



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

Community of Learners Model



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

Revised 05/13/2022

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1.1 General Information

School Address: 18665 C.R. 46
New Paris IN 46553
School Phone: 574-831-2196
Fax Number: 574-831-3160
School Hours: 8:10 a.m. to 3:00 p.m. (M-T-Th-F)
8:35 a.m. to 3:00 p.m. (W)
Office Hours: 7:30 a.m. to 4:00 p.m.

“The Cub Reporter” is a weekly bulletin found on the Fairfield Community Schools’ website. Paper copies are available upon request. You may receive it digitally each week by subscribing via your Parent Power School settings. In addition to announcements, it will contain news items and the weekly menu.

1.2 Letter from the Principal

Welcome to another exciting year at New Paris Elementary! We hope the summer was enjoyable and relaxing. The staff has worked hard in preparing plenty of valuable opportunities for your child to learn and grow. We invite you to be a part of your child’s learning by getting involved. Your input is valuable to us as we strive to serve your child to our best abilities. Along with your involvement, your child’s good attendance will help them to be successful. Please follow our health guidelines to assist you in determining when to send your child to school if they have been ill. Communication is also very important to the educational process, we welcome parent and school communication. Please feel free to contact the school should you have any questions or concerns in regards to your child’s academic or social/emotional needs. We are here to assist you and your child in an effort to help them become the best they can be. On behalf of the entire staff at New Paris, we would like to welcome everyone, parents and children, to a new school year!

Sincerely,
Ms. Gingerich

1.3 School Mission Statement

The staff, students and parents of New Paris Elementary School will work together to create a safe environment where learning is a priority. Our combined focus on the social, emotional, ethical and intellectual wellbeing of children equips each student with a sense of security and self-awareness to meet everyday challenges.

GENERAL SCHOOL POLICIES

2.1 Arriving in the A.M.

Students walking or dropped off by parents should not arrive to school before 7:50 a.m. Monday-Thursday. On Wednesdays, students are not to arrive before 8:20 a.m. Students walking or dropped off by parents must enter the front doors only.

2.2 Dismissal Procedure

Fairfield Community Schools takes most seriously the safety of our students. To ensure the safety of our students, New Paris Elementary Schools establishes these procedures at school dismissal time:

- Students riding the bus after school are released promptly at 3:00 p.m. to ensure the safe loading and dismissal of all buses prior to other students being released at the end of the school day.
- Students riding by vehicle must be picked up at the front of the school building and follow the car rider rules with the proper use of hangtags and family numbers. No person will be permitted to pick up a student without parent or legal guardian permission.
- No person is permitted to park and walk up to the car rider lines of students on the sidewalk and retrieve their child. If you need to pick up your student earlier, please enter the office and pick up your student following normal sign-out procedures.
- **CAR PICK UP IS NOT PERMITTED IN THE BUS LOT ON THE WEST SIDE OF THE SCHOOL.** This limitation enhances the safety of all of our students and ensures that students are leaving with permitted adults in the appropriate vehicles. Continued use of the school campus to pick up a student in any manner other than this specified pick up procedure will result in a report to the Fairfield Community School Resource Officer and may cause loss of access to school grounds.

- Students walkers are released through the west doors after all buses clear the campus for dismissal. If your student walks and you would like to pick them up on a public street in New Paris, the school is not responsible if your child does not get in the appropriate vehicle off of our campus. New Paris Elementary cannot monitor student walkers when they are off campus. Parents of walkers (full-time or occasional walkers) will be required to sign a release of liability provided in the enrollment packet.

Young children (infant and toddlers) and students must be buckled in before leaving the parking lot at any and all drop-off and pick-up times. If a staff member observes a violation of this law, it will be reported to the School Resource Officer immediately.

2.3 Attendance

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.

2.4 Tardy Policy

Students who are not in their classroom at 8:10 a.m. (M, T, Th, Fr) and 8:35 a.m. (Wednesday) will be counted tardy.

1) At the 3rd tardy of a quarter, parents/student will receive an incident report stating the dates of the tardies. Parents must sign and return this to the school.

2) At the 4th tardy of a quarter, parents/student will receive an incident report stating the dates of the tardies. Parents must sign and return this to the school. Parents will also receive a phone call from the school.

