

# Millersburg Elementary Middle School

P.O. Box 238  
203 E. Main Street  
Millersburg, IN 46543  
Phone: 574-642-3074  
Fax: 574-642-3918

## MISSION STATEMENT

*Together with the community, we will  
**create** responsible students,  
**develop** positive attitudes, and  
**ensure** student achievement and growth.*



## Parent-Student Handbook 2022-2023

## Table of Contents

1. General Information
  - 1.1 Building Information/Hours
  - 1.2 Arrival/Dismissal
  - 1.3 School Delays/Cancellations
  - 1.4 Visitors and Volunteers
  - 1.5 Textbook Rental
  - 1.6 Attendance
  - 1.7 Attendance Awards Policy
  - 1.8 Doctor and Dentist Appointments
  - 1.9 Sending Money to School
  - 1.10 Items Brought to School
  - 1.11 Lost and Found
  - 1.12 Phone Usage
  - 1.13 Lunches and Milk
  - 1.14 Emergency Drills
  - 1.15 Parent-Student Handbook FAQs
  - 1.16 COVID-related Policies
2. Discipline
  - 2.1 MEMS Discipline
  - 2.2 School Behavior Policy
  - 2.3 Sexual Harassment
  - 2.4 Search of Lockers
  - 2.5 Student Appearance
  - 2.6 In-Area Without Permission
  - 2.7 Bus Procedures
  - 2.8 Bullying
3. Academics/Extra Curricular Activities
  - 3.1 Homework Policy
  - 3.2 Parent Portal
  - 3.3 Fine Arts
  - 3.4 Intervention Club
  - 3.5 Physical Education Policy
  - 3.6 Sports
  - 3.7 Least Restrictive Environment Vision
  - 3.8 Review of Educational Records
- 3.9 Special Education
- 3.10 Speech, Language, and Hearing
- 3.11 Title 1 and Remediation
- 3.12 High Ability
4. Health Services
  - 4.1 Nurse Information
  - 4.2 Emergency Information
  - 4.3 Birth Certificates
  - 4.4 Immunizations
  - 4.5 Meningococcal Disease
  - 4.6 Pertussis
  - 4.7 Physical Examinations
  - 4.8 Medication Policy
  - 4.9 School Absences for Illness
  - 4.10 Insect Infestations
  - 4.11 Staying in at Recess
  - 4.12 Screenings
  - 4.13 Food Safety
5. Policy Notification
  - 5.1 Pest Control Policy
  - 5.2 Insurance
  - 5.3 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)
  - 5.4 Network and Internet Access Acceptable Use Expectations
  - 5.5 School Publicity
  - 5.6 Use Of Dogs To Search On School Property
6. Safety Policy
  - 6.1 Security Camera
  - 6.2 Metal Detector Policy
  - 6.3 Use Of Dogs To Search On School Property

# 1. General Information

## 1.1 Building Information/Hours

School Address: P.O. Box 238  
203 E. Main Street  
Millersburg, IN 46543  
Phone: 574-642-3074  
Fax: 574-642-3918

Office Hours: 7:30 AM - 4:00 PM

Office Personnel:	Mr. Wade Jagger, M.Ed	Principal
	Mr. Adam Tomlinson, B.A.	Principal's Assistant (TOSA)
	Mrs. Kim Espinoza,	School Nurse
	Mrs. Jordan Fosnough	Secretary/Treasurer
	Mrs. Cindy Mansfield	Support Secretary

School Hours:	Mon/Tues/Thurs/Fri	→	8:00 AM - 2:50/2:55 PM
	Late Start Wednesdays	→	8:30 AM - 2:50/2:55 PM

## 1.2 Arrival/Dismissal

### Arrival:

On Monday, Tuesday, Thursday, and Friday, school begins at 8:00 AM. Buses unload at 7:50 AM on the west side of the building.

\*Children walking or dropped off by parents must not arrive before 7:45 AM.

On Late Start Wednesdays, school begins at 8:30 AM. Buses unload at 8:20 AM on the west side of the building.

\*Children walking or dropped off by parents must not arrive before 8:15 AM.

Children walking or dropped off by parents must enter at Door 1 - Main Entrance (south).

### Dismissal:

Elementary car riders begin dismissal at 2:50 PM.

