

Benton Elementary School Mission Statement

The Benton Elementary School Community provides a caring environment in which students learn and create, equipping them to be responsible and productive citizens.

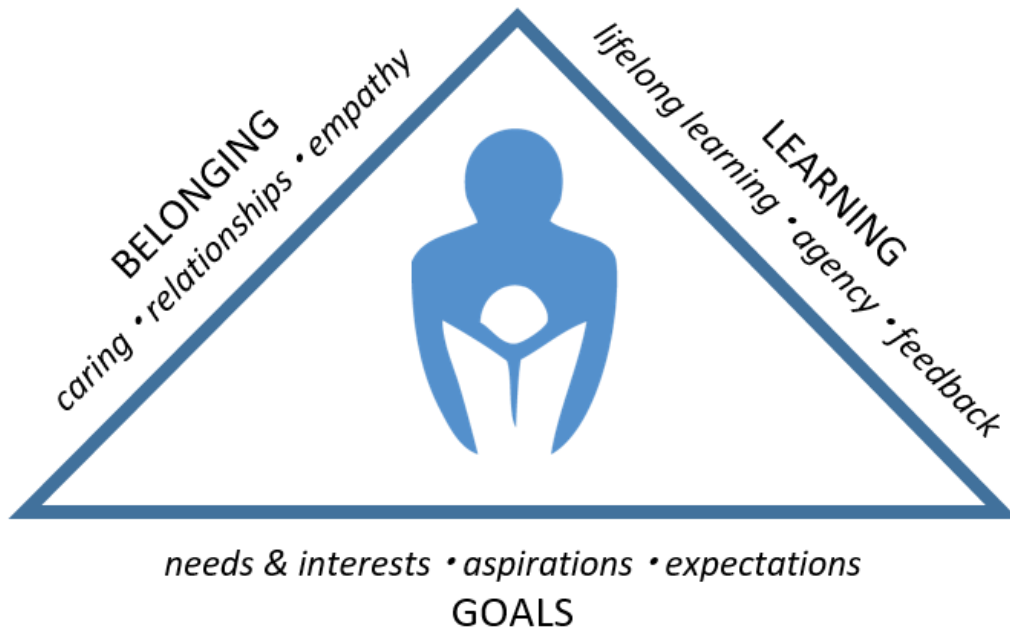


Table of Contents

1. General Information

- 1.1 Building Hours
- 1.2 Arrival/Dismissal
- 1.3 Attendance/Tardies
- 1.4 School Delays/Cancellations
- 1.5 Lost and Found
- 1.6 Lunches and Milk
- 1.7 Textbook Rental
- 1.8 Phone Use
- 1.9 Student Appearance
- 1.10 Parking and Student Drop-off/Pick-up
- 1.11 School Calendar
- 1.12 Items Brought to School
- 1.13 Dismissal After School Field Trips and School Programs
- 1.14 Visitors and Volunteers
- 1.15 School Publicity

2. Discipline

- 2.1 Benton Elementary Discipline
- 2.2 School Conduct
- 2.3 Bus Information and Rules
- 2.4 Search of School Property
- 2.5 Bullying

3. Health Services

- 3.1 Nurse Information
- 3.2 Emergency Information
- 3.3 Birth Certificate
- 3.4 Immunizations
- 3.5 Meningococcal Disease
- 3.6 Pertussis
- 3.7 Physical Examination
- 3.8 Medications
- 3.9 School Absences for Illness
- 3.10 Insect Infestations
- 3.11 Staying in at Recess
- 3.12 Screenings
- 3.13 Food Safety

4. Academics / Extracurricular Activities

- 4.1 Homework Policy
- 4.2 Physical Education Policy
- 4.3 Report Cards
- 4.4 Special Learning Needs / Review of Records
- 4.5 Parent-Teacher Conferences
- 4.6 High Ability
- 4.7 Band and Choir
- 4.8 Elementary School Sports
- 4.9 Counseling and Social Work Programs
- 4.10 PTO
- 4.11 Library Collection

5. Policy Notification

- 5.1 Sexual Harassment
- 5.2 Section 504 of the Rehabilitation Act of 1973
- 5.3 Pest Control Policy

- 5.4 Network and Internet Access Acceptable Use Expectations
- 5.5 Asbestos Notification
- 5.6 Policy of Non-Discrimination
- 5.7 Fairfield Community Schools Grievance Procedures
- 5.8 Student Insurance

6. Teacher Contact Information

- 6.1 Email
- 6.2 Phone

1. GENERAL INFORMATION

1.1 BUILDING HOURS

Benton Elementary

School Address: 68350 CR 31
Goshen, IN 46526

School Phone: (574) 831-2192
Fax Number: (574) 831-2200

School Hours: 8:10 a.m. – 3:00 p.m. | Monday – Friday (Doors open at 7:45 a.m.)
8:35 a.m. – 3:00 p.m. | Wednesday (Doors open at 8:20 a.m.)

Office Hours: 7:30 a.m. – 4:00 p.m.

BOBCAT BULLETIN

The Bobcat Bulletin, our school's weekly newsletter, is available online in PowerSchool and is also located on the "Benton Elementary" link on www.fairfield.k12.in.us. These are updated every Friday. If interested, parents can sign up for text/email notifications regarding the Bobcat Bulletin. In addition to announcements, it will contain news items and a weekly menu. If you need a paper copy, the office needs to be notified at the beginning of the school year.

1.2 ARRIVAL/DISMISSAL

On Monday, Tuesday, Thursday, and Friday, school begins at 8:10 a.m. The buses unload at 7:45 a.m. on the northwest side of the building. Children dropped off by parents at school should not arrive before 7:45 a.m.

On Wednesday, school begins at 8:35 a.m. The buses unload at 8:20 a.m. on the northwest side of the building. Children dropped off by parents at school should not arrive before 8:20 a.m.