3) If additional tardies occur within the quarter, a meeting and plan will be implemented with the parents to ensure improvement in arriving at school on time.

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.

2.5 Doctor and Dentist Appointments

Please send a note or call the school notifying us when your child has an appointment during the school day. Parents will be required to ring the bell at the front door when you come to pick up your child. Our policy is not to allow children to be picked up outside the school building without a parent being present. Parents are encouraged to schedule non-emergency doctor and dentist appointments at times outside of the school day.

2.6 Visitors and Volunteers

All parent volunteers must have a Criminal History Check on file with the office each school year. All visitors and volunteers begin their visit to New Paris Elementary by reporting to the school office, signing in as a visitor and taking a visitor badge. Classroom visitors and volunteers should plan to arrange for their visit in advance with

the teacher. Volunteers and field trip chaperones must have an approved Limited Criminal Record Check completed by school officials at least one school day prior to the planned date. Those visiting at lunch are to notify the school office by 9:00 a.m. if they wish to purchase a school lunch. Visitors are not permitted to bring restaurant food to school to eat with their child.

Classroom visits are typically no longer than an hour in length and must be pre-approved and scheduled with the teacher. Visitors and volunteers are not permitted to bring toddlers with them to volunteer, so they may devote their attention to the classroom they visit.

2.7 School Meals

The school provides nutritious breakfasts and lunches (milk is included). With the implementation of our new lunch system, it is necessary that your child have money in their account before they can purchase a meal.

- **Breakfasts for students cost \$1.10**
- **Lunches cost \$2.00**
- **Extra milk is \$0.50**
- **Adult meals are \$4.20.** Visitors other than parents wanting to have lunch with students must have the parent call the school to give consent for the visit and may be required to complete a Limited Criminal Record Check prior to the visit. Parents may eat a school lunch with their child by calling the office in the morning by 9:00 a.m. to sign up for an adult school lunch. Please sign in at the office and pay for your lunch before going to the cafeteria.

Students may carry their lunch and purchase milk if this is desired. The school asks that there be no pop or soda in the cafeteria for lunch and we request that you do not bring or send restaurant food for lunch.

You may send lunch money clearly marked with the student in the morning to be turned into the office. If paying by check, please make it payable to New Paris Elementary.

Free and reduced price breakfast and lunch benefits are available for families meeting the income guidelines. Forms to apply for meal benefits are available in the office.

The menus are printed on the back of the Cub Reporter at the beginning of each month. The lunch menu is printed in the Cub Reporter each week and is also available on the school web page and the Parent Portal in PowerSchool.

2.8 Lunch Account Policy

Notifications will be sent home starting when a student has a low balance and negative balance in their meal account. Notice will continue until there is a positive balance in the account. 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 a Type A school lunch, and will receive a free or reduced price lunch application to complete, if appropriate. If eligible, the student will receive the appropriate benefit, but the balance due from the period before will still be owed to the school lunch account.

2.9 Sending Money to School

Money sent to school with children in Kindergarten through grade 6 should always be in an envelope labeled with the child's name and what it is for. Checks should be made payable to New Paris Elementary. Book rental and meal money need to be separate checks, not added together. Book club checks (such as Scholastic etc.) should be made out to the book club company; not to New Paris Elementary.

2.10 Textbook Rental

A list of fees for renting textbooks and purchasing workbooks and other school items will come home on the first day of school. Fees for K-3 will be collected on Thursday prior to Labor Day. Fees for grades 4-6 will be collected on Thursday following Labor Day. Checks or money orders should be made payable to New Paris Elementary and put in an envelope clearly marked with your child's name.

If your financial situation is such that you are unable to pay at the present time, contact the school office to set up an alternate payment plan. Accounts that have not paid will be sent reminders during the school year. If at the end of the school year an account has not been paid in full, it will be turned over to a collection agency. The School Board has adopted a policy stating that the fees charged by a collection agency will be added to the total amount due.

2.11 School Delays or Cancellations

In the event of a “snow day”, school delay, or cancellation for some other reason, official information will be sent out via Power Announcement and may also be seen on Channel 16, 22, or 28 television. In case school needs to be dismissed early, we would use these same methods of contact. Parents may access their child’s Power School account to set up how they prefer Power Announcement to contact them. If you have questions regarding Power Announcement, please contact the office.