Middle School and bus riders are dismissed at 2:55 PM; with buses leaving at 3:00 PM.

Walkers, bike riders, and buggy riders are dismissed as soon as bus and car traffic have cleared.

\*Students not participating in an extra-curricular event immediately after school must be picked up by 3:00 PM.

\*\*Student spectators attending an extra-curricular event must go home after school and return for the event.

### Changing Dismissal Arrangements:

If dismissal arrangements for your child are different than their usual routine, please be sure to notify the school secretaries no later than 2:30 PM to ensure the office has time to locate your child and notify the classroom teacher. A note from anyone other than the child's parent or guardian will not be honored.

Students going home with a friend must have prior approval through the Transportation Department. Please contact Transportation at 574-831-2188 to make this request. A minimum of 2-3 days notice is recommended. Once approved, Transportation will then notify the school office of the arrangement.

Students without permission from the Transportation Department will be required to go home as they normally do.

Dismissal after Field Trips:

Parents are asked not to sign their students out of school prior to their normal dismissal time following school field trips and other school programs. Doing so is especially disruptive to non-participating siblings, their classmates, and their teachers who likely planned for a normal day of teaching and learning. Parents are asked to join the car pick up line if their student will not be taking the bus home. Following this procedure prevents classroom learning disruptions and allows for the safe, routine dismissal of all students.

**1.3 School Delays/Cancellations**

In the event of a school delay or cancelation, official information will be sent out as an automated phone call (Power Announcement). We will also try to have a Power Announcement recording regarding any delay/cancellation available on the MEMS automated directory (Option #1) by 6:15 AM. In case school needs to be dismissed early, we would use these same methods of contact. If you have questions regarding Power Announcements, please contact the office.

*eLearning for Inclement Weather:*

Teacher's office hours are 10:00 AM - 2:00 PM, unless otherwise communicated. Students will complete their eLearning assignments online or by take-home packets. If your child does not complete the required homework, he/she will be considered absent for this day. Typically, homework deadlines are within 3-5 school days of unforeseen eLearning days, depending on material delivery, and are communicated immediately following the school cancellation.

**1.4 Visitors and Volunteers**

All visitors/volunteers begin their visit by reporting to the school office to sign-in and receive a visitor badge. Parents/Guardians interested in visiting/volunteering in a classroom should communicate that interest with the teacher in advance. To minimize disruption of classroom instruction, teachers will request advanced approval and schedule visitors/volunteers based on classroom needs.

All visitors/volunteers must have an approved Limited Criminal History Check completed by school officials at least one school day prior to the planned visit date. This completed history check is valid for the current school year and would apply to birthday parties, field trips, classroom visits, and eating lunch with your child, among other things. Those visiting at lunch are to notify the school office by 9:00 AM if they wish to purchase a school lunch.

Classroom visits are typically an hour or so in length. Visitors/volunteers are strongly urged to find child care for preschoolers so they may devote their attention to the classroom they visit.

**1.5. Textbook Rental**

A list of the fees for renting textbooks, purchasing workbooks and other school items will be sent home within the first month of school.

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

## **1.6 Attendance**

### **ATTENDANCE - BENTON, NEW PARIS, MILLERSBURG ELEMENTARY-MIDDLE SCHOOL**

Good attendance is important and a child should be in school whenever possible. However, when a child does need to be absent, parents need to either call the school office or send a written note when the student returns to school. Fairfield Community Schools feel very strongly that regular attendance and promptness are essential for students to receive the maximum benefit from school and for effective and meaningful learning to occur. Therefore, parents are encouraged not to take the student out of school unless it is an emergency situation.

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

### **ELKHART COUNTY ATTENDANCE POLICY**

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

#### **Parents will be notified by:**

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

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

##### **Level 2: 7 (Seven) Incidents of Absences of Concern**

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

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

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

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

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

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

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

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

#### *Tardies To School:*

Students not in their classroom when the 8:00 AM bell rings (8:30 AM on Late Start Wednesdays) will be counted tardy. Tardies reset each quarter.

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

#### *Tardies in Middle School classes:*

Students not in their classroom when the period begins will be counted tardy.

- At the 1st tardy, a warning will be given.
- For any further tardies, a student will serve detention.

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

### **1.7. Attendance Awards Policy**

In order for students to earn perfect attendance awards at the end of each nine weeks, the student must be in school every day for more than half of the school day. Students who are present for half a day or less will not be eligible for perfect attendance awards. Due to the impact of COVID-related policies, attendance awards may be suspended completely or a variation of attendance awards may be given alternatively.

### **1.8 Doctor and Dentist Appointments**

Please send a note or call the school notifying us of any appointments. Parents must come into the office to sign out the child. Our policy is not to allow children to be picked up outside the school building. Parents are encouraged to schedule non-emergency doctor and dental appointments at times outside of the school day.

### **1.9 Sending Money to School**

Money sent to school with children should always be in **an envelope labeled with the name, amount, and the purpose**. Checks for lunches or textbook rental should be made out to Millersburg Elementary-Middle School. Book club checks should be made out to the book club company, not to Millersburg Elementary-Middle School.

### **1.10 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 the bus. Items that present a health, safety, or disruption concern on the bus or in the school will be seriously reviewed and may be denied access to the bus or the school.

Students are **not** to bring toys or valuables (such as cell phones, MP3 players, ipods, Game Boys, other electronic equipment or sports collections) except with the permission of their teacher. The school is not responsible for lost or stolen items of value brought to school by students. Also, children should mark items such as gym shoes and basketballs if they are to be used at school.

### **1.11 Lost And Found**

A lost and found box is placed in the 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. Unclaimed items will be donated to local charities during scheduled breaks in the school calendar.

### **1.12 Phone Usage**

The phone is for school business only. Students may use the phone under emergency circumstances upon permission from their teacher and the office. Students are discouraged from bringing cellphones to school. The school is not responsible for lost or stolen cell phones. Any cell phone brought to school is to remain off and stored with the student's possessions in their closet/locker at all times during the day.

Violations of unauthorized cell phone use turned into the office by staff may include:

1<sup>st</sup> Violation- The Principal keeps the cell phone until the end of the day.

Further Violations- Principal keeps cell phone until parents pick the cell phone up.

### **1.13 Lunches and Milk**

The school provides nutritional breakfasts and lunches (milk is included) for children. Millersburg offers choices for student lunches. Students are welcome to take the entire lunch tray option, or they may choose to have 3 out of the 5 food options. One of the options they select must be a fruit or a vegetable.

The main entree is optional but students are encouraged to take it.

Lunch money may be sent in for the week or money may be sent in to be credited to your child's account. Students may carry their lunch and purchase milk if this is desired. Please do not send candy, pop, or fast food with your child's lunch. Parents and students are encouraged to read the menu each day.

Children will be strongly encouraged to eat most of their lunch. If the child does not like what is on the menu, he/she is encouraged to bring a lunch from home on that day.

Notification will be sent home when a student has a low or negative balance. 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.

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

This institution is an equal opportunity provider.

## **1.14 Emergency Drills**

Safety is a top priority at MEMS. In accordance with governing laws & regulations, and to help ensure our preparedness should a true emergency arise, a variety of emergency drills are conducted throughout the year. These emergency drills commonly include: **Fire Drills, Severe Weather (Tornado) Drills, and Lockdown Drills**. Whether a drill is initiated by alarm, air horn signal, or a public announcement system, students must:

1. Remain quiet and orderly.
2. Follow staff directions and posted procedures promptly.
3. When directed by staff, proceed to and remain in the designated area until the completion of the emergency drill is clearly communicated by school personnel.
4. When the emergency drill has concluded, follow staff directions to resume class or return to the building in an orderly fashion.

## **1.15 Parent-Student Handbook FAQs**

The Parent-Student Handbook will be made available in its entirety on the school's webpage. A printed copy may also be made available to school families upon request as well. However, sometimes our school families find some handbook sections more relevant than others depending on the grade-levels of their children. As a result, the school may share selections of handbook information at times that are related to frequently asked questions (FAQs) or that are most relevant to safe and efficient school operations.

## **1.16 COVID-related Policies**

Our local chain of legal authority, the School Board and the Superintendent's Administration, will determine and help guide any COVID-related policies and practices.