Children entering the building during initial arrival must use the following doors:

Kindergarten - Kindergarten Doors
Grades 1-3 - North Primary Doors
Grades 4-6 - Main Doors

Bus riders are dismissed at 3:00 p.m. and the buses leave the school lot at 3:05 p.m. Please see section 1.10 for specific information pertaining to student drop-off/pick-up.

If dismissal instructions for your child are different from their usual routine, please send a note to the office with your child, email the Head Secretary (dshaffer@fairfield.k12.in.us), or call the office. Students will not be able to go home a different way unless a note, phone call, or email is received. If calling the office about a change, please do so no later than 1:30 p.m. to ensure the office has time to notify the classroom teacher. A note from anyone other than the child's parent or guardian will not be honored. Due to limited space on our buses, students are not allowed to ride a bus home with a friend(s) for sleepovers, parties, etc.

1.3 ATTENDANCE/TARDIES

ATTENDANCE - BENTON, NEW PARIS, MILLERSBURG ELEMENTARY/MIDDLE SCHOOL

Good attendance is important and a child should be in school whenever 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. Fairfield Community Schools feel very strongly that regular attendance and promptness are essential for students to receive the maximum benefit from school and for effective and meaningful learning to occur. Therefore, parents are encouraged not to take the student out of school unless it is an emergency situation.

Fairfield Community Elementary Schools work to follow the Elkhart County Attendance Policy and enforce it as stated below. Building Principals serve as designated hearing officers.

ELKHART COUNTY ATTENDANCE POLICY

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

Parents will be notified by:

Level 1: 4 (Four) Incidents of Absences of Concern

Parent(s)/guardian(s) 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 (Seven) Incidents of Absences of Concern

A legal notice will be sent to parent/guardian and recorded for submission to the Department of Child Services upon the occurrence of 10 Incidents of Absence of Concern. At this point, if absences continue without a doctor's excuse, stating the date and the reason for the absence, the absence will be considered an Absence of Concern.

Level 3: 8 (Eight) Incidents of Absences of Concern

An Attendance Hearing will be scheduled within 10 (ten) school days with the parent(s)/guardian(s), student, designated hearing officer (building principal), school counselor/social worker, and any other concerned individual. The hearing officer will discuss the attendance concerns with the student and parent(s)/guardian(s), to attempt to identify the factors interfering with regular attendance and resolve the attendance problems. The hearing officer (building principal) may require the student to participate in an intervention to address the absences of concern. The hearing officer (principal) will prepare a written summary with recommendations to the parent(s)/guardian(s), Department of Child Services (DCS)- that will be provided to DCS upon the occurrence of a 10th Incident of Absences of Concern (see below). He/she will also notify the parent(s)/guardian(s) and student that continued absences will result in a referral to the Department of Child Services, upon the 10th Absence of Concern Incident.

Level 4: 10 (Ten) Incidents of Absences of Concern

The school will report the Absences to DCS. The parent(s)/legal guardian(s) will receive notification of a mandatory meeting. The meeting with the parents and student should take place at the school within 10 (ten) school days of the violation of legal notice.

Level 5: 11+ (Eleven and Above) Continued Absences of Concern

Each additional Incident of Absences of Concern will be immediately reported to DCS.

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

Tardies:

Students who are not in their classroom when the 8:10 bell rings will be counted tardy. On Wednesdays, students are tardy at 8:35.

- At the 3rd tardy of the quarter, parents/students will receive a letter.
- At the 4th and 5th tardy a phone call will be made home.
- At the 6th tardy, at the principal's discretion, a conference with parents will be held.
- Tardies reset each quarter.

Please keep in mind that our goal is to help students learn the value of being on time in order to get the most out of their school day and help them become successful adults.

1.4 SCHOOL DELAYS OR CANCELLATIONS

Parents are asked to follow the directions received in an automated call, text, or email message from the Fairfield Community Schools through PowerAnnouncement. Please do not call the school. In the event of a "snow day", school delay or cancellation for some other reason, official information may be heard on WNDU, WSBT, and WSJV. In case school needs to be dismissed early it will also be announced over these three stations. Parents will also be notified through PowerAnnouncement.

Students need to know what they are to do in these situations in case parents are not at home. Usually plans can be made for them to go to some relative's home or to a baby-sitter. To avoid panic, parents should keep their children informed about what to do before the problem arises. The law requires that school missed because of "snow days" be made up. If school is delayed or dismissed due to inclement weather, any school activity, including PTO events, athletic contests, music programs, or field trips scheduled to be held at any time during the delay or dismissal will be canceled.

eLearning for Inclement Weather:

Teacher's office hours are 10:00 a.m. to 2:00 p.m., unless otherwise communicated. Students will complete their eLearning assignments online. If your child does not complete the required homework, he/she will be considered absent for this day. Homework needs to be completed within two (2) school days of the eLearning Day.

1.5 LOST AND FOUND

Many items are lost by students each year and many are not claimed. A lost and found bin is placed in the school for such things as clothing, hats, gloves, etc. Small items such as money, jewelry, etc. are turned into the office. Children are encouraged to check the lost and found anytime something comes up missing.

Also, children and parents should mark items such as gym shoes and basketballs if they are to be used at school. Outer garments and footwear should be tagged or marked for identification.

Unclaimed items will be donated during the following times: Fall Break, Christmas Break, Spring Break, End of school year.

1.6 LUNCHES AND MILK

The school provides nutritious lunches (milk is included) for children. Lunch money may be paid by sending it in an envelope with your child. Money should be sent to school in a sealed envelope with the child's name, amount, and teacher labeled on the outside. Checks should be made out to Fairfield Community Schools. Students may carry their lunch and purchase milk if this is desired.

Families attending Benton are on a "Family Account" for students attending school at Benton. This saves families from having to keep track of the balance each has, and allows them to write one check or send in one amount of money per family and they all eat off the same account.

