



# FAIRFIELD

COMMUNITY SCHOOLS

## **New Paris Elementary Pre-K Program**

Parent Information Guide

2020-2021

18665 County Road 46  
New Paris, IN 46553  
Phone: (574) 831-2196

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## COVID Handbook Updates

As the information regarding COVID-19 is constantly changing, this information will be updated as needed. All major updates to the plan will be posted on the FCS Website and/or communicated via Powerschool announcements. Parents should therefore check the FCS website every day. School or class specific changes will be communicated via the principal or classroom teacher.

- 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
  - New loss of taste or smell
- A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 listed above based on CDC Guidance that is not otherwise explained. Parents are expected to call and report absences if remaining home for this reason.
- **Students may return to school after having one symptom above and NO COVID-19 test under the following conditions:**
  - At least 10 calendar days have passed since your symptoms first appeared; and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers).
  - Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website [www.coronavirus.in.gov](http://www.coronavirus.in.gov) has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.
- **Students may return to school after having one symptom above and testing NEGATIVE for COVID-19:**
  - When the fever has been gone for 24 hours without the use of medicine that reduces fevers or upon feeling better

- **Students may return to school after having one symptom above and testing POSITIVE for COVID-19 with symptoms:**
  - First: **Notify your school immediately of any positive test**
  - May return to school if the following conditions are met:
    - The individual no longer has a fever (without the use medicine that reduces fevers); and
    - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
    - At least 10 calendar days since their test without symptoms; or
    - The individual has received two negative tests at least 24 hours apart.
- **Students may return to school after having one symptom above and testing POSITIVE for COVID-19 asymptomatic (no symptoms):**
  - When they have not had symptoms but test positive for COVID-19 they may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider.
  - Students may also return if they are approved to do so in writing by the student's health care provider.
- **If someone in your home has symptoms or is being tested for COVID-19:**
  - Students and employees should remain home for 72 hours if someone in the household has COVID-19 symptoms or is being tested for COVID-19. **Parents and employees notify the school if someone in your home has tested positive for COVID-19.**
  
- There will be no perfect attendance incentives or notifications for COVID related instances for the 2020-2021 school year.
- Teachers may hold parent meetings via video or phone conferencing to provide for interactive support and instruction.
- In the event that your child is not able to attend school, printed instructional packets will be provided for students who do not have access to technology.
- Google Classroom and Seesaw will be used as our main learning platform to remain connected with our students, assign, and assess work.
- Google parent view will be enabled and Google has parent tutorials if assistance is needed. <https://www.youtube.com/watch?v=JqxCfihxEVw>

#### Roles Parents/Family Members Play in Remote Learning

- Students should see their parents/family members as their greatest coaches, knowing a coach won't be misleading or overly positive, but constructive and goal-oriented.
- Parents/Family Members should reinforce learning by encouraging students to be responsible and consistent in their work habits.

- Parents/family members can support learning by setting the pace, creating a physical space intended for learning, and continuing to encourage students in the absence of daily face-to-face teacher interaction.
- By positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds.

#### Temporary changes due to COVID-19

- Field trips will be eliminated until further notice
- Visitors and volunteers to the school will be greatly reduced or eliminated until further notice.
  - Lunch visitors
  - Birthday parties
  - Classroom Volunteers
- Parents picking up their children during the school day will be asked to remain in the vestibule area while the student is signed out by the secretary.
- The 2020-2021 calendar will be modified to provide flexibility for COVID related closures.
- Based upon Health Department mandates and for the safety of our students, movement from instructional models on the Response Pathway will be fluid.

## SCHOOL INFORMATION

### **1.1 Building Information and Office Hours**

School Address: 18665 C.R. 46  
New Paris, IN 46553

School Phone: (574) 831-2196  
Fax Number: (574) 831-3160  
Office Hours: 7:30 a.m. to 4:00 p.m.

### **1.2 Letter from the Principal**

Welcome to an exciting year at New Paris Elementary in the Pre-K Program! We hope the summer was enjoyable and relaxing. The staff has worked hard in preparing valuable opportunities for your child to learn and grow. We invite you to be a part of your child's learning by getting involved. Your input is valuable to us as we strive to serve your child to our best abilities. Along with your involvement, your child's good attendance will help them to be successful. Please follow our health guidelines to assist you in determining when to send your child to school if they have been ill.