Students need to know what they are to do in the case of an early release. Usually plans can be made for them to go to a relative’s home or a babysitter. To avoid panic, parents should keep their children informed about what to do before the problem arises.

The law requires that school missed due to weather be made up.

2.12 Student Appearance

Children are to come to school neat, clean, and dressed appropriately for the weather. Student appearance disruptive to the school environment is not permissible. Suggestive or profane pictures or wording on clothing is not permissible. Shirts should be either short or long sleeved depending on weather. No spaghetti straps or tank tops with straps less than 2” wide should be worn to school. Shorts should be walking or Bermuda shorts, no “short” shorts or biking shorts. Shorts should be at fingertip length when arms are hung normally at the student’s side. Shorts are permitted through the first nine week grading period and beginning again with the first Monday returning from spring break. If students choose to wear shorts, they are still expected to go outside for recess. Due to safety students wearing flip-flops or slide on type shoes will be expected to remain on the blacktop while outdoors.

2.13 Use of the Phone

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 office phones to go home with a friend. Permission for this type of activity needs to be arranged ahead of time.

Student cell phones are to be off or put on silent during the school day and must be kept in a backpack or locker. Students are

not to have their cell phones on their person during school hours. Any cell phone or electronic device brought to school is at the student's own risk. New Paris Elementary School will not be held liable for lost, stolen and/or broken devices of any kind.

2.14 Parking

Parent and Visitor's parking will be on the South and East sides of the school building. Bus and Staff parking will be on the West side of the building with no parking in this area by visitors from 7:30 a.m. to 3:30 p.m. All student drop offs and pick ups will be in the front of the school (South). Signs will be posted for other routes.

2.15 Cell Phones at School

We want to make sure at New Paris Elementary that the technology we are using at school helps to enhance the learning process and not distract from it. For this reason, we would ask that children not bring cell phones to school. If for emergency reasons you want your child to have a cell phone here at school, the cell phone is not to be in use or visible during the school day.

Student cell phones are to be off or put on silent during the school day and must be kept in a backpack or locker. Students are not to have their cell phones on their person during school hours. Any cell phone or electronic device brought to school is at the student's own risk. New Paris Elementary School will not be held liable for lost, stolen and/or broken devices of any kind. Thank you in advance for your understanding and cooperation.

- **1st Offense:** Warning, confiscated, and student may pick up phone at end of day in office.
- **2nd Offense:** Confiscated, parent called, and student may pick up phone at end of day in office.
- **3rd Offense:** Confiscated, parent called, and parent must pick up phone at end of day in office.
- **Further Incidents:** Will result in progressive acts of correction as assigned by principal.

SCHOOL CONDUCT

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

3.1 Building Guidelines

1. Students must not yell or talk loudly in the building.
2. There is to be no fighting or name-calling.
3. Students are to walk, not run, in the hallways.
4. Students are not to be in the halls, restrooms, or gym without a permission/a pass.

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

3.2 Cafeteria Guidelines

1. Wait in line in a quiet and orderly manner.
2. You will be seated by teachers in a specific area.
3. While eating:
 - a. Use a normal tone of voice at all times. We use good table manners at New Paris Elementary.
 - b. Keep your hands to yourself.
 - c. Use ketchup and mustard in an acceptable way.
 - d. Eat your own food. Food should not be shared or exchanged for the health and safety of all.
 - e. Be considerate of the cooks! Put trays and silverware in the return area where they belong.
4. Supervisors will address any behavior issues and expect for all students to be using a reasonable level voice and remain in their seats. Further directions will be given when needed.

3.3 Gym Guidelines

1. Students must have gym shoes to play on the gym floor.
2. Shoes will be marked so supervisors can readily see that they are gym shoes.
3. No students are allowed in the coach's room or the equipment room.
4. Students are not to run or jump in the bleachers.