Parents may eat with their child (ren) by calling the office in the morning by 9:00 a.m. and letting us know. Please note, anyone having lunch with a student at Benton must have a complete and approved background check before having lunch with their child(ren). Please see the front office if you need a background check. Parents and students are encouraged to read the menu each day. Because the lunches are government subsidized, children will be strongly encouraged to eat most of their lunch. Unless special arrangements are made in advance with the teacher, only milk, water, or juice are to be packed with a student lunch. ***Restaurant food is not to be brought for school lunch.***

Notifications will be sent home weekly starting when a student has a low balance or a negative balance. Notices will continue until there is a positive balance in the account. Parents will be notified by phone when their account reaches -\$16.00. For those with a continued negative balance, the parent/student will be notified that the child will not be extended further credit without payment, will not receive the lunch listed on the school menu, and will receive a free or reduced-price lunch application to complete. If eligible, the student will receive the appropriate benefit, but the balance due from the period before approval will be owed to the school lunch account.

Unopened breakfast and lunch food items can be taken from the cafeteria for the student to eat at school or to take home

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.

For public knowledge: The USDA is an equal opportunity provider and employer.

1.7 TEXTBOOK RENTAL

A list of the fees for renting textbooks and purchasing workbooks and other school items will come home on the first month of school.

Checks or money orders should be made payable to Fairfield Community Schools and placed in an envelope, clearly marked with your child's name.

If your financial situation is such that you are unable to pay, please contact the school office to set up an alternative payment plan. Reminders will be sent during the school year for accounts not paid. 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 the fees that a collection agency charges will be added to the total amount due.

1.8 PHONE USE

The telephone is for business and students are allowed to use it only in cases of utmost importance and only with permission from a teacher or staff member. Students will not be allowed to use the phones to call home, to ask to stay over for a ball game or to go home with a friend. Permission for this type of activity needs to be arranged ahead of time.

Students are discouraged from bringing cell phones to school. Telephones are available throughout the school for appropriate student use. Any cell phone brought to school is to remain off and stored with the student's possessions in the coat closet at all times during the day.

If a student's phone is taken by a staff member, the student's parent/guardian must come to school to pick it up.

1.9 STUDENT APPEARANCE

The following are not to be part of student appearance unless specific exceptions are noted:

- Appearance disruptive to the school environment
- Suggestive or profane pictures or wording
- Spaghetti straps on tops or crop tops with the midriff showing.
- Holes in pants must be at or below the knees
- Shorts are allowed before Fall Break and after Spring Break.
 - **Exception:** *With teacher consent, students may dress out in shorts just prior to PE and change back to school clothes immediately after.*
- Inside the school any garment that may disguise or conceal identity. Examples are hats, hoods, stocking caps, and sunglasses.
 - **Exception:** *participation in a special school-declared theme event for that day only.*

Students not in compliance with the dress code will be given a warning upon the first violation. If a second violation occurs, parents will be contacted and the student will be expected to change into school approved clothing before returning to the classroom.

1.10 PARKING AND STUDENT DROP-OFF/PICK-UP

The South parking lot outside the main entrance is for visitor parking. Parents and guests are asked to park in the lined spaces.

The Fairfield School Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. Board Policy 8615 applies to all public and private vehicles on any school property and to school buses while transporting students at any time.

The school has posted signs in areas where idling is prohibited, and drivers are asked not to idle engines next to the schools and in areas where students are loading and unloading. Drivers of vehicles are to turn off their engines if the vehicle is to be stopped for more than five (5) minutes.

School buses have exceptions to this rule in colder temperatures and when running safety or special needs equipment.

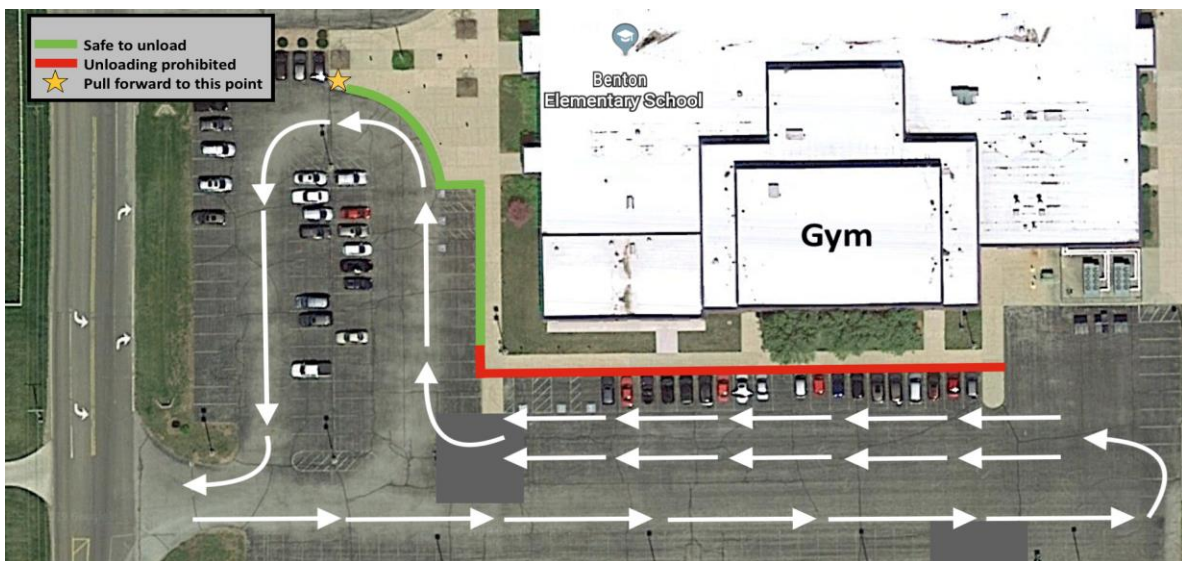
GENERAL EXPECTATIONS FOR CAR RIDER DROP-OFF AND PICK-UP

- Be patient and cooperative. Safety for everyone on our campus is of utmost importance.
- Remain in your vehicle and allow school staff to help your child(ren) load/unload.
- Children must load/unload the vehicle on the passenger side ONLY.
- Put your vehicle in PARK while waiting for your child(ren) to load/unload.
- Follow the routes on the drop-off and pick-up maps. DO NOT take shortcuts.
- Follow directions from school staff at all times.
- DO NOT pass other vehicles.

CAR RIDER DROP-OFF PROCEDURES

- Enter the Benton Elementary campus, and drive towards the back of the parking lot. Loop back around, and form two lines of vehicles.
- Before turning into the front/main lot, merge back into one-line, alternating vehicles.
- Students are only permitted to unload in the green areas, as indicated on the map. Unloading in areas marked in red is strictly prohibited.
- Pull as far forward as you are able before allowing your child(ren) to unload. If you are first in the next batch of cars to enter the green unloading zone, please pull all the way up to the yellow star on the route map.
- Carefully exit the campus.

CAR RIDER DROP-OFF ROUTE



CAR RIDER PICK-UP PROCEDURES

- Beginning at 2:55, car rider students will gather in the gym and wait to be dismissed to their vehicle in the loading zone.
- Enter the parking lot and form two rows on the southernmost side behind the gym. Clearly display your student's pick-up tag from your rearview mirror (issued at the beginning of the school year).
- Continue to follow your row into the loading zone and wait to receive your student(s). Please keep your vehicle in park while waiting in the loading zone.
- Rows in the loading zone will load and dismiss individually. When the first row is safely loaded, it will be dismissed by school staff. Once the first row has completely exited the loading zone, the second row will load and be dismissed by school staff.
- Once the second row has completely exited the loading zone, new rows of vehicles will be invited into the loading zone, and the process will continue.
- When your row is dismissed, turn right into the front parking lot and loop back around to exit onto County Road 31.
- If your vehicle is not loaded when your row is dismissed from the loading zone, you must pull ahead and park in the main parking lot.

CAR RIDER PICK-UP ROUTE



1.11 TENTATIVE SCHOOL CALENDAR

Please note that dates, times, and events are subject to change.

*Please consult the weekly **Bobcat Bulletin** for calendar updates.*

Aug. 4	Meet the Teacher Night (Kindergarten) – 5:30-6:30 p.m.
Aug. 9	Meet the Teacher Night (Grades 1 - 6) – 5:30-6:30 p.m.
Aug. 10	First Student Day (Grades K-12), Late start Wednesday
Aug. 22	Individual Student Pictures
Sept. 5	NO SCHOOL – Labor Day
Sept. 9	Grandparents Day ** – 1:00-2:00 p.m.
Sept. 9	Midpoint of the 1st Quarter (Midterms Sent Home)
Sept. 23	PTO Fundraiser ** – Walk-a-Thon
Sept 27-Oct 1	Fall Book Fair **
Sept. 29	Parent/Teacher Conferences (eLearning for All Students)
Oct. 12	End of 1 st Quarter
Oct. 14	1 st Quarter Awards Program **
Oct. 19	Report Cards Sent Home
Oct. 20	NO SCHOOL - Staff Development
Oct. 21-24	NO SCHOOL – Fall Break
Nov. 16	Midpoint of the 2nd Quarter (Midterms Sent Home)
Nov. 23-27	NO SCHOOL – Thanksgiving Break
Dec. 8	Preliminary Geography Bee **
Dec. 9	Santa Store **
Dec. 15	Christmas Concert (Grades 3-4) – 6:00 p.m.
Dec. 21	2nd Quarter Awards Program **
Dec. 22	Carols on the Wall – 1:30 p.m. / End of 2nd Quarter
Dec. 23-Jan. 8	NO SCHOOL – Winter Break
Jan. 9	Return to School (Start of Second Semester)
Jan. 9-Feb. 24	WIDA Testing Window (EL Students)
Jan. 13	Report Cards Sent Home
Jan. 16	NO SCHOOL – Martin Luther King Jr. Day (Snow Make-up Day)
Jan. 19	Final Geography Bee **
Feb. 8	Midpoint of the 3rd Quarter (Midterms sent home)
Feb. 21	Spelling Bee ** – 1:30 p.m.
Feb. 15	“Welcome to Music Class” ** (Grades 1-2) – 1:30 p.m.
Feb. 17	NO SCHOOL or Snow Make-up Day
Feb. 20	NO SCHOOL – Presidents’ Day (Snow Make-up Day)
Mar. 6-17	IREAD-3 Testing Window (Grade 3)
Mar. 6-10	Caring Wall Student Fundraiser
Mar. 9	PTO Caring Wall Fundraiser and Art Show – 4:30-7:00 p.m.
Mar. 16	3rd Quarter Awards Program **
Mar. 16	End of 3rd Quarter
Mar. 17	NO SCHOOL or Snow Make-up Day
Mar. 21	Spring Music Program (Grades 5-6) – 6:00 pm
Mar. 24	Report Cards Sent Home
April 2-9	Spring Break
April 11	Kindergarten Round-up
April 18-May 13	ILEARN Testing Window (Grades 3-6)
April 25	Midpoint of the 4th Quarter (Midterms sent home)
May 18	NO SCHOOL - Staff Development
May 24	Kindergarten Celebration **
May 25	Field Day **
May 25	6 th Grade Celebration – 6:00 p.m.
May 26	4th Quarter Awards Program **
May 26	Last Student Day ** (Report Cards Sent Home)

PTO Meets on the 2nd Monday of the Month

*** Event is held during school hours, an approved Limited Criminal History Check must be on file for all guests entering the building. Please plan accordingly.*

1.12 ITEMS BROUGHT TO SCHOOL

Items out of the ordinary must be approved in advance by the school office and by the bus driver if being transported on a bus. Items that present a health, safety, or disruption on the bus or in the school will be 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 desk. The device may not be used to access the district network. Students are not to have chewing gum at school.