Communication is also very important to the educational process, so we encourage parent and school communication. Please feel free to contact the school should you have any questions or concerns in regards to your child's academic or social needs. We are here to assist you and your child in an effort to help them become the best they can be. On behalf of the entire staff at New Paris, we would like to welcome everyone-- parents and children-- to a new school year!

Sincerely,  
Mrs. Gingerich

### **1.3 District and School Mission Statements**

Fairfield Community Schools Mission: Empowering a resilient, reflective, and responsible community to learn and lead.

Vision: Fairfield Community Schools strives to equip collaborative learners through personalized learning and real-world experiences while promoting perseverance and problem solving.

The staff, students and parents of New Paris Elementary School will work together to create a safe environment where learning is a priority. Our combined focus on the

social, emotional, ethical and intellectual wellbeing of children equips each student with a sense of security and self –awareness to meet everyday challenges.

#### **1.4 Preschool Class Times**

A.M. Class: 8:45 a.m. -11:15 a.m.

P.M. Class: 11:45 p.m. - 2:15 p.m.

#### **1.5 Enrollment Policies**

Fairfield Schools conducts a survey and pre-registration process each spring to determine the number of potential preschool age children for the coming fall. Families that pre-register are sent letters of acceptance in early July with information regarding a Pre-K Round-Up, final registration, and payment of fees. Parents will attend a Pre-K Round-Up during the weeks prior to Pre-K classes starting, complete necessary paperwork, and pay the fees for the first month in order to be considered fully registered for the first day of school.

To remain in good standing, a student must have fees paid one month in advance. Fees for the first month of preschool must be paid by the first day of school, and with the fees for the next month due prior to the corresponding date that month. For 2020-2021, the first payment of \$136 is due before August 12. Each subsequent month's payment is due by the 1st of each month. Failure to pay two consecutive months the year can result in removal from the program.

#### **1.6 Toileting Policy**

Preschoolers attending New Paris Elementary Preschool should be successfully toilet trained. Please contact Mrs. Gingerich for individual consideration of exceptions to this policy. In addition, be mindful of attire for your child so they can be as independent as possible with managing clothing in the restroom. An additional set of clothing might also be included in your child's backpack, particularly as your child acclimates to preschool.

## GENERAL SCHOOL POLICIES

### **2.1 Drop Off & Pick Up Procedures**

Drop off and pick up will take place in front of the school building. Adults dropping off and picking up a child will be required to form a vehicle line as you enter the front parking lot and wind around the sidewalk by the kindergarten doors. Students will be unloaded and loaded into vehicles by adult supervisors as the line progresses and they pull to the front of the building in their vehicle. Vehicles will be unloaded and loaded as quickly as possible. At no time during normal drop off and pick up times should an adult park and walk up to drop off or pick up a student. These procedures are designed for the safety of all students. If your child is to be dropped off/picked up by another adult than their parent, please contact the school to give permission and/or schedule for your child to be picked up by another adult.

### **2.2 Attendance**

#### **See COVID Handbook Updates on Attendance**

Good attendance is important and a child should be in school whenever possible. While we realize that preschool is a voluntary enrollment, we ask that children be in attendance as much as possible. However, when a child does need to be absent, parents need to either call the school office or send a written note when the student returns to school. Please follow the nurse's guidelines including in this handbook for determining when to keep a child at home due to illness.

Parents of students who have absences of concern or excessive absences will be asked to meet with the school principal and discuss a plan for attendance.

To remain in good standing, a student must have fees paid one month in advance. Fees for the first month of preschool must be paid by the first day of school, and with the fees for the next month due prior to the corresponding date that month. For 2020-2021, the first payment of \$136 is due before August 12. Each subsequent month's payment is due by the 1st of each month. Failure to pay two consecutive months in the year can result in removal from the program regardless of a student's attendance record.

### **2.3 Visitors and Volunteers**

#### **See COVID Handbook Updates on Visitors and Volunteers**

All parent volunteers must have a Criminal History Check on file with the office. All visitors and volunteers begin their visit to New Paris Elementary by reporting to the

school office, signing in as a visitor and taking a visitor badge. Classroom visitors and volunteers should plan to arrange for their visit in advance with the teacher. Volunteers and field trip chaperones must have an approved Limited Criminal Record Check completed by school officials at least one school day prior to the planned date.

### **2.4 School Delays and Cancellations**

In the event of a “snow day”, school delay, or cancellation for some other reason, official information will be sent out via Power Announcement and may also be seen on Channel 16 or 22 television. In case school needs to be dismissed early, we would use these same methods of contact.

In the event of a 2 hour delay the following preschool schedule applies:

A.M. Class: 10:00 to 11:45

P.M. Class: 1:00 to 2:45

### **2.5 Dress Code**

#### **See COVID Handbook Updates on Dress Code**

Children are to come to school neat, clean, and dressed appropriately for the weather. Student appearance disruptive to the school environment is not permissible. Suggestive or profane pictures or wording on clothing is not permissible. Shirts should be either short or long sleeved depending on weather. No spaghetti straps or tank tops with straps less than 2” wide should be worn to school. Shorts should be walking or Bermuda shorts, no “short” shorts or biking shorts. Shorts are permitted through the first nine week grading period and beginning again with the first Monday returning from spring break. If students choose to wear shorts, they are still expected to go outside for recess.

## **SCHOOL CONDUCT**

Students are expected to respect the authority of all teachers, instructional assistants, and all other staff members. The staff believes that for learning to take place, there must be an environment where there is a minimum of disruptions and distractions. Behavior that disturbs the learning atmosphere or that is disrespectful or unlawful cannot be tolerated. Some basic rules for students are listed below.

### **3.1 Building Guidelines**

#### **See COVID Handbook Updates on Building Guidelines**

1. Students must not yell or talk loudly in the building.
2. There is to be no fighting or name-calling.
3. Students are to walk, not run, in the hallways.

4. Students are not to be in the halls, restrooms, or gym without an adult supervisor.

All weapons, explosive or flammable devices or materials, drugs, alcohol, tobacco products, drug paraphernalia, or items represented as any of the aforementioned are forbidden on school property and at school sponsored events.

### **3.2 Playground Guidelines**

#### **See COVID Handbook Updates on Playground Guidelines**

1. Games that involve the chasing, grabbing, or pushing of other students will not be allowed.
2. There is to be no stone throwing.
3. Throwing snowballs is not allowed.
4. Students will not be allowed to slide on the ice.
5. "Hard" baseballs are not allowed on the playground.
6. There will be no climbing on or over the fence.
7. Students may not come into the building or leave the playground without permission (not even to retrieve balls).
8. Students must wear coats and/or boots when signs are posted. A RED spotlight means students must wear coats outside. YELLOW indicates that long sleeves must be worn. GREEN indicates that short sleeves are acceptable.
9. No toys from the classroom or brought from home will be allowed on the playground unless approved by an adult supervisor.
10. Students are to use the playground equipment properly.

### **3.3 Items Brought to School**

Items out of the ordinary must be approved in advance by the school office and the bus driver if being transported on a bus. Items that present a health, safety, or disruption concern on the bus or in the school environment will be seriously reviewed and may be denied access to the bus or the school. Devices used to access e-books are permissible for classroom use only and require teacher supervision. Students bringing such devices to school may not hold the school liable for damage, theft, or loss. When not in use, the device is to be stored in the student's backpack or cubbie. The device may not be used to access the district network.

### **3.4 Behavioral Expectations**

New Paris Elementary has a zero tolerance for the following behaviors:

- Fighting and/or any other aggressive physical behavior. Any student fighting or using other aggressive physical behavior with the intent to cause harm may be subject to suspension.
- Inappropriate language or gestures.
- Stealing – Any student who steals from the school or another classmate may be subject to suspension.
- Destroying property – Any student who defaces or destroys school property may be subject to suspension.
- Sexual Harassment
  - In accordance with strong recommendations from legal counsel, we are informing parents, employees, and students through this statement that sexual harassment will not be tolerated in the schools. Copies of the policy and related information are available in the principal's office as well as the counselor's office.
- Bullying – Bullying means overt, repeated acts or gestures, including:
  - Verbal or written communications transmitted
  - Physical acts committed
  - Any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.
- Weapons, Drugs, Tobacco, or Alcoholic Beverages – Any student in the possession of weapons, drugs, tobacco, or alcoholic beverages will be suspended and/or expelled in accordance with the policies of the Fairfield Community Schools.
- Disrupting the learning of other students.

### **3.5 Behavioral Consequences**

Our goal is to have students take responsibility for their own behavior. Those students who choose to act in inappropriate ways may be handled not only with consequences, but with help and support to change their behavior. No physical punishment will be used.

Consequences will be based on the severity of the behavior and/or accumulation of inappropriate behaviors.

Consequences may include:

Warning  
Logical and Age-Appropriate Consequence  
Loss of Recess Time

At any point the school or a parent may request a conference. Any behavior resulting in the injury of another person will result in a minimum of a suspension away from other students and parent contact. The possession of any type of weapon will result in an immediate suspension and/or expulsion in accordance with state and federal laws and the policies of the Fairfield Community School Corporation.

### **3.6 Supports for Victims of Bullying**

After meeting with the victim, the social worker/counselor will consult the principal and offer a draft for supportive services within three school days of the determination of bullying. This plan may address:

- Safety of victim
  - Prevention of repeated bullying incidents
  - Counseling and training on how to respond to bullying
  - Frequent checks with the victim on the success of the plan
  - Regular and meaningful home-school communication
  - The roles of appropriate parties in fulfilling this plan: student, bully, school personnel, parents and others as named
  - How the success of this plan will be determined
  - What will be done if this plan is not successful
  - The plan will be presented to the school principal upon completion in draft form.
- The principal will contact the parent, student, and appropriate school staff for review and suggestions.

### **3.7 Possible Supports/Education for Students Exhibiting Bullying Behaviors**

- o Frequent checks on well-being by teacher/principal/nurse/ counselor
- o Regular home-school communication
- o Anti-bullying training
- o Counseling sessions with the school counselor or social worker.
- o Providing parents information regarding outside agency/counseling

## HEALTH SERVICES

### **4.1 Nurse Information**

The school nurse hours are 7:45 AM to 3:15 PM each school day. She may be contacted at 574-831-2196 extension 8436 or by email.

### **4.2 Emergency Information**

Please notify the school of changes in your contact information whether it be your phone number (home, work, and cell), address, place of employment, or child care provider.

### **4.3 Birth Certificate**

Indiana Law requires each student to have a copy of the certified birth certificate on file at the school. Parents must provide a copy of their child's birth certificate by the first day of school. Birth certificates are available from the health department in the county in which the student was born.

### **4.4 Immunizations**

When a student enrolls in a school corporation, the parents must provide a copy of their child's current immunization record or signed objection by the first day of school.

Minimum Immunization Requirements:

DTaP - 4 doses

Polio - 3 doses

MMR - 1 dose

Hepatitis B - 3 doses

Varicella - 1 dose or physician documented history of disease

#### **Immunization Objection:**

Objection to immunizations requires one of the following:

1. A physician's certification of medical exemption must state in writing that a particular immunization is detrimental to the child's health. The medical exemption must be written for each vaccine that is contraindicated and must be submitted each year.
2. A religious objections must state the objection to immunizations if based on religious grounds. Each objected immunization must be specified. The written objection must be resubmitted to the school each year.

Please see the school nurse for and immunization objection form. Religious or medical exemptions do not relieve parents from the responsibility reporting any immunizations that have already been given.

In the event of an outbreak of any disease for which a student has not been adequately immunized, he/she will be excluded from school for the duration of the incubation period or as directed by the Indiana State Department of Health.

#### **4.5 Medications**

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. Contact the school nurse for a copy of the policy.

##### **Policy Summary:**

- All medication is stored in the nurse's office in a locked and secure location. Students are not permitted to have medication (prescription or non-prescription) on their person without special permission for self-administration.
- Medication will only be administered by trained school employees.
- A medication authorization form (available from the school nurse) must be on file for each medication given.
- Written consent is valid for the period specified on the authorization form, and in no case longer than the current school year.
- Medication will not be administered if sent in anything other than the original container (i.e. plastic baggies, envelopes, etc.)
- Medication that is given three (3) times a day should be given in the morning before school, after school, and at bedtime. It will not be given during the school day unless a physician provides written notification, or arrangements are made with the school nurse.