# **2. Discipline**

## **2.1 MEMS Discipline**

At Millersburg Elementary-Middle School, the application of effective discipline should help to guide students toward a better version of themselves through corrective learning opportunities for personal growth that helps to reinforce the inherent value of an individual within a larger team and community. Therefore, with meaningful relationships and in partnership with our families, discipline is an important educational service we provide to ensure a positive and orderly school environment where students are safe, cared for, and learning!

Teachers will clearly communicate classroom expectations, rewards and consequences for choices. Students will also be instructed by staff on behavior expectations in locations outside of the classroom.

If a rule/procedure is broken, the student will be reminded of the rule and be given the opportunity to correct the action prior to a behavior form being issued. If the action is not corrected, the student will receive a behavior slip to take home for a parent/guardian signature.

Behaviors that may result in a behavior slip and consequence include:

1. Inappropriate verbal and nonverbal language
2. Habitual late/missing work
3. Open disrespect to staff
4. Repeated offenses of the same rule/expectation
5. Other disruptive or significant misconduct



Classroom Consequences may include but are not limited to the following:

1. Verbal warning
2. Redirection
3. Change of seating
4. Loss of recess
5. Teacher consequence
6. Call Parent/Guardian
7. Write a referral to the office or school counselor

Lunch Detention

1. Served during a student's lunch period
2. Failure to attend will result in additional consequences  
In the case of an absence from school, the student will serve on the day they return to school.

Time out in the office

1. Time for student to calm down
2. To remove student from classroom as a consequence of actions

In-School Suspension

1. In-School Suspension could be in the office or other designated area.
2. Students are required to bring all of their school work.
3. Students will not be allowed to participate in after school activities the day of the In-School Suspension.

Out of School Suspension

1. Assigned to students who repeatedly fail to follow school guidelines or commit acts that negatively affect the learning environment.
2. Any school work missed may be given no credit.
3. The number of days assigned will be directly related to the frequency or severity of the behavior, and/or its combination with other behaviors throughout the school year.
4. Students may not attend school activities on school grounds or elsewhere until the completion of all assigned OSS days.

Expulsion

1. The result of a behavior that is detrimental to the learning environment.

The administration has the right to use disciplinary actions necessary to insure a positive and safe environment for students and staff. Teachers can use classroom consequences for behaviors prior to being sent to the office.

### **Middle School Discipline: Additional Information**

#### **Behavior Slip System**

The Middle School teacher team will design and implement their own student behavior monitoring system. Sometimes referred to as "behavior slips", this system is designed to:

- help identify and monitor patterns of misconduct collectively
- invite increased awareness and accountability over time
- reduce classroom misconduct from becoming office-level discipline
- encourage effective communication between teachers and parents
- and to help coordinate appropriate supports in order to address identified needs

The Principal reviews and approves the team's behavior slip system each school year. This information is also provided to parents and students each year.

### Middle School Detention Policy

Consequence for breaking a rule/expectation

1. Teacher writes up a Detention Slip for the student.
2. On Friday, the student
  - a. Goes to the detention teacher's classroom.
  - b. Writes a letter home explaining his/her behavior and how to correct it in the future.
  - c. Returns the letter signed by the parent by the next Monday (or next school day), or the student will receive a detention for the next week.
  - d. Will also make a call home during detention to inform their parents about their behavior.
  - e. Misses the Fun Friday activity.

A student can have one detention a quarter without further levels of consequence.

A second detention results in a call from the teacher, as well as the student. All other first-detention consequences apply.

If a student receives a third detention during a quarter:

- a. He/she will stay after school on Friday (or last day of the week) until 3:30 p.m. for after-school detention.
- b. He/she will arrange for their own transportation since it will not be provided by the school.

Multiple detentions will affect the eligibility of 8th graders to participate in their 8th grade trip. An eighth grade student may not have more than 1 detention per 9 weeks for late or missing work; nor can an eighth grader have more than 3 detentions for behavior related issues before losing eligibility to participate in the class trip.

Behaviors that result in a detention may include:

1. Inappropriate verbal and nonverbal language including lying
2. Habitual late/missing work
3. Open disrespect to staff
4. Repeated offenses of the same rule/expectation

## **2.2 School Behavior Policy**

### **Rights, Responsibilities, and Regulations**

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

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

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

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

### **Student Discipline Policy**

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 3 school days if the students is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

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

Grounds for suspension or expulsion are student misconduct and/ or substantial disobedience.