1.13 DISMISSAL AFTER SCHOOL AND FIELD TRIPS

Parents are asked not to sign their students out of school prior to the normal 3:00 p.m. dismissal time following school field trips and other school programs. Parents are asked to join the car pick up line if their student will not be taking the bus home. Following this procedure prevents classroom learning disruptions and allows for the safe dismissal of all students to either their bus or car at the end of the school day.

1.14 VISITORS AND VOLUNTEERS

All visitors and volunteers begin their visit to Benton 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. All visitors to Benton Elementary must have an approved Limited Criminal History Check completed by school officials at least one school day prior to the planned date. Those visiting at lunch are to notify the school office by 9:00 a.m. if they wish to purchase a school lunch.

Classroom visits are arranged in advance and are typically an hour or so in length. Visitors and volunteers must find child care for preschoolers so they may devote their attention to the classroom they visit.

1.15 SCHOOL PUBLICITY

Occasionally throughout the year we have news and social media articles pertaining to activities at our school. Parents are asked to complete a school publicity form at the beginning of the school year.

2. DISCIPLINE

2.1 BENTON ELEMENTARY DISCIPLINE

This plan is intended to provide a safe, orderly, and accepting school atmosphere in which students may learn and grow. It contains both corrective and positive elements to focus student energy toward acceptable behaviors.

Each classroom teacher will clearly communicate classroom expectations and rewards and consequences for choices. Students will be instructed on behavior expectations in locations outside of the classroom.

Public Law 16-1990, IC 20-8, 1-5-7 has made it mandatory that each school corporation in Indiana adopt a district wide discipline policy.

Each parent or guardian must acknowledge having read the school discipline policy by signing the form sent home in student packets and returning it to the school by August 17, 2022 or within one week of the student's enrollment.

Students who break rules or cause disruptions are subject to but not limited to the following actions: loss of privileges, such as recess time, isolation from other students, or In-School Suspension (ISS). If the student continues to misbehave or causes a serious problem, parents will be contacted. As a last resort, suspension or expulsion from school may be used.

When classroom behavior management interventions are not bringing about the desired behaviors, or behaviors are of great concern, teachers will utilize the following Office Discipline Referral Form. A copy of the form will be sent home to parents. Parents are expected to review the form with their student and return the signed copy to the school.

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 students 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 -ISS in the office
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 drugs 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 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 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 parents.
6. The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court. (Board Policy 5610)

LEGAL REFERENCE: 20 U.S.C. 8001
20 U.S.C. 8002

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

2.2 SCHOOL CONDUCT

All students are expected to respect the authority of all teachers, instructional assistants, staff members and all other adults. The staff believes that for learning to take place there must be a minimum of disruptions and distractions. Behavior that disturbs the learning atmosphere or that is disrespectful or unlawful cannot be tolerated. The following document outlines common expectations throughout the school building and how students can successfully contribute to a positive school culture by demonstrating Benton Elementary P.R.I.D.E. (Persistence, Respect, Initiative, Dependability, Efficiency):

ADDITIONAL CAFETERIA RULES

1. Wait in line in an orderly manner.
2. Sit in an area specified by the teacher.
3. While eating:
 - a. Eat your own food. Food should not be shared or exchanged for the health and safety of all.
 - b. Be encouraged to taste a bit of everything on your tray.
 - c. Be considerate of the cooks! Put trays and silverware in the return area where they belong.
 - d. Clean up tables.

ADDITIONAL PLAYGROUND RULES

1. Recess zones will be available for all students but will be divided based on age and grade level

2. Students may play chasing games only in the field area, not around playground equipment.
3. Throw only objects that are part of approved games.
4. Students will not be allowed on the ice.
5. "Hard" baseballs are not allowed on the playground.
6. There will be no climbing on or over the fence or backstop.
4. Students may come into the building or leave the playground only with permission.
5. Pertaining to weather, students will follow recess instruction "stoplights" as follows:
 - GREEN** - Outside recess
 - YELLOW** - Outside recess with extra layer(s) with long sleeves appropriate for temperature
 - RED** - Inside recess
 - RED CIRCLE W/ SLASH** - Field closed
 - BLACK** - Blacktop only
6. Only equipment for approved games will be allowed on the playground. However, the student is responsible for them.

GYM RULES

1. Students must have clean gym shoes to play on the gym floor.
2. Students may be on the bleachers only with supervision. Balls may be retrieved only with the permission of the supervisor.
3. Only approved games are allowed.

2.3 BUS INFORMATION AND RULES

Students should be aware that there are cameras in use on school buses. These cameras will be used to make the bus a safer place. Video will not be shared with outside parties, unless it is ordered by the courts. All buses are also equipped with stop arm cameras.

Safety Tips & Behavior Expectations for Riding a School Bus:

BE ON TIME AT YOUR BUS STOP - Be at your bus stop two minutes early. If you are not there at the scheduled time of pickup, the bus driver will honk and wait only for a short period of time. You must be picked up and dropped off at this location only unless the bus driver has written permission from your parents or other school personnel stating otherwise. All bus assignments will be made and transfers approved by the Superintendent or his/her designee.

STAND BACK FROM THE ROAD - Stand in a safe place while waiting for your bus. When leaving the bus go directly to your home. **Do not stop at your mailbox, pick up your newspaper, or stand near the bus.**

NEVER RUN TO OR FROM A BUS – Wait for the bus to come to a complete stop. Walk on and off the bus. Do not push or shove.

STAY IN YOUR SEAT AT ALL TIMES – Stay seated in the seat assigned by your bus driver when the bus is in motion (moving). Keep yourself and your book bag out of the aisle. Your back should be touching the back of the seat at all times.

NEVER RIDE WITH THINGS IN YOUR MOUTH OR HANDS – Keep all food, pens, pencils, toys, etc. in your book bag. You should not have any items in your hands or on your seat. No food or beverages may be consumed on the bus without the driver's permission.