##### **Prescription Medication**

- The initial dose of any new prescription medication must be administered at home 24 hours prior to being administered in the school setting. This allows the parent/guardian to observe for possible side effects.
- Medication must be in an original up-to-date pharmacy container with the child's name, date, name of medication, dosage, health care provider's name, and instructions.
- Any changes in administration must be in writing by the child's health care provider.

### **Over-the-counter Medication**

- Medication must be in the original container and labeled with the child's name, accompanied by a signed permission form.
- Medication can only be administered within the parameters recommended on the package/bottle unless your child's healthcare provider provides a written order stating otherwise.
- No expired medication will be given.
- Cough drops should not be sent to school. They offer relatively no medicinal value and are a choking hazard. Instead, encourage your child to drink water.
- Students must provide their own medications if frequent use is required.

### **4.6 School Absence for Illness**

If you are not sure whether to send your child to school, contact the school nurse or the school office via email or phone. Below are guidelines to follow for keeping students home from school:

#### Vomiting and/or Diarrhea

Do not send to school if your child has vomited or had diarrhea within the last 24 hours.

#### Fever

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

#### Earache

Contact your health care provider if your child has an earache or discharge from the ear.

#### Pinkeye (conjunctivitis)

Do not send your child to school if he/she has eye discharge present, the eye/eyes is "stuck shut" or the eyes burn or itch. Contact your healthcare provider.

#### Skin Condition/Undiagnosed Rash

Do not send your child to school if there is a skin rash that is open, draining, spreading, or otherwise bothersome to the student. Contact your healthcare provider.

#### Cough

If your child has a frequent, irritating, uncontrollable, or productive cough that interferes with his/her learning or other students' learning in the classroom, keep him/her at home and seek treatment from your healthcare provider.

#### **4.7 Insect Infestation**

Bed bugs and head lice are becoming more resistant to commonly used pesticides, and so their prevalence is increasing. Parents have the primary responsibility for the detection and treatment of these pests. These bugs are a nuisance but they have not been known to spread disease.

##### **Head Lice:**

Check your child's hair for lice if they are scratching their head frequently or complaining of an itchy scalp. Treat only if lice are found. Inform the school and close contacts if your child has head lice.

If a student is found to have live lice on the scalp at school, the parent/guardian will be contacted. Information will be sent home regarding treatment. Upon return to school, the student will be checked by the nurse.

##### **Bed bugs:**

Unlike head lice, bed bugs do not live on a person but crawl from one place to another. Bed bugs are hitchhikers and are transported into dwellings on one's belongings.

If you determine bed bugs are present in your home, contact a pest management company, as professional treatment will be needed. Inform the school nurse, as school protocol requires daily inspections of belongings brought to school.

If a student is found to have live bed bugs on their clothing or personal belongings, or has possible bites, the parent/guardian will be contacted. Information will be sent home regarding steps needed to eliminate the problem. School protocol requires daily inspections of belongings brought to school. If there is a chronic problem with bed bugs, further steps will be implemented before a student may return to the classroom.

Students will not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation without success.

Schools will not close due to bed bug presence. Infestations in school buildings occur infrequently and if treatment is necessary, it will occur in targeted areas outside of school hours.

#### **4.8 Staying in for Recess**

It is important for students to get some fresh air and exercise during the day. During the winter months, preschool children will participate in outdoor recess unless the temperature is 32 degrees or below with or without the wind chill factor.

Make sure your child is dressed appropriately for the expected weather for that day including coat, hat, gloves, boots, and snow pants as applicable.

If your child has been ill, a parent may request that their child remain indoors for one day only following an illness. Additional days require a note from your healthcare provider.

#### **4.9 Food Safety & Allergy Information**

Food allergies are a serious matter with life-threatening implications. Keeping students safe involves the entire school community. Since students may bring snacks to school, it is essential to remain vigilant about keeping food allergens from vulnerable students. Students are not to share or exchange food.