3.4 Playground Guidelines

1. Games that involve the chasing, grabbing, or pushing of other students will not be allowed.
2. There is to be no stone throwing.
3. Throwing snowballs is not allowed.
4. Students will not be allowed to slide on the ice.
5. "Hard" baseballs are not allowed on the playground.
6. There will be no climbing on or over the fence.
7. Students may not come into the building or leave the playground without permission (not even to retrieve balls).
8. Students must wear coats and/or boots when signs are posted. A RED spotlight means students must wear coats outside. YELLOW indicates that long sleeves must be worn. GREEN indicates that short sleeves are acceptable.
9. No toys will be allowed on the playground.
10. Students are to use the playground equipment properly.
11. Students must remain on school property and on the designated playground area.
12. Students must line up in their class line immediately when the bell rings at the end of recess.
13. Students are to enter the building in an orderly, safe, and quiet manner.
14. Students must follow all directions of the staff and recess supervisors.

3.5 Bus Information and Guidelines

For the safety and well-being of all students, it is necessary to have rules. Following are the ten basic rules that parents and children should know and understand.

1. No pupils should stand or move from place to place during the trip.
2. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
3. Pupils should not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.

4. No windows or doors will be opened or closed except by permission of the driver.
5. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
6. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than two minutes after the scheduled time for arrival at the pupil station. After coming to a complete stop, the bus driver does not need to wait if he/she is running two minutes late.
7. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.
8. Students are not to eat on the bus at any time unless they are given permission to do so by the driver.
9. It is the responsibility of the students to see that the bus is kept in the condition that they find it upon entering in the morning or evening. They are not to throw anything on the floor and are subject to disciplinary action should this be reported.
10. It is the responsibility of the school and the driver to see that students reach their destination safely. Therefore, students will not be permitted to get off the bus at any place other than their home without written permission from their parents or from the principal or office of the Superintendent. Direct communication is encouraged and in most instances problems can be worked out by simply contacting the bus driver. If the problem is not worked out then contact the principal of the school. The drivers and school personnel appreciate your support in maintaining safety in our school buses.

3.6 Items Brought to School

Items out of the ordinary must be approved in advance by the school office and the bus driver if being transported on a bus. Items that present a health, safety, or disruption concern on the bus or in the school environment will be seriously reviewed and may be denied access to the bus or the school. Devices used to access e-books are permissible for classroom use only and require teacher supervision. Students bringing such devices to school may not hold the school

liable for damage, theft, or loss. When not in use, the device is to be stored in the student's backpack or desk. The device may not be used to access the district network.

3.7 Crossing Guard

A crossing guard is posted at the corner of Division and Fifth streets daily beginning at 7:30 a.m. and again at 3:00 p.m. All students crossing Division Street to and from school are to cross with the guard. The crossing guard will retain students on the West side of the street before school. When traffic has cleared, students will be allowed to cross. Cooperation is a key to safety, and all students will follow the directions of the crossing guard.

3.8 Search of Lockers

According to P.L. 148, Sec 1.20-8, 1-5-17, students using a locker that is property of the school corporation may presume to have no expectation of privacy in that locker or its contents. The principal or a written designee may search the contents at any time. Where possible, the student will be asked to be present during a search.

3.9 Use of Dogs to Search on School Property

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

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

limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

3.10 Search and Seizure – Person

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

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

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

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

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

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/Visitor’s person or personal effects. In the event of a threat or other credible information the use of metal detectors may be extended to all activities on school grounds. 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.

3.11 Behavioral Expectations

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

- Fighting and/or any other aggressive physical behavior. Any student fighting or using other aggressive physical behavior with the intent to cause harm may be subject to suspension.
- Inappropriate language or gestures.
- Disrupting the learning of other students.
- Stealing – Any student who steals from the school or another classmate may be subject to suspension.
- Destroying property – Any student who defaces or destroys school property may be subject to suspension.
- Sexual Harassment
 - The making of written or verbal sexual innuendos, suggestive comments, threats, or jokes of a sexual nature.
 - Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment; making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
 - Threatening or causing unwanted touching, contact, or attempts at the same, including patting or pinching.

- Any student sexually harassing another student may be suspended for a minimum of one school day.
- In accordance with strong recommendations from legal counsel, we are informing parents, employees, and students through this statement that sexual harassment will not be tolerated in the schools. Copies of the policy and related information are available in the principal's office as well as the counselor's office.
- Bullying – Bullying means overt, repeated acts or gestures, including:
 - Verbal or written communications transmitted
 - Physical acts committed
 - Any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.
- Weapons, Drugs, Tobacco, or Alcoholic Beverages – Any student in the possession of weapons, drugs, tobacco, or alcoholic beverages will be suspended and/or expelled in accordance with the policies of the Fairfield Community Schools.

3.12 Behavior Consequences

SCHOOL BEHAVIOR

RIGHTS, RESPONSIBILITIES, AND REGULATIONS

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

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

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

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

STUDENT DISCIPLINE POLICY

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: 1) A teacher will have the right to remove a student from his/her class or activity for a period of time.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or

take part in any school function for a period of up to 10 school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 4.1 Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
- 4.2 Active Observer Status:

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

5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. Verbal, written and physical threats of bodily harm toward students, faculty, staff, or other employees are also considered a part of threatening and intimidating.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any "look-alike" substance. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, or transmitting any substance, which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropranolamine (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 parent.
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

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

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

3.13 Consequences for Bullying Behavior

(Levels may be skipped over depending upon frequency and severity of bullying behavior)

- Level 1: Parent contact (required)/conference
- Level 2: Parent contact (required)/conference
 - Anti-bullying training/counseling
 - Loss of recess/lunchroom/bus/extracurricular/special event privileges or receive office detention
- Level 3: Parent contact (required)/conference
 - In-school suspension
 - Additional anti-bullying training/counseling
- Level 4: Parent contact (required)/conference
 - Behavior contract
 - Restitution
 - Out-of-school suspension
 - Additional anti-bullying training/counseling in form of assignment/packet
- Level 5: Recommendation for expulsion

3.14 Possible Supports/Education for Student Exhibiting Bullying Behaviors

- Frequent checks on well-being by teacher/principal/nurse/counselor
- Regular home-school communication
- Anti-bullying training
- Counseling sessions with the school counselor/social worker/school resource officer
- Providing parents information regarding outside agency/counseling
- Accommodations of day, placement, activities

3.15 Support for Bullying Victim

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

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

HEALTH SERVICES

4.1 Nurse Information

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

4.2 Emergency Information

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

4.3 Birth Certificate

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

4.4 Immunizations

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

Minimum Immunization Requirements:

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 disease

Grade 5:

DTaP – 5 doses

Polio – 4 doses

MMR – 2 doses

Hepatitis B – 3 doses

Varicella – 2 doses or physician documented history of disease

Hepatitis A – 2 doses

Grade 6:

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 disease

Meningococcal – 1 dose

Tdap – 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.

4.5 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, http://www.in.gov/isdh/files/2016QuickFact_Meningococcal.pdf

4.6 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 Department of Health Website: http://www.in.gov/isdh/files/2016QuickFact_Pertussis.pdf

4.7 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.

4.8 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.

Policy Summary:

- All medication is stored in the nurse's office in a locked and secure location. Students are not permitted to have medication (prescription or non-prescription) on their person without special permission for self-administration from a physician.
- Medication will only be administered by trained school employees.
- A medication authorization form (available from the school nurse) must be on file for each medication given.
- Written consent is valid for the period specified on the authorization form, and in no case longer than the current school year.
- Medication will not be administered if sent in anything other than the original container (i.e. plastic baggies, envelopes, etc.) and ALL (prescription and over-the-counter) medications (for grades PreK-8) must be transported by a parent/guardian ONLY.
- Medication that is given three (3) times a day should be given in the morning before school, after school, and at bedtime. It will not be given during the school day unless a physician provides written notification, or arrangements are made with the school nurse.
- Morning medication will not be given at school on two-hour-delay days, unless specific arrangements have been made with the school nurse.
- Alternative treatments that are not regulated by the FDA will not be administered at school unless otherwise deemed medically necessary in a signed statement by a healthcare provider

Prescription Medication

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

- Any changes in administration must be in writing by the child's health care provider.

Over-the-counter Medication

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

4.9 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 for keeping students home from school:

Vomiting and/or Diarrhea

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

Fever

A student with an oral temperature of 100.4°F or higher, may not attend school until they are fever-free for 24 hours without the use of fever-reducing medications [i.e. Ibuprofen (Advil), Acetaminophen (Tylenol), or Naproxen (Aleve)].

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, eye(s) appear pink/red, or the eyes burn or itch. Contact your healthcare provider. Students

diagnosed with pinkeye may return to school 24 hours after the first dose of an antibiotic prescribed by a physician.

Skin Condition/Undiagnosed Rash

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

Cough

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

4.10 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 and 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 6.5 for the school district's general pest control policy.

4.11 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 with or without the wind chill factor.

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

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

4.12 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 the normal limits and a professional examination will be recommended. Financial assistance for eye exams may be available.

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.

4.13 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 are not to share or exchange food in the cafeteria. If a student is diagnosed with a life-threatening food allergy, an Allergy Action Plan is required and can be obtained from the school nurse.

Parents/guardians will receive written notification of any food allergen concern 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 handwashing 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.

ACADEMIC SERVICES/EXTRACURRICULAR ACTIVITIES

5.1 Homework

(Following is a “condensed version” of Fairfield’s homework policy)

Research has indicated that often the difference between the achiever and the non-achiever is not necessarily how intelligent or how able each may be, but rather how effectively each studies. Homework is an out-of-class assignment that contributes to the education of the student. It is an extension of class work that is related to the objectives of the curriculum presently studied. Homework assignments are an ideal vehicle to allow parents to become aware of what their children are doing in school. The amount of homework should vary according to the age, cognitive style, physical needs, and interest of the student. Homework should fulfill the following objectives:

1. Preview, reinforce, and extend classroom learning
2. Teach students responsibility and organizational skills
3. Promote wise time management skills

Role of Parent

- Establish a regular “homework” time in the home
- Encouraging and supporting their child’s efforts but not completing the work for the child
- Communicating with the teacher whenever their child has consistent difficulty with homework
- Encouraging their child to seek help and ask questions of the teacher when in doubt about an assignment

Role of the Student

- Clarifying with the teacher any questions pertaining to the instructions before leaving class.
- Taking home any materials and information needed to complete the assignment.
- Learning to budget his or her time.
- Analyzing his or her study habits and taking advantage of available study helps.
- With the aid of their parents, check carefully the completed assignments.
- Returning all work completed to the teacher by the date requested.

- Making up work missed during an illness or excused absence.

5.2 Special Learning Needs

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.

All kindergarten students receive a speech and language screen. Students in K-12 may also be referred to the speech pathologist for speech, language, or hearing screening by school personnel or parents. Students receive diagnostic testing and enrollment in therapy, if recommended, after parent permission is received and a conference has been held concerning the student's speech program. Speech therapy is provided for students with articulation, stuttering, voice, and language problems.

Students in kindergarten, grades 1, 4, 7, 10 and new elementary school students receive hearing screenings each year. If the student fails, a retest will be scheduled. If the student fails the retest, a referral form will be sent home. 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.

5.3 Special Education

Students are evaluated in order to qualify for the Learning Disability or Mildly Mentally Handicapped programs. Placement is a case conference decision. The program is intended to meet the needs of students who have been diagnosed with specific learning needs best served through special education services.

5.4 Title 1 and Remedial Assistance

New Paris Elementary School is a school-wide Title I School. Title 1 provides remedial reading instruction for grades K-4. Students are selected on the basis of greatest need with initial qualification resulting from test data. Additional recommendations are also given by classroom teachers. Students are reconsidered for assistance each year. Students in the program receive 20-30 minutes of assistance four to five times weekly. The main goal of the program is for students to achieve grade level benchmarks in reading independently within the regular classroom.

5.5 High Ability

Students in grades K-6 qualify for the high ability program based upon standardized tests and other measures. The program includes enrichment instruction for students in math and language arts and is based on needs of the student.

5.6 Grades and Reporting

Students will receive report cards four times a year following each nine weeks grading period. Parents may also view student progress via the parent portal portion of Power School. A sign-in and password is generated for each student to access the portal. Grades will be updated by the 1st and 15th of each month to keep parents apprised of their child's progress.

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.

5.7 Parent-Teacher Conferences

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

5.8 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 tennis shoes (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 doctor's statement will be needed to be excused from attending P.E. class when the child is well enough to attend school.

5.9 Band and Choir

All students in fourth grade learn to play recorders (or like instrument) as a pre-band instrument. When a student enters sixth grade, he/she has the opportunity to become a member of the beginning band.

Any student in sixth grade may become a choir member. The choir has participated in various competitions in recent years as well as performing for programs here at the school.

