered modest and appropriate before being allowed to enter the prom. Specific questions about appropriate dress can be directed to the prom sponsors or the administration, prior to the evening of prom. Examples of inappropriate dress would include slacks/pants/or jeans with holes, T-shirts, baseball caps, etc. Good common sense and respect for other students will avoid any problems in the area of inappropriate dress at the prom.

## **ACTIVITIES CODE OF CONDUCT**

### **Philosophy**

Realizing that students involved in activities represent their school to the community, the conduct of the student in and out of school should bring credit on the school and community, and create a positive influence on the discipline, order, morale, and educational environment of the school and community. Activities provide experiences which help a student-athlete develop physically, mentally, socially, and emotionally.

Activities code of conduct is in effect at all times, 24 hours per day, and 12 months a year.

1. All members will respect the rights and dignity of others. Any taunting, name-calling, or bullying will not be tolerated (see below) and is cause for disciplinary action.
2. All members will respect the property of others. Any vandalizing, destruction of property or theft is unacceptable and will result in disciplinary action.
3. All members will abstain from the use of tobacco (or any nicotine-delivery product, alcohol, or illegal drugs. Any member in violation of this policy will be subject to disciplinary action.

**BULLYING** IAC 20-33-8: Indiana law defines “bullying” as overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” Educational efforts are ongoing in classrooms for the identification, prevention, and response students should take toward bullying. Special emphasis is placed on proactive actions to prevent bullying. Bullying is prohibited at Fairfield Jr.-Sr. High school and is subject to discipline procedures and consequences outlined below, district policy, and law. Unacceptable behavior includes bullying on school grounds immediately before or during school hours, immediately after school hours or 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. A student who is a victim of bullying is expected to report

such actions to school personnel. Acts of bullying are investigated, report, interventions taken and parents involved consistent with the school discipline plan.

Depending upon the severity or repetitiveness of the offense, any of the following disciplinary options may be used in an attempt to correct the situation.

1. \*School administration will be notified.
2. Warning and parent contact
3. Temporary loss of eligibility, completion of reflection sheet and parent contact
4. Watch bullying video and complete reflection questions
5. Recommended expulsion for remainder of season
6. If behavior continues after expulsion from activity, participation in all extra-curricular activities could be jeopardized.

## **Academics**

JH Activities:

1. This policy includes ALL activities (Music, FFA, Clubs and Athletics).
2. To be scholastically eligible to participate in activities, Junior High students must pass all their courses at the end of each nine week grading period and at each mid-grading period progress report.
3. If a Junior High student fails any courses, he/she will be placed on academic probation for two weeks and will be assigned to a mandatory after school study table (if they do not participate in assigned study tables, they will not be allowed to participate in activities for those two weeks). That student may practice and play in contests during this time (however, they must go to the mandatory study table before going to practices or contests). If that student is passing **all** their courses at the end of the two-week period, he/she may continue to practice and participate in contests. If he/she is not passing all their classes, he/she may not participate in contests until the failing grade is raised up to a passing grade. During this time, he/she, must attend the mandatory study table and may not practice

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or compete.

#### HS Activities:

1. This policy includes ALL activities (Music, FFA, Clubs and Athletics).
2. If a High School student is earning at least one F at the time of an official grade check (Progress Report and End of Quarter), the student will be assigned to a mandatory after school study table until the student raises and maintains all grades higher than an F for a minimum of two weeks. During this time, students participating in study table may participate in activities. If they do not participate in assigned study tables, they will not be allowed to participate in activities for those two weeks. If after two weeks, all grades are not above Fs, they will not be able to participate in contests/special events (i.e. Student Council's food drive, Key Club's bell ringing, etc) for the remainder of the Grading Quarter. For those contests/events required by classes (i.e. Band or Choir), an alternative assignment will be provided to the student.
3. IHSAA requirements will also be met (concerning passing five classes by End of Quarter grade check in order to participate). These requirements will apply to Athletics, Music, FFA and Clubs.

#### **Social Media Guidelines for Student Participants**

1. Be careful with how much and what kind of identifying information you post on social networking sites. IT is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All these can facilitate identity theft or stalking. Remember, once posted the information becomes the property of the web site!
2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are not a place where you can say and do whatever you want without repercussions.
5. Remember that photos once put on a social networks site's server become the property of the site. You may delete the photo from your profile, but it

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still stays in their server. Internet search engines like Google may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

With those ideas in mind, these guidelines require that students:

Protect and enhance the value of Falcon Pride; avoid making derogatory comments about all activities, student participants, faculty or employees and protect confidential information.

Be aware that readers and followers on social media sites include media, past, current and future student participants, students, faculty, administrators, alumni, parents, coaches and community members as well as current/past/future employers. It is essential that student participants portray Fairfield in a positive manner at all times.

Think before they post and anticipate how all the third parties that will see that post may react to it.

Examples of inappropriate posts

**a. Posting photos, videos, comments, posts or tweets showing the personal use of alcohol and or tobacco products (no holding cups, cans, shot glasses etc.).**

**b. Posting photos, videos, and comments that are sexual in nature. This includes links to Web sites of a pornographic nature and other inappropriate material.**

**c. Posting pictures, videos, comments, posts and tweets that relate to drugs or drug paraphernalia.**

**d. ANY inappropriate or offensive language in comments, videos and other postings. This includes threats of violence, harassment and/or derogatory comments against race, gender, team affiliates or any other organizations.**

**e. Posting negative commentary regarding the performance of Falcon groups/teams or relating to the actions of an individual student, as well as any negative postings about group/team information (long bus rides, early morning practices etc.)**

**1<sup>st</sup> offenses involving inappropriate use of Social Media will be addressed by the group sponsor and subject to group discipline. Subsequent offenses involving inappropriate use of Social Media will be addressed by the appropriate administrator and subject to further consequences.**

### **NATIONAL HONOR SOCIETY: (JUNIOR NHS & NHS):**

A GPA of 3.5 (seniors) and 3.7 (juniors) will be the minimum for consideration for membership in National Honor Society. Nominees will be given information second semester of their junior year of their consideration. In addition to the GPA requirement of 3.5 (seniors) and 3.7 (juniors) or higher, nominees will be required to participate in at least two extracurricular activities (one must be school related, the other can be community related) which they have evidence of leadership and also participate in service projects. These activities will be documented on an Activity Form. There will be a deadline for the return of these forms to which the deadline will be strictly adhered. The last component will be a teacher evaluation; teachers will be asked to complete a brief evaluation form regarding classroom character/citizenship of all nominees. A faculty council will review all applications. Candidates are selected

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by a majority vote of the council.

\*\*Students who gain membership will be required to maintain the required GPA and the required standards to avoid dismissal from NHS.

\*\*\*Fairfield High School Chapter of NHS adheres to national guidelines set forth for this organization.

## COVID – 19 Appendix

**Daily Schedule:** Fairfield Jr. Sr. High School will be implementing a block schedule for the 2020 - 2021 school year. Students will still have 8 class periods but they will now be spread out over two days. We will call the days Blue Day and Gold Day. On Blue Days, students will attend classes 1, 3, 5, 7. On Gold Days, students will attend classes 2, 4, 6, 8. Classes will be 90 minutes long as they are now every other day (same amount of class time for two days). Students will spend their day with 4 teachers and classes and have limited contact with other students and adults throughout the day to ensure their health and safety.

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**Academic Needs:** We are aware that our students have missed 9 weeks of in-person education due to COVID. We are currently working with teachers to create plans to meet the academic needs of students as they return to school and take into consideration their academic and social/emotional needs as schools reopen.

**Entry/Dismissal:** Students will enter and exit the building through different doors to limit the number of students in one location and help with social distancing. Junior High students will enter the building via Door 3 - auditorium/gymnasium entrance. High School students will continue to enter through Door 1 - main entrance. Any student who will eat breakfast at school (Jr. High or High School) will enter Door 1 and head directly to the cafeteria. Students will be staggered at dismissal times for the bus and are requested to leave through the doors they enter through in the morning.. Dismissal will be staggered as well to allow for distancing while students board buses.

**Face Coverings (Masks/Shield):** All students and staff will be asked to have a face covering at school for use when needed. At this time, face coverings are mandated by the State of Indiana. There may be times where students will not be required to wear a face covering in their classroom unless in a small group working in close proximity to the teacher or other students. This would be for no longer than 15 minutes at a time. A student may be asked to put on a face covering when in the hallway, going to the cafeteria, getting on/off the bus, or other times when social distancing is not an option.

**Self Check:** Parents are required to screen their children before they leave home (keep child home if one or more symptoms are present and not otherwise explained): A fever of 100.4° F or greater, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.

**Lunch:** Students will eat in the cafeteria or other locations in the building depending on the cafeteria structure, number of students in a given lunch period and the ability to social distance from other students. To begin the school year, students will have assigned seats during the lunch period. This practice will be utilized to assist with contact tracing needs. All food will be served in a disposable tray that has a lid, and students will still be able to choose what items they would like for lunch and receive their closed tray at the end of the line. Fast food drop off for students will not be allowed.

**Bus:** Students will be assigned seats and will be seated in family groups as much as possible on the bus. Students will be encouraged but not required to wear a mask while in their seat with their family group. Masks are expected when getting on and off of the bus.

**Visitors:** Visitors to the school will be limited. Parents picking up students for an appointment will be asked to wait in the vestibule and the secretary will sign out your child. Any item that needs to be dropped off to a student will be placed in the vestibule and retrieved by a staff member. There will be no lunch with students or visitors in the classroom at this time.

**COVID Cases:** The health department will contact the school when a positive test of COVID has been reported. The school will be notified by the health department and asked to identify anyone who has been in close contact (less than 6 feet for more than 15 minutes). The health department will contact those families and plan for returning to school or quarantining at home.

**Contact Tracing:** Many of the limitations (change in the daily schedule, assigned seats in the cafeteria, assigned seats on the bus) are for the purpose of contact tracing. There may be a time students are asked to quarantine if they have been in close proximity to someone that has tested positive .

**Home Learning Day:** All students will stay home on Fridays and participate in home learning activities. This day will be used for teachers and staff to prep lessons for students enrolled full time in home learning and those who have been sent home to quarantine for a period of time. Teachers will be available on Fridays to help students and will have office hours. This schedule will be implemented at the beginning of the school year and reviewed by the School Board in September for future planning purposes.

**PE Changes** – at this time we have not made a determination on how PE will change. This decision is dependent on how many students will return to school