Parents/guardians will receive written notification of any food allergen concern in your child's classroom. Please follow food allergy guidelines if they exist. Visual reminders will be placed outside the classrooms involved. Proper handwashing is of utmost importance.

For more information about food allergies visit [www.foodallergy.org](http://www.foodallergy.org). When planning classroom parties/snacks, please refer to [www.snacksafely.com](http://www.snacksafely.com) to ensure shared foods are "safe" for all students.

## ACADEMICS/EXTRACURRICULAR ACTIVITIES

#### **5.1 Parent Teacher Conferences**

These are scheduled once during the school year. Both parents are encouraged to attend when possible and discuss the progress of their child with his/her teacher. However, if at any time a parent has a question or concern about their child's progress or a school policy, we recommend the school be contacted to set up a time to discuss it with the teacher and/or principal.

### **5.2 Field Trips**

Field trips in cars may be planned, and in this case the teachers will notify parents in advance and permission to attend will be obtained. Parents are asked to help with transportation for field trips. For off-site field trips, we ask that parents plan to attend, or arrange for another adult to be responsible for your child. Walking field trips may also occur; parents will be notified in advance so that children can be dressed appropriately.

### **5.3 Special Education**

Special education services and supports will be offered to preschoolers who qualify. This support is offered at no additional cost to families. Parents or school personnel may make a referral for a special education screening or evaluation if concerned about delays in their child's development. Special education staff may address concerns related to hearing, speech-language development, and/or developmental delays through a screening process, or may determine that a complete evaluation is warranted.

## MISCELLANEOUS POLICY

### **6.1 Compliance Plan Section 504 of the Rehabilitation Act of 1973 and Policy of Non-Discrimination**

Fairfield Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapped conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful 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 CR 31, Goshen IN 46528.

### **6.2 Review of Educational Records**

As stated in the Federal Family Educational Right to Privacy Act (FERPA), a parent has the right to inspect and review the student's education records, request the correction of the records, provide consent to disclosure of personally identifiable information in the

records except where consent is not required, file a complaint with the United States Department of Education regarding the school's failure to comply, and obtain a copy of the school's policy on FERPA.

### **6.3 Network & 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 policy 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 AUP policies. Those who do not agree with the AUP must file notice with the District Technology Director.

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

**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 will 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 will be grounds for further punitive action. Students are not to use adult workstations without prior permission.

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 antivirus 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. A general guideline often offered to employees and children is that a User should not send anything that he/she would not want an employer or one's grandmother to see.

**Fairfield Community School Corporation (FCSC) practices opt-out for network and internet use. If a student and parent DO NOT return the form provided upon enrollment within the first two weeks of school, they are agreeing to the following:**

The student agrees to abide by the policies, rules and regulations of system usage contained in the FCSC Technology Handbook, specifically the FCSC Acceptable Use Expectations available on the corporation web page or in hard copy upon request. The student agrees to follow the rules contained in this document. The student understands that if he/she violates the agreement his/her access can be terminated and he/she may face other disciplinary measures.

Parents/Guardians agree they have read the FCSC Technology Handbook, specifically the FCSC Acceptable Use Expectations available on the corporation web page or in hard copy upon request.

Parents/Guardians release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from their child/children's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components. Parents/Guardians give permission for their child/children to access all components of the district electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

The parent or guardian may also consent to their child to use the INTERNET for the sole purpose of taking grade level tests to be used as an indicator of my child's academic progress. The child will be under the direct supervision of staff at all times and only the testing website will be available for the child's use.

#### **6.4 Pictures for Publicity Purposes**

Occasionally throughout the year we will have news articles pertaining to activities at our school. If you do not wish to have your child's picture taken or have them identified for publicity purposes, please contact the school office.

#### **6.5 Pesticide 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 a 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 advanced notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain written record for at least 90 days of any pesticide applications.
- Provide notice of at least two (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 Business Manager Phil Menzie.

### **6.6 Asbestos Policy**

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 school 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.
- The Fairfield Administration Building contains no friable ACM.

Asbestos Management Plans are available for inspection in the above offices.

Robert Evans, Superintendent of Fairfield Community Schools.