5.10 Elementary School Sports

Extra-curricular sports at New Paris Elementary emphasize skill acquisition, enjoyment, teamwork, and sportsmanship. Participation by all players takes a priority over winning. At New Paris Elementary, academics come first. Participation in sports, while important, is secondary. Any student failing in any subject for three consecutive weeks shall be ineligible from participation in that sport for the following three weeks.

Sports at New Paris Elementary for fifth and sixth graders include boys' basketball, and girls' basketball and volleyball. These opportunities are offered provided there is adequate number of participants and coaching staff. Physicals are encouraged for participation, but are not required.

All students must have a signed permission slip on file before participation in any sports is permitted.

Sixth graders may participate in cross country through Fairfield Jr.-Sr. High School. An ISHAA sports physical is required to participate and may be obtained on or after May 1 of the student's 5th grade year. Physical forms are available in the school office or online at the school web site. 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.

5.11 Library

New Paris Elementary has the school library and also the Porter Charpie Library housed in the same room. Students are expected to check out books and make good use of the library.

For parents and patrons in the community, the library is open on a schedule set by the school, pending adequate supervision is present. The Porter Charpie Library is our "public" library and contains many

good books for teenagers and adults. You may call the school office for current day/hours.

5.12 Field Trips

Because of limited space, the teacher reserves the right to approve or deny the number of chaperones for field trips.

5.13 Counseling Program

Students may be referred to the counseling program for behavioral, social, educational, psychological, or familial difficulties. Counseling services are geared toward student needs and may include, but are not limited to: classroom counseling lessons based on district adopted curriculum, new student orientation, individual counseling, group counseling, support group participation, Attention Deficit Disorder screening, referrals, parent contacts. Referrals may be made by school personnel, parents, and others involved in the educational process. Referrals may be made informally by verbally referring a student to the counselor or formally by completing the form provided by the school counselor upon request.

5.14 Lost and Found

Many items are lost by students each year and many are often not claimed. A lost and found bin is placed in the main hall for such things as clothing. 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 also be tagged or marked for identification.

Any items left in the lost and found at the end of the school year will be donated to a nonprofit organization.

5.15 Insurance

Because of substantial premium increases, Fairfield Community Schools will not provide health or accident insurance for injuries incurred by your child at school or in athletics. For this reason, all parents should investigate whether their children are adequately insured through their family policy or whether they should purchase additional health or accident insurance. Contact the school for more information on available insurance policies.

5.16 P.T.O.

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

Any of the P.T.O. officers may be contacted if you want to bring up P.T.O. concerns. P.T.O. President is Danielle Phebus. The Executive Board meets several times throughout the year. The officers, representatives, and the principal make up the Executive Board.

MISCELLANEOUS POLICIES

6.1 Compliance Plan Section 504 of the Rehabilitation Act of 1973

Fairfield Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapped conditions, or national origin including limited English proficiency, in any employment opportunity.

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance procedures), please contact the principal's office or the following coordinators: Tom Tumey, Title IX Coordinator (gender discrimination), Fairfield Community Schools, 67240 C.R. 31, Goshen IN 46528, phone: (574) 831-2188.

6.2 Review of Educational Records

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

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

6.3 Network and Internet Access Acceptable Use Expectations

The following agreement is in effect for all corporation-provided access to electronic information, services, and networks. All provisions of this policy are subordinate to local, state, and federal statute. All students, certified, and non-certified employees are referred to hereafter as *User(s)* and the Fairfield Community School Corporation is hereafter referred to as the *Corporation*. The intent of this agreement is to inform all Users and ensure that network policies supported by the Corporation are identified. The network is to be used for educational purposes. As such, the network will assist in the collaboration and exchange of information, facilitate growth through the use of technology, and enhance information gathering and communication skills. All Users are expected to follow the AUP policies. Those who do not agree with the AUP must file notice with the District Technology Director.

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

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

The Corporation reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believes to be unlawful, obscene, abusive or otherwise objectionable (e.g., graphic violence, the manufacture or use of explosives, weapons, controlled substances, slurs to race, ethnic background, gender,

sexual orientation, etc.). Users will not use their Corporation-approved computer account to obtain, view, download or otherwise gain access to, distribute, or transmit such materials.

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

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

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

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

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

Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, or sexually explicit material. Materials containing graphic violence, instruction on the manufacture or use of explosives, weapons, controlled

substances, or slurs to race, ethnic background, gender, or sexual orientation is also defined as misuse.