DON'T DISTRACT YOUR DRIVER – Talk softly on the bus. Yelling, shouting, use of profane language and moving from seat to seat is unsafe for you and the driver. You need to obey the driver's directions for your safety.

KEEP EVERYTHING INSIDE THE SCHOOL BUS – Don't throw anything or put hands, arms, etc. out the window of the bus. Yelling to other students outside the bus from the window brings them into the danger zone. Windows and doors are to be opened only with permission of the bus driver.

DANGER ZONE – Keep at least 10 feet from the bus at all times. Never walk behind or along the sides of the bus.

IF YOU DROP ANYTHING BY THE BUS, TELL THE DRIVER – Never try to pick up or reach under the bus for an item you dropped. Go to the driver and tell him/her you dropped something by or under the bus.

MAKE SURE THE DRIVER SIGNALS YOU ACROSS – Look both ways after the driver’s signal for traffic, then cross.

YOUR DRESS – The dress code on the bus is the same as at your school. Make sure your clothes don’t have loose items that could catch on the bus when entering or leaving.

ALWAYS SHOW RESPECT, GOOD MANNERS, AND LISTEN – Always apply these three methods to others who ride the bus and your bus driver. Teasing, unacceptable touch, or indecent conduct is not acceptable.

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 Transportation Department 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 Transportation Department.

2.4 SECURITY CAMERAS AND SEARCH ON SCHOOL PROPERTY

SECURITY CAMERAS

Students should be aware that there are cameras in use throughout the building and on school grounds. 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.

SEARCH ON SCHOOL PROPERTY

The presence of specially trained dogs on school property is authorized in advance by the Superintendent or is pursuant to a court order or warrant. A law enforcement officer specifically trained to safely and competently work with the dog handles the dog. The dog is represented by the sheriff or chief law enforcement agency providing the service as capable of accurately detecting drugs and/or devices. 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. The dog may be allowed to examine any and/or all vehicles located on school property. 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.

“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: evidence of a violation of the student handbook; 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: searches of the pockets of the student; any object in the possession of the student such as a purse, book bag, etc.; a “pat down” of the exterior of the students’ clothing.

USE OF METAL DETECTORS (Reasonable Suspicion)

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

USE OF METAL DETECTORS (Administrative Search)

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

USE OF METAL DETECTORS - PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

2.5 BULLYING

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 Benton Elementary School and is subject to discipline procedures and consequences outlined in this handbook, 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. Acts of bullying are investigated, reported, interventions taken, and parents involved consistent with the school discipline plan outlined in this handbook.

3. HEALTH SERVICES

3.1 NURSE INFORMATION

The school nurse is Mrs. Hailey Wisler, RN. Her hours are 7:45 a.m. to 3:15 p.m. each school day. She may be contacted at 574-831-2192, extension 8720, or by email at hwisler@fairfield.k12.in.us.

3.2 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

3.3 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.

3.4 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:

Kindergarten - Grade 4:

DTaP – 5 doses

Polio – 4 doses

MMR – 2 doses

Hepatitis A - 2 doses

Hepatitis B – 3 doses

Varicella – 2 doses or physician documented history of the disease

Grade 6:

DTaP – 5 doses

Tdap – 1 dose

Polio – 4 doses

MMR – 2 doses

Hepatitis A – 2 doses

Hepatitis B – 3 doses

Varicella – 2 doses or parent documented history of the disease

Meningococcal – 1 dose

Waiver: Indiana law states that the school may grant a waiver, not to exceed 20 calendar days, to permit immunizations to be completed. Failure to meet the minimum requirements within this time will result in student exclusion from school attendance until they are completed or the student has a statement from a physician or local health department listing a specific schedule for the completion of the immunizations.

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 resubmitted each year.

- 2) A religious objection must state that the objection to immunizations is based on religious grounds. Each objected immunization must be specified. The written objection must be resubmitted to the school each year. Please contact the school nurse for an immunization objection form.

Religious or medical exemptions do not relieve parents from the responsibility of 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.

3.5 MENINGOCOCCAL DISEASE

One type of meningitis is caused by the bacteria called *Neisseria meningitides*. Symptoms include a high fever, headache, stiff neck, nausea, confusion and a rash. The disease can become severe very quickly and may cause deafness, brain damage, loss of limbs or even death.

The bacteria are primarily spread from person to person by coughing, kissing and sneezing. People in the same household or anyone with direct contact with an infected person's oral secretions would be considered at increased risk of getting the infection.

There are vaccines available which prevent most cases of this type of meningitis. The Center for Disease Control recommends the meningococcal vaccine be given at 11 or 12 years of age with a booster at 16 years of age. Indiana law requires this immunization for all students entering grades 6-12.

Additional information about meningococcal disease can be found on the Indiana State Department of Health website: https://www.in.gov/isdh/files/2016QuickFact_Meningococcal.pdf

3.6 PERTUSSIS

Pertussis is a highly contagious respiratory infection caused by the bacterium *Bordetella pertussis*. Pertussis, also known as whooping cough, is spread by airborne droplets created when a person who is infected coughs or sneezes. Infants and young children are typically vaccinated against pertussis, but the vaccine loses effectiveness as children get older and vaccinated children can become infected.

Pertussis causes severe coughing fits. During the fits, the affected person may become short of breath and appear distressed. The coughing fit may be followed by vomiting and exhaustion. Young infants are at highest risk for developing complications like pneumonia, seizures and death.

Adolescents and adults who have been previously vaccinated may have a milder case of the disease, but they can still spread pertussis to others. A pertussis booster (Tdap) is required for students in grades 6-12 or as early as 10 years of age. It is combined with tetanus toxoid and takes the place of one tetanus booster shot. The Tdap vaccine can be given as soon as one year after a regular tetanus booster.

Additional information about pertussis can be found on the Indiana Dept. of Health website, https://www.in.gov/isdh/files/2016QuickFact_Pertussis.pdf.

3.7 PHYSICAL EXAMINATION

Fairfield Community Schools require a physical examination for children entering kindergarten and for students entering grade seven. Forms are available from the school nurse.

3.8 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.

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 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 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.

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 an emergency room physician or paramedic, via 911 dispatchers.

3.9 SCHOOL ABSENCES FOR ILLNESS

If you are not sure whether to send your child to school, contact the school nurse. Below are guidelines to follow in keeping students home from school, and any school extracurricular activities (of student or his/her siblings) that may occur within 24 hours of having any of these:

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 100.4 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(s) “stuck shut” in the morning, there is a discharge present, 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.

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.

3.10 INSECT INFESTATIONS

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. One day excused absence is allowed for the treatment of head lice.

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.

One day excused absence is allowed for the treatment of bed bugs.

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.

Refer to section 5.3 for the school district's general pest control policy.

3.11 STAYING IN AT RECESS

It is important for students to get some fresh air and exercise during the day. During the winter months, children will participate in outdoor recess unless the temperature is 5 degrees or below (including the wind chill factor). On inclement days, guidance may be provided from the Main Office on limiting outside recess time for specific grade-levels.

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 doctor.

3.12 SCREENINGS

In accordance with state law, various screenings occur throughout the school year.

All students in first, third, and fifth grade will receive both near and far vision screening. A letter will be sent home with the student if results are outside normal limits and a professional examination will be recommended.

Hearing screenings are also conducted for all new students as well as those in first and fourth grade. Parents will be notified if a professional examination is needed.

3.13 FOOD SAFETY

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

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

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

4. ACADEMICS/EXTRACURRICULAR ACTIVITIES

4.1 HOMEWORK POLICY

Homework is an out-of-class assignment that contributes to the education of the student. It is an extension of classwork that is related to the objectives of the curriculum presently studied. The amount of homework should vary according to the grade level of the student. Grade level teachers will have their own grade level policies for students to follow. Encourage your child to seek help and ask questions of the teacher when in doubt about an assignment. Communicate with the teacher if your child has consistent difficulty with the work.

Role of the Student:

1. Clarifying with the teacher any questions pertaining to the instructions before leaving class.
2. Taking home any materials and information needed to complete the assignment.
3. Learning to budget his or her time.
4. Analyzing his or her study habits and taking advantage of available study helps.
5. With the aid of their parents, 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.

4.2 PHYSICAL EDUCATION POLICY

Boys and girls should come to physical education class prepared to play hard, to work hard, and to have a great time learning new skills and becoming physically fit. Clean gym shoes are required. Since it is important for students to exercise regularly, all students in attendance will be expected to participate in physical education class. The teacher will adjust the amount and type of exercise when a student is recovering from a recent illness or injury; however, a parent's statement will be needed to be excused from attending P.E. class when the child is well enough to attend school.

4.3 REPORT CARDS

Students will receive report cards four times a year following each nine weeks grading period. Art, Music, Band and Physical Education will receive semester grades. Students will also receive midterm grade reports. Parents may check student's grades on PowerSchool. Grades are updated by teachers the first and fifteenth of each month during the year.

Parents are encouraged to take an active interest in their child's progress and to give them praise when they do well or when they improve. Parents should not put undue pressure on students to make "A's", but they should expect them to do what they are capable of doing. When questions or problems concerning grades arise, parents should contact the teacher and see if a parent-teacher conference would be in order.

4.4 LEARNING NEEDS

SPEECH, LANGUAGE, AND HEARING: The Fairfield Community Schools provide speech, language, and hearing services under the direction of a speech pathologist. The speech pathologist directs screening, diagnostic testing, therapy planning, and group or individual therapy.

Speech disorders include problems with making speech sounds, problems with voice quality and resonance, stuttering, and oral language. Articulation disorders occur when speech sound errors are beyond those considered age-appropriate. Language disorders include difficulty in understanding or using language. These may include problems in understanding or identifying certain classes or words, understanding and/or giving directions, answering and asking questions, or understanding and using correct grammar. Language disorders also can include the inability to use appropriate social language or social skills to convey ideas to others.

Students in grades 1, 4, 7, 10, and new elementary school students receive a hearing screening each year. 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.

SPECIAL EDUCATION: Students are assessed in order to qualify for the Learning Disability, Mildly Mentally Handicapped, or other appropriate special education programs. Placement is a case conference decision. These or other appropriate programs are intended to meet the needs of students who have been diagnosed with specific learning needs best served through special services.

WHAT I NEED (WIN) CLASS: Students are selected on the basis of NWEA, ILEARN, and pre-test and post test data collected from high priority reading and math standards. Students are reconsidered for assistance every 3 weeks. Students in each program receive 30 minutes of assistance ~~3~~-4 times weekly. The main goal of the program is for students to become successful in the regular classroom.

REVIEW OF EDUCATIONAL RECORDS: As stated in the Federal Family Education 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.

4.5 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled once during the school year. Parents/guardians are encouraged to attend when possible and discuss the progress of their child with his teacher. However, if at any time a parent has a question or concern about his child's progress or a school policy, we recommend the teacher be contacted to set up a time to discuss those questions or concerns.

4.6 HIGH ABILITY

Students in grades kindergarten through six qualify for the high ability program based upon standardized assessments and other measures. The program includes enrichment instruction for students in math and language arts.

4.7 BAND AND CHOIR

When students enter sixth grade, they have the opportunity to become a member of the beginning band. They meet throughout the school year with students from New Paris and Millersburg at Fairfield High School. A team of teachers works with the group. Bus and car riders ride directly to FHS on band days and are bused to their respective schools after class. The sixth-grade band participates in concerts during the school year.

Any student in sixth grade may become a choir member. Students from Benton, Millersburg, and New Paris meet at FHS for class. Bus and car riders ride directly to Fairfield High school on choir days and are bused to their respective schools after rehearsal. Choir members participate in concerts at school and have the opportunity to participate in regional and state festivals at the discretion of their teachers.