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

- e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 4.1 Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
- 4.2 Active Observer Status:  
An Active Observer is any student who promotes, antagonizes, perpetuates, assists, delays or obstructs responders, or in any way can be conveyed as endorsing disruptive behavior in the school. Any student who is deemed an Active Observer is subject to the consequences, up to and including, that of endorsed behavior.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. Verbal, written and physical threats of bodily harm toward students, faculty, staff, or other employees are also considered a part of threatening and intimidating.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any "look-alike" substance. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, or transmitting any substance, which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - g. engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or contact.

## 12. Possessing a Firearm

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm under this rule:
  - any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary 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

20 U.S.C. 8002

### **2.3 Sexual Harassment**

In accordance with strong recommendations from legal counsel we are informing parents, employees, and students through this statement that sexual harassment will not be tolerated in the schools. Copies of the policy and related information are available in the principal's office as well as the counselor's office.

### **2.4 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.

### **2.5 Student Appearance**

Children are to come to school neat, clean and dressed appropriately for the weather.

It is important that students feel comfortable at school, however, their choices may not interfere with the school or classroom environments. Additionally, please note that the following items unless specific exceptions and approval have been predetermined:

- Any garment that may disguise or conceal identity such as hats, hoods, sunglasses, etc., should not be worn in the building.
- No shirts exposing bare midriff.
- No holes in clothing may risk exposure of private areas or undergarments.
- Apparel/personal items must be free of objectionable language, symbols or pictures, alcohol, drugs, or tobacco.
- Apparel/personal items may not promote or depict violence or gang activity.
- No heavy coats or blankets should be worn during the school day.

- Shorts should cover at least half of the student's thigh, and must be weather appropriate. Students choosing to wear shorts are still expected to join their class when they go outside for recess.

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

*School Administration reserves the right to make necessary final dress code judgments.*

## 2.6 In-Area Without Permission

Students are expected to be in assigned areas at all times. Students leaving an authorized area must obtain permission from a staff member before doing so. Violation of this expectation or abuse of pass privileges can result in disciplinary consequences.

## 2.7 Bus Procedures

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

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

The driver shall handle minor discipline actions. When necessary, the driver will submit a written warning to the principal or designee, using the appropriate bus violation report forms. Parents will receive copies of all written warnings and be notified of consequences. Students are assigned to the buses by the Superintendent and should ride the bus assigned. The driver is directed to refuse to transport

students assigned to another bus. Transfers from one bus to another are arranged by the Superintendent.

## 2.8 Bullying

### **Behaviors and Supports for Students Who Are Bullied**

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/extra-curricular/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
  - Behavioral contract
  - Restitution
  - Out-of-school suspension
  - Additional anti-bullying training/counseling in form of assignment/packet
- Level 5: Recommendation for expulsion

Possible Supports/Education for Students Exhibiting Bullying Behaviors:  
(depending upon severity or frequency)

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

Discipline for Staff Failing to Report: (depending upon severity and circumstance)

- Level 1: Verbal warning and retraining on bullying prevention and management
- Level 2: Written reprimand and employee written improvement plan
- Level 3: Suspension or termination of employment

Support for 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 the victim
- Prevention of repeated bullying incidents
- Counseling and training on how to respond to bullying
- Frequent checks with the victim on the success of the plan
- Regular and meaningful home-school communication
- The roles of appropriate parties in fulfilling this plan: student, bully, school personnel, parents, and others as named
- How the success of this plan will be determined
- What will be done if this plan is not successful



- The plan will be presented to the school principal upon completion in draft form. The principal will contact the parent, student, and appropriate school staff for review and suggestions.

### 3. Academics/Extra Curricular Activities

#### 3.1 Homework Policy

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 and orderly use of time

#### **Role of Parents:**

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

#### **Role of Students:**

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

#### Late/Missing Work:

Definition of habitual late work: Three or more late/missing assignments in a nine week period. See Discipline Plan Section 2.3.

Middle School Homework Detention: A student will complete any late assignments during detention.

K-5 Classrooms: Students will complete work at a time determined by the teacher.