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

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

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

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

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

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

Violating local, state or federal statutes.

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

Accessing the Internet while not under direct adult supervision.

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

Students’ home and personal Internet use can affect the school and other students. If students’ personal Internet expression, such as threatening messages or an inappropriate website creates the likelihood of disrupting the school’s operations, students may face school discipline and criminal penalties. Students must be aware of the consequences of their communication via social networking

(i.e. Facebook, MySpace), learning bulletin boards (i.e. Moodle, Blackboard), and email and text messages. A general guideline often offered to employees and children is that a User should not send anything that he/she would not want an employer or one's grandmother to see.

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

The student agrees to abide by the policies, rules and regulations of system usage contained in the FCSC Technology Handbook, specifically the FCSC Acceptable Use Expectations available on the corporation 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.

Consequences

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

For Students:

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

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

Misuses/Offenses:

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

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

Misuses/Offenses:

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

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

Misuses/Offenses:

- ✓ Repeat offender from Level 2.
- ✓ Anything that is a threat to the health and safety of others. Examples: hate mail, harassment, threats, etc.
- ✓ Knowingly accessing inappropriate content. Examples: pornography, hacker sites, violent sites, etc.

- ✓ Intentionally bypassing, and/or disabling FCSC security and filtering mechanisms in any way. Some examples, but not limited to, disabling of antivirus software, use of proxy avoidance websites and/or specialized software.
- ✓ Intentionally vandalizing (physically or virtually) technology equipment or software/content.

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

Misuses/Offenses:

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

6.4 Pictures for Publicity Purposes

Occasionally throughout the year we will have news articles and/or PTO social media posts pertaining to activities at our school. If you do not wish to have your child's picture taken or have them identified for publicity purposes, please contact the school office to complete a form to opt-out of your child's picture and/or information being used for these purposes.

6.5 Pesticide Policy

Fairfield Community Schools is committed to providing students a safe environment. Fairfield seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in a school and its surrounding grounds, under some circumstances they may pose a hazard to children.

Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively

while minimizing potential pesticide exposure to children. Therefore, Fairfield Community Schools has instituted a “Pest Control Policy” for the district. The basic ingredients of this policy are:

- Inform parents and staff members of the corporation’s pest control policy.
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice of planned pesticide applications to parents and employees who have requested advanced notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain written record for at least 90 days of any pesticide applications.
- Provide notice of at least two (school) days prior to the date and time the pesticide application is to occur. In case of emergency pesticide applications required because of immediate threat to the public health, the school shall give written notice as soon as possible.

If a parent or staff member wants to be added to the registry, please contact Phil Menzie, administrative assistant of business.

6.6 Asbestos Policy

The EPA “Friable Asbestos-containing Materials in Schools Identification and Notification Rule” (40 CFR Part 763) requires that all public and private, primary and secondary school inform all school employees and the School’s Parent-Teacher Organization, of the location of friable ACM within the building.

The following is a “building by building” summary of the test results from the investigations conducted by ATEC, Inc.

- Benton, Millersburg and New Paris Elementary Schools: The buildings contain no friable ACM.
- Fairfield Jr.-Sr. High School: The building contains no friable ACM.
- The Fairfield Administration Building contains no friable ACM.

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

Robert Evans, Superintendent of Fairfield Community Schools.

6.7 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 1, Title III, or Title IV (race, color, creed, national origin, and limited English proficiency).

Dr. Robert Evans, Superintendent, Fairfield Community Schools, 67240 CR 31, Goshen IN 46528

6.8 Fairfield Community Schools Grievance Procedure for Section 504, Title VI, Title IX or A.D.A.

All complaints of discrimination on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency should be discussed with the local building administrator. The complaint should be in writing and fully describe the circumstance. Every effort will be made to resolve the situation at the building level. If the complaint cannot be resolved, the following local grievance procedure has been established to resolve complaints of discrimination on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

Step One

The grievance shall be submitted to the district coordinator for Section 504, Title IX, A.D.A. and Title VI of Fairfield

Community Schools, who shall investigate the circumstances of the alleged violation. The coordinator shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

Step Two

If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report of the coordinator to the superintendent of the Fairfield 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 named 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 the 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.

6.9 Idling of Vehicles on School Grounds

The 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.