4.8 ELEMENTARY SCHOOL SPORTS

Extra-curricular sports at Benton Elementary emphasize skill acquisition, enjoyment, teamwork, and sportsmanship. Participation by all players takes priority over winning. Students absent in the afternoon due to medical reasons may not participate in any after school activities.

At Benton Elementary, academics come first. Participation in sports, while important, is secondary. Any student failing in any subject for three consecutive weeks shall be ineligible for participation in that sport for the following three weeks.

Sports at Benton Elementary for fifth and sixth graders include a corporation only competitive volleyball team for girls; for both boys and girls, a district competitive team and a separate intramural league is formed for each in basketball. If insufficient players register for basketball to form an intramural league, a squad is formed for limited competition. The emphasis for all play is on skill acquisition, sportsmanship, team building, and fun. For those playing on a district competitive team, physicals are required from a licensed medical physician. Cross country, and track are offered for boys through Fairfield High School. Physicals are required for participation in these sports. An informational handout will be distributed to all student athletes and their parents to educate them about the nature and risks of concussions/head injuries. All students must have signed permission slips and concussion acknowledgement forms on file before participation in any sport.

4.9 COUNSELING AND SOCIAL WORK PROGRAMS

Student support services are provided or facilitated by the team of social workers and school counselor, using a tiered system to determine the level of service needed. Tier I are services provided to all students, such as classroom lessons or school-wide activities. Tier II are services that some students would receive and may include consultation or brief individual support, group work, or referral to outside resources. Tier III are services that involve few students. At this level, students would be referred to outside resources or may be seen individually. The school counselor will primarily support Tiers I and II with the social worker supporting primarily in Tiers II and III. Fairfield Community Schools has partnered with Bowen Center to offer additional support to our students and their families. The Student Assistance Program (SAP) offers access to confidential and professional assistance for a variety of needs. Services can help families with depression, anxiety, family challenges, parenting, relationships, school or learning concerns, and substance use. Each student can receive two service sessions at no charge to the student or family.

4.10 PTO

The Benton Parent Teacher Organization is active in promoting communication between the parents and school. All parents are members and should plan on attending meetings and becoming involved in other ways. There is almost always a need for more parent volunteer help and many teachers use parent volunteers to help with parties and activities during the school year.

2022-2023 PTO Officers:

President:	Lindsay Neff
Vice President:	Nikki Crowley
Secretary:	Aleighta Miller
Treasurer:	Sharon Raber
Parent Representatives:	Ashley LeCount, Jenna Stutzman, Beth Eash, Christy Larson, Demetria Bontrager
Teacher Representatives:	Brooke Steffen

Any of the above officers may be contacted if you want to bring up PTO suggestions. The Executive Board meets monthly. The officers, representatives and the principal make up the Executive Board.

4.11 LIBRARY COLLECTION

The collection, a summary of individual books, and pictures of the book covers may be accessed at home by going online to: <http://destiny.fairfield.k12.in.us>.

5. POLICY NOTIFICATION

5.1 SEXUAL HARASSMENT

In accordance with strong recommendations from legal counsel, we are presenting information to 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.

5.2 SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICAN'S WITH DISABILITIES ACT (ADA)

It is the policy of the Fairfield School Corporation to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

5.3 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 application to parents and employees who have requested advance notice
- Provide notice of all pesticide applications to school nurses
- Maintain written record for at least 90 days of any pesticide applications
- Provide notice 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 Phil Menzie, Administrative Assistant of Business.

5.4 NETWORK AND INTERNET ACCESS ACCEPTABLE USE EXPECTATIONS

Fairfield Community School Corporation (FCSC) practices opt-out for network and internet use. Forms may be requested from the school office. If a student and parent DO NOT return the provided form 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 webpage or in hardcopy 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 webpage or in hardcopy 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.

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 fields 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 continued 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 a.m. and 3:30 p.m., the use of the internet for personal reasons should be limited to conserve resources for educational purposes. Internet access will be limited to educational 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, instructions on the manufacture or use of explosives, weapons, controlled substances, or slurs to race, ethnic background, gender, or sexual orientation is also defined as a 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.

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.

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 HIPPA and/or FERPA.
- ✓ Use of any corporation system for any illegal activity.

For Staff:

Consequences: Same as students
 Verbal reprimand
 Written reprimand
 Suspension from employment
 Termination of employment

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 Use 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 upon evidence of curricular need. Any User receiving threatening or unwelcome communications should bring them to the attention of the District Technology Director. The Corporation will periodically make determinations whether specific uses of the Network are consistent with Acceptable Use Agreement (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 Technology Director. All other downloaded files should be immediately scanned for malware by right clicking on the file and selecting "Scan with 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 (as listed earlier) 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 Acceptable Use Agreement.

5.5 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 text 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.

5.6 POLICY OF NON-DISCRIMINATION

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 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).

Monica Kegerreis, Assistant Superintendent, Fairfield Community Schools, 67240 C.R. 31, Goshen, Indiana 46528 Phone: 574-831-2188

5.7 FAIRFIELD COMMUNITY SCHOOLS GRIEVANCE PROCEDURES

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 describes 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 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.

5.8 STUDENT 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 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.

6.TEACHER CONTACT INFORMATION

6.1 EMAIL

Teachers may be reached via email using the first letter of their first name, followed by their last name, with the address **@fairfield.k12.in.us**. Example: Tonnya Beck's email address is *tbeck@fairfield.k12.in.us*.

6.2 PHONE CONTACT

Teachers may be contacted via phone by calling the school at 574-831-2192 and requesting their classroom or extension. Teachers have voicemail where messages can be left for them during school hours.

Fairfield Community Schools

Central Office	574-831-2188
Transportation	574-831-8822
Fairfield Jr-Sr High School	574-831-2184
Millersburg Elementary	574-642-3074
New Paris Elementary	574-831-2196