### **3.2 Parent Portal**

A Parent Portal will be available to families through Skyward. This can be used to track student progress. Grades are updated on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **3.3 Fine Arts**

#### **Art**

Students participate in elementary art classes as part of the Fine Arts curriculum. Projects are designed to meet Indiana State Standards for Visual Arts as well as the four disciplines of art education: production, art history, aesthetics, and art criticism. Students will be exposed to a variety of media including: painting, drawing, ceramics, printmaking, and sculpture. All art materials are supplied by the school so that students can fully participate in class.

#### **Band and Choir**

All students in fourth grade learn to play recorders as part of the elementary music curriculum. 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.

### **3.4 Homework Club**

Homework Club is after school Monday - Thursday until 3:30 p.m. There is limited available all students who want extra help.

### **3.5 Physical Education Policy**

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

### **3.6 Sports**

Extra-curricular sports at Millersburg Elementary-Middle School emphasize skill acquisition, enjoyment, teamwork, and sportsmanship. Participation by all player's takes priority over winning. At Millersburg Elementary-Middle School, academics come first. Participation in sports, while important, is secondary. Any student failing in any subject for three consecutive weeks is ineligible for participation in that sport for the following three weeks.

Sports at Millersburg Elementary-Middle School for Middle School include boys' basketball, and girls' volleyball. Physicals are encouraged for participation.

Sixth grade students also have the opportunity to participate in wrestling, cross-country, and track. A physical is required for these sports since participation takes place at Fairfield Junior-Senior High School.

All students must have permission slips on file before participation in any sport is permitted.

An informational handout will be distributed to all student athletes and their parents to educate them about the nature and risks of concussion/head injuries. All students must have signed permission slips and concussion acknowledgement forms on file before participation in any sport.

### **3.7 Least Restrictive Environment Vision**

Inclusion at Millersburg Elementary-Middle School begins with all students enrolled in the school. A decision by a case conference committee is made as to the least restrictive environment for the student to be successful. A case conference may be reconvened at any time, upon the request of the principal, counselor, regular education teacher, special education teacher, and/or the parent or guardian. Support within the regular classroom will be determined by the needs of the student. Support may include: special education teacher, parent volunteers, paraprofessionals, community volunteers, peer tutors, and/or high school students.

Collaboration between special education and regular education teachers is essential. The student's Individualized Education Plan details those content areas in which the student will receive special education and regular education services, with the modifications needed in each. The special education teacher and the regular classroom teacher will work collaboratively in providing instruction. In planning lessons, content and skills directed to special needs' students will be related to the larger lesson being taught the whole group, or an alternate lesson consistent with the student IEP. The goal of collaboration is to focus on individual needs and abilities in relation to the class, enabling teachers to modify lessons to meet students' needs and to access their learning.

### **3.8 Review of Educational Records**

As stated in the Federal Family Education Right to Privacy Act (FERPA), a parent has the right to inspect and review the student's educational 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 State Department of Education regarding the school's failure to comply, and obtain a copy of the school's policy of FERPA.

### **3.9 Special Education**

Students are tested in order to qualify for the Special Education Program. Placement is a case conference decision. This program is intended to meet the needs of students who have been diagnosed with specific learning needs best served through special education services.

### **3.10 Speech, Language, and Hearing**

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

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 a hearing screening each year. If a student fails the screening test, a retest is scheduled. If the student fails the retest, a referral form is sent home with the student. The referral recommends that parents contact their family doctor for a medical diagnosis. The doctor fills out the referral form and parents are asked to return it to the school.

### **3.11 Title 1 and Remediation**

The Title 1 program provides remedial reading instruction for students.

Students are selected on the basis of greatest need with qualification resulting from assessment data. Additional recommendations are also given by classroom teachers. Students are considered for enrollment in the program twice each school year, or as space becomes available. Students enrolled in Title 1 receive assistance four to five times weekly. The main goal of the program is for students to become successful in the regular classroom.

### **3.12 High Ability**

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

## **4. Health Services**

### **4.1 Nurse Information**

Nurse hours are 7:30 – 3:00 p.m. each school day. She may be contacted at 574-642-3074, extension 8905, or by email at [kespinoza@fairfield.k12.in.us](mailto:kespinoza@fairfield.k12.in.us).

### **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 Certificates**

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 the disease

Grades 5:

- DTaP - 5 doses
- Polio - 4 doses
- MMR - 2 doses
- Hepatitis A – 2 doses (Recommended)
- Hepatitis B - 3 doses
- Varicella - 2 doses or physician documented history of the disease

Grade 6:

- DTaP - 5 doses
- Tdap – 1 dose
- Polio - 4 doses
- MMR - 2 doses
- Hepatitis A – 2 doses
- Hepatitis B - 3 doses
- Varicella - 2 doses or physician documented history of the disease
- Meningococcal - 1 dose

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

**Immunization Objection:**

Objection to immunizations requires one of the following:

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

Religious or medical exemptions do not relieve parents from the responsibility of reporting any immunizations that have already been given.

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

**4.5 Meningococcal Disease**

One type of meningitis is caused by the bacteria called *Neisseria Meningitidis*. 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. Indian 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/2016QuickFactMeningoccal.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 of 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/2016QuciFact Pertussis.pdf>.

#### **4.7 Physical Examinations**

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

In addition, all 7<sup>th</sup> and 8<sup>th</sup> grade athletes must have a sports physical on file. It is strongly recommended that sixth grade athletes also have a sports physical on file but it is not required unless the athlete is participating on the Fairfield middle school team. If you have any question or need the physical forms, please see the school nurse.

#### **4.8 Medication Policy**

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

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

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

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

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

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

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

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

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

- Low THC Hemp Extract products (CBD products) MUST meet these additional guidelines:

- o product was acquired from a retailer that meets the requirements listed in SEA 52 (IC 24-4-21),
- o product has been approved by the federal Food and Drug Administration OR the federal Drug Enforcement Agency as a prescription or over the counter drug OR meets the packaging requirements of SEA 52 (IC 24-4-21).

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

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

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

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

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

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

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

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



#### 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 100.0° F or higher, may not attend school until they are fever free for 24 hours without the use of fever-reducing medications.

##### **Earache**

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

##### **Pinkeye (conjunctivitis)**

Do not send your child to school if he/she has eye(s) “stuck shut” in the morning, there is a discharge present, or the eyes burn or itch. Contact your healthcare provider.

##### **Skin Condition/Undiagnosed Rash**

Do not send your child to school if there is a skin rash that is open, draining, spreading, or otherwise bothersome to the student. 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. Information will be sent home regarding treatment.

Upon return to school, the student will be checked by the nurse. One day excused absence is allowed for the treatment of head lice.

##### **Bed Bugs:**

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

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

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

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

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

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

Refer to section 5.1 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.

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.

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

For more information about food allergies, visit [www.foodallergy.org](http://www.foodallergy.org). When planning

classroom parties/snacks, please refer to [www.snacksafely.com](http://www.snacksafely.com) to ensure shared foods are “safe” for all students.

## 5. Policy Notification

### 5.1 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 the school and its surrounding groups, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

#### **Fairfield Community Schools will:**

1. Inform parents and staff members of the Corporation’s pest control policy.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice at least two (school) days prior to planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurse.
6. Maintain a written record for at least 90 days of any pesticide applications.

### 5.2 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.

### 5.3 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

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

### 5.4 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 A.M. and 3:30 P.M., 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 race, ethnic background, gender, or sexual orientation is also defined as slurs to misuse.

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

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

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

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

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

**Using systems for non-curricular related activities 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 network unless given specific, explicit permission by an appropriate staff member. FCSC

**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.

## Network and internet use

**Fairfield Schools practices opt-out for network and internet use. If a student and parent DO NOT return a signed form (available in the office) the first two weeks of school, they are agreeing to the following:**

### Computer

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.

## 5.5 School Publicity

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

## **6. Safety Policy**

### **6.1 Security Cameras**

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

### **6.2 Metal Detector Policy**

#### **Use Of Metal Detectors - (Reasonable Suspicion)**

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

#### **Use of Metal Detectors - (Administrative Search)**

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

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

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

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

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

#### **Use Of Metal Detectors - Procedures**

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

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

### **Metal Detector Random Checks**

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

B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.

D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again; an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

### **Metal Detector Checks of Individual Students**

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

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

turned

### **6.3 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, the Superintendent or their designee. The Superintendent shall establish any limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

### **Search And Seizure – Person**

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

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

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

Searches of the person of a student shall be limited to:

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