FAYETTE COUNTY SCHOOL CORPORATION
1401 Spartan Drive
Connersville, IN 47331

ELEMENTARY STUDENT HANDBOOK

2015-2016

FAYETTE COUNTY SCHOOL CORPORATION MISSION STATEMENT

The mission of the Fayette County School Corporation is to provide quality educational programs in an environment, which is safe, harmonious, and conducive to learning, enabling a diverse population of all ages to become independent, productive citizens and lifelong learners.

Eastview Elementary
School Hours: 8:05 a.m. – 2:30 p.m.
401 S. Fountain Street
Connersville, IN 47331
Phone: 765-825-5541
Fax: 765-827-1584
Principal—Mr. James Small

Everton Elementary
School Hours: 7:55 a.m. – 2:25 p.m.
2440 East Everton Road
Connersville, IN 47331
Phone: 765-825-5840
Fax: 765-825-4275
Principal—Mr. Bryan R. Jennings

Fayette Central Elementary
School Hours: 7:55 a.m. – 2:25 p.m.
2928 North County Road 225 West
Connersville, IN 47331
Phone: 765-825-6261
Fax: 765-825-5956
Principal—Ms. Kay L. Rowley

Frazee Elementary
School Hours: 8:05 a.m. – 2:30 p.m.
600 West Third Street
Connersville, IN 47331
Phone: 765-825-6811
Fax: 765-827-4805
Principal—Mrs. Mia S. McCreary

Grandview Elementary
School Hours: 8:05 a.m. – 2:30 p.m.
2620 Iowa Avenue
Connersville, IN 47331
Phone: 765-825-2981
Fax: 765-825-4703
Principal—Mrs. Kathryn M. Schlichte

Maplewood Elementary
School Hours: 8:05 a.m. – 2:30 p.m.
1800 Eastern Avenue
Connersville, IN 47331
Phone: 765-825-3941
Fax: 765-825-8583
Principal—Mrs. Kim Corsaro

ATTENDANCE

Fayette County School Corporation recognizes that regular attendance is necessary for proper educational growth. The development of responsibility and punctuality is a worthwhile lifetime habit and attitude. A student's academic progress could be affected by unnecessary absences from school. State laws require punctual and regular attendance of all children. Below is the attendance policy of the Fayette County School Board (Policy 5.20).

The following are recognized as legal reasons for absence:

I. Illness or quarantine
II. Death in the immediate family
III. Mental or physical incapacity
IV. Military connected families – deployment and return (military will provide letter regarding Family Day.)
V. **These absences are authorized, must be pre-arranged, and the student is not recorded as absent:**
   A. Service as a page in the Indiana General Assembly
   B. Subpoenaed to appear in court
   C. Attendance at weekly religious instruction with the condition that instruction not be more than 120 minutes per week. Permission can be granted for only one (1) year at a time.
   D. Attendance at the Indiana State Fair on the day designated by the Indiana State Fair Board as Education Day or for exhibiting projects at the state fair
   E. Religious holidays
VI. **These absences must be pre-arranged, and the student is recorded as absent:**
   A. Medical and dental appointments
   B. **Family travel**—Students may be absent from school without sanctions for family travel under the following conditions:
      1. The request must be made by the parent/guardian to the principal/director at least one week prior to the absence; and
      2. All school assignments must be completed within one week after the return to school. Requests for family travel must be approved by the building principal/designee. Appeals of the principal's/designee's decision shall be made to the superintendent and the superintendent's decision shall be final.
VII. The principal/director may consider an absence excused, although not listed above, when, in his/her view, conditions and circumstances so warrant.

In regard to items IV, V and VI, building administrators will determine if siblings from other buildings are involved with a similar request. If this condition exists, administrators will collaborate in rendering a decision.

Absences fall into one of three (3) categories.

I. Excused (Items I, II, III, IV, V and VI above)
II. Pre-arranged (Items V and VI above)
III. Unexcused—any absence not listed above as excused.

Procedures for dealing with unexcused absences will be established by each level: elementary, middle school, and high school. Students who have excessive tardies or absences will be required to make up school work.

All students must make up work missed during an excused or pre-arranged absence, and it is the student's responsibility to contact each teacher concerning work missed. Parents/guardians of elementary students must make arrangements with their child's teacher. Students will receive 100% credit for make-up work.

In the case of a pre-arranged absence, a written request from the parent/guardian must be presented to the principal/director 7 days prior to the absence. The proper form may be obtained from the principal's/director's office.

Perfect Attendance—Perfect Attendance is defined as being in attendance every day, all day. This means no tardies or early outs. Good attendance may also be recognized by individual buildings and guidelines are set accordingly.

ATTENDANCE RULES

I. Reporting Absences

Parents/guardians are requested to notify the school of the reasons for the student's absence according to individual school rules.

II. Attendance Records

An accurate daily record of the attendance of all students enrolled shall be kept by the teacher and such record shall at all times be open for inspection by attendance officers and school officials.

III. Closed Noon Hours

Continuous sessions (or closed noon hours) are authorized for the high school and middle school. Students shall remain on school property from arrival until the dismissal of school.

IV. Extended Absences

If a student is unable to attend school for an extended period of time because of illness or injury, the principal/director should refer to Policy #4.13, Homebound Instruction.

ATTENDANCE PROCEDURES

I. Parents/guardians are expected to notify the school of the reason for student absences on the day the student is absent or within 24 hours after the student returns to school.

II. A student who is unable to attend school due to illness is not allowed to participate in extra-curricular activities on the day of the absence.

III. Students who are present any part of a half day are considered present for that half day.

IV. When a student accumulates three (3) unexcused absences, five (5) unexcused tardies (which is considered excessive), or a combined total of five (5) unexcused absences and/or tardies, a letter regarding the matter will be sent by the principal/director to the parent/guardian.

V. When a student accumulates a fourth unexcused absence, a letter will be sent to the parent/guardian. A copy will be sent to the Fayette County prosecutor.

VI. When a student accumulates a fifth unexcused absence, a final warning from the school will be hand-delivered to the parent/guardian or will be sent by certified mail. This warning will inform the parent/guardian that prosecution will be requested if a sixth unexcused absence occurs.

VII. When a student accumulates a sixth unexcused absence, the prosecutor will be asked to file criminal charges against the parent/guardian.

VIII. The parent will be notified when a student accumulates a total of 8 absences if the principal believes a student is absent from school without sufficient reason. The parent/guardian may be required to furnish a statement from a physician or furnish other acceptable evidence supporting the need for the absence. A statement verifying a visit to a physician will not be sufficient. Statements from physicians must state that the student was unable to attend school. If no doctor's excuse is provided, the absences will be unexcused and a letter will be sent to the prosecutor.

IX. The parent/guardian will be provided a copy of the Fayette County School Corporation Attendance Policy and Procedures when they register their child/children for school.

HABITUAL TRUANT

I. A student who has more than ten (10) days of unexcused absence during the school year shall be considered an habitual truant.

II. If a student is an habitual truant, the following action will be taken:

A. The Superintendent or school attendance officer will report the student as habitually truant to an intake officer of the juvenile court or the Department of Child Services.

The intake officer or the Department of Child Services is required to take certain action in accordance with Indiana law, IC 31-30-30.

B. If the student is at least thirteen (13) years of age, but less than fifteen (15) years of age and is an habitual truant, the Board or its designee will submit to the Bureau of Motor Vehicles pertinent information concerning an individual's ineligibility as an habitual truant student to be issued an operator's license or a learner's permit based upon the requirements of IC 20-33-2-11.

BIRTHDAY RECOGNITION

Each student receives special recognition for his/her birthday. In order to provide optimum learning time, classroom birthday snacks/parties and special deliveries are not permitted at school. Additionally, in order to protect the feelings of all children, students are not permitted to pass out any invitations at school even if the entire class is invited. The school is not permitted to release student addresses or phone numbers.

BUS PASSES

Students who need to ride a bus other than their regular bus after school MUST bring a note from their parents. A bus pass will be issued to the student to notify the driver. Any student who does not bring a note must go home on his/her regular bus. For additional school bus procedures and policies see TRANSPORTATION (See page 11).

CAFETERIA PROCEDURES—BREAKFAST AND LUNCH

Meals are served at breakfast and lunch ~~in the cafeteria~~ each day. Each class has an assigned lunch period. Every elementary student is expected to eat a mid-day meal. Students may opt to bring a sack lunch from home. Breakfast is optional, and parents can decide if they want their student to eat breakfast. Meals should be prepaid to the student's lunch account. Checks should be made payable to FCSC Food Service. Application forms for free and reduced meals are available in the school office. Due to federal guidelines, fast food and sodas cannot be brought into the cafeteria. According to state health regulations, students are not permitted to trade or share food.

CHAIN OF COMMAND

Effective communication between parents and teachers is encouraged. When a parent has a question about his/her child's progress or what is taking place in the classroom, it is important to contact the teacher either by phone, note or e-mail. When a problem arises, it is critical that the teacher or the adult on duty be consulted first. If the problem is still not solved, then the principal can be contacted.

CLOSING, DELAYS & EARLY DISMISSAL

Inclement weather can cause school to be delayed or even closed. This information is provided on radio and television announcements as early as 6:00 a.m. When bad weather is forecast, please tune in to these stations for school information.

WCNB-AM Radio, 1580, Connersville
WHON-AM Radio, 930, Richmond
WFMG-FM Radio, 101.3, Richmond
WQLK-FM Radio, 96.1, Richmond
WIFE-FM Radio, 94.3, Rushville
WRTV-TV, Channel 6, Indianapolis
WTTVCBS, Channel 4, Indianapolis
WTHR-TV, Channel 13, Indianapolis
WISHCW, Channel 8, Indianapolis
WXIN-TV, Fox 59, Indianapolis
WLWT, Channel 5, Cincinnati
Government/Education CTV, Channel *3*

Please do not call the school to obtain information about delays, closings, and early dismissals. Occasions do arise that warrant dismissing students early. With the number of students enrolled, it would be difficult, if not impossible, to call all parents in the event of an early dismissal. Therefore, it is important that parents have a contingency plan in place. Please

discuss with your child what he/she should do in case of an emergency early school dismissal. Since only a limited number of phone calls can be made in the available time, please plan now.
As a community service, WISH TV or connersvillecommunity.com offers a service of sending a text message or email to families in the event of school cancellation, delay, or closing early. To register for WISH TV go to www.wishtv.com, and click on the "weather" link. Choose school delays to complete the required form.

CURRICULUM GUIDELINES

The education your child receives is based on the Indiana's College and Career Readiness Academic Standards as established by the Indiana Department of Education and the curriculum guidelines as approved by the Fayette County School Board. These guides are available for review in the school office.

DELIVERIES

Deliveries of balloons, flowers, etc., to students will not be accepted. Items of this nature create a distraction to the learning environment and can be hazardous during the dismissal process. This is also in consideration of students who have allergies to latex.

DISCIPLINE PLAN

The learning environment is an important part of the educational process. To help facilitate effective instruction, an orderly environment must be maintained. Students are expected to adhere to a code of good behavior not only for their own benefit, but also for the benefit of others as well. Students should conduct themselves in a manner that will be a credit to their school and ensure the safety of all students, personnel, parents, and patrons. The Fayette County School Corporation's "Student Code of Conduct" is the basis for the expectations of behavior of students.
The plan for student behavior is intended to provide general guidelines by which students are to conduct themselves. This plan includes specific violations/consequences listed below, but does not limit the disciplinary consequences that may be imposed by the administration. The primary goal of the school is to provide students with an education that will allow them the opportunity to be successful in life. In order to achieve this goal, there must be order and discipline in the school. Good behavior should be recognized and rewarded, and unacceptable behavior should have consequences to ensure that a few students do not interfere with the rights of others and with the normal functions of the school.

Elementary Rules

1. Students will be prompt for school.
2. Students will walk quietly in all areas of the building.
3. Students will follow all rules and regulations related to student behavior as recognized by the Fayette County School Corporation Student Code of Conduct.
4. Students will conduct themselves in an orderly manner.
5. Students will obey the instructions given by all school staff members.
6. Students' behavior will not endanger themselves or others.
7. Students will demonstrate respect for themselves and others.
8. Students' behavior will not interrupt the normal activities of the school.
9. Students will not practice extremes in dress or grooming which cause disruption. (See DRESS CODE on page 8.)
10. Students will not destroy/damage property that belongs to the school or others. They will use equipment in a safe and orderly manner.
11. Students will not bully others. (See definition below.)
12. Students will not throw items such as snowballs, rocks, sticks, etc.
13. Students will remain in supervised areas of the school or school grounds.
14. Gum is not permitted at school or school functions.

15. Roller blades, roller skates/shoes, scooters, or skateboards are not permitted on school grounds at any time, whether during or after school hours.
16. Electronic devices (iPads, iPods, and other tablets) and "toys" are not to be brought to school.
17. Taking or displaying inappropriate pictures (digital or otherwise) at school**,** on the school bus, or at a school sponsored event or function, with or without the consent of the student or staff member, is a violation of school rules.
18. Carbonated drinks and fast food are NOT permitted in the cafeteria.

Each student is responsible for his/her own behavior. Throughout the day, situations arise in which he/she chooses how to act and respond. Each student will be held accountable for the choices he/she makes. To assist students in the development of self-discipline, a positive behavior support system of rewards and consequences has been implemented in each building. Positive Behavior and Intervention Support (PBiS) is a form of behavior management that Fayette County School Corporation is utilizing. Students are rewarded for making the right behavioral choices in school. When a student follows the rules of the school, he/she could receive a positive reward that may include but is not limited to any of the following:

1. Verbal compliment
2. Material reward (i.e. a smiley button or sticker)
3. Free time
4. Positive note home or phone call
5. Conference with principal
6. Reward from principal
7. Lunch with a staff member
8. Help teacher with special tasks
9. Citizenship Award
10. Classroom Celebration
11. School Wide Celebration

Infractions are divided into two categories: minor and major. Persistent minor infractions and major infractions will result in an office referral.

MINOR INFRACTIONS
(include but are not limited to)

Types of Infractions

Defiance
Physical aggression (pushing, shoving, horseplay, etc.)
Teasing
Rude, mean, impolite language
Minor theft (less than $50)
Misuse of property

Possible Consequences

Time out in classroom
Missed recess
Parent contact
Detention in classroom
Loss of privileges
Administration/parent/teacher/student conference
Restitution

MAJOR INFRACTIONS

Types of Infractions

Bullying
Harassment
Fighting/Physical Aggression
Abusive language/Profanity/Gestures
Threats of Violence
Serious Theft (more than $50)
Persistent Minor Infractions
Sexually Inappropriate Behavior
Possession/use of a Knife
Sexual Harassment
Vandalism

Possible Consequences

Referral to office
Referral to school counselor
Parent contact
Isolation
Restitution
Alternative Learning Environment
In-school Suspension
Out- of-school Suspension
Expulsion

In cases of illegal activity, law enforcement and or child protective services will be contacted.

Obligation to Report: Students have an obligation to inform school personnel of potential danger or threats. Failure to do so may result in disciplinary action.

Bullying: Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student/staff member through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic or computer (email, web page, blog, etc.) communications, and/or physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8. Bullying presentations are given by the counselors in grades K-6 to explain bullying and give students steps and guidelines to follow if they feel they are being bullied. Students in grades 1 – 6 are given a bullying brochure that they take home, read with their parents, and both student and parent sign. This is returned to school and a copy of the brochure is placed in each student's permanent record. There is also an anonymous link to report bullying through the Counselor Connection on each school's website.

Cyberbullying: "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person's true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.

1. Any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students will refrain from using personal communication devices or district property to harass or stalk another.
2. The administration will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
3. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. The school corporation may also report individuals to law enforcement if necessary.

Sexting: Sexting is defined as using a cell phone, or other electronic or personal communication device to send text or email messages, or to knowingly possess text or email messages, or disseminate, transfer or share images or messages reasonably interpreted as indecent, sexually suggestive, lewd, obscene, or pornographic.

1. Sexting is prohibited.
2. In addition to taking any disciplinary action up to and including suspension or expulsion, cell phones or other personal communication devices will be confiscated.
3. Students should be aware that sending or possessing any images or messages suspected of violating criminal laws will be referred to law enforcement authorities. Sexting may constitute a crime under federal and/or state law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

Habitual Offender: A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline interventions. The consequence for the habitual offender could be suspension for up to 10 days and/or a recommendation for expulsion.

Sexual Harassment: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature. It may include but is not limited to:

1. Verbal, written, or physical harassment or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity.

Racial Harassment: Racial harassment consists of unwelcome racial comments, and other inappropriate verbal, written or physical conduct of a racial nature. It may include but is not limited to:

1. Verbal, written, or physical conduct harassment or abuse.
2. Repeated remarks to a person with racial or demeaning implications

Students and parents/guardians may report any type of harassment/bullying or any safety concerns by completing a form in the office of each elementary school or by accessing the link for reporting on the FCSC website: http://fayettein.schooldesk.net and clicking on the school of your choice.

DRESS

The Fayette County School Corporation believes that each student should be attired in such a way as to reflect credit to him/herself, his/her family, and the school. The attire a student wears to school should be neat, clean and in good taste. When helping your child select clothing appropriate for school, you should consider these guidelines:

- Clothing that deviates from the normal to such a degree as to draw undo attention or to interrupt the educational process will not be permitted. Clothing should not contain words or pictures that communicate a negative message.
- Special dress and appearance regulations will be recognized for special activities.
- Students should always be dressed appropriately for prevailing weather conditions.
- Students must wear shoes with a back. Flip-flops (beach thongs) are not appropriate for school.
- Sunglasses and hats are not to be worn in the building.

- Shorts and skirts need to be mid-thigh in length. A good test to determine appropriate length of shorts and skirts is to hold arms straight down at sides. If the shorts or skirt is not longer than the fingertips, the garment should not be worn to school.
- Sleeveless, transparent or low cut shirts/blouses, short shorts, bicycle shorts, and midriff shirts are not appropriate school wear. Other thin, tight-fitting articles should not be worn unless covered by appropriate length shorts, shirt or dress. Camisole tops must be covered with another top/blouse.
- Jeans and slacks (which expose the midriff, torso, or bottom) are not appropriate and should not be worn.
- Articles of clothing that advocate the use of drugs, alcohol, tobacco, illicit sex or violence, or the confederate flag are not to be worn.
- Body piercing jewelry must be limited to the ears. No jewelry should be worn in the eyebrow, nose, tongue, or other visible places. Any other piercing should be covered by clothing.
- Hair may not be colored or styled in such a way that it disrupts the educational environment.
- Students may not wear makeup (with the exception of lip-gloss) while at school.

EMERGENCY PROCEDURES

Emergency procedures have been established to provide for the safekeeping of students and staff. Students are instructed in these procedures on a regular basis. The procedures are posted in every classroom. Each school has a designated place for students and staff to go in the event of an emergency that would require building evacuation. Parents will be notified of building procedures through school notes and newsletters.

FINE ARTS EDUCATION, TECHNOLOGY INSTRUCTION AND PHYSICAL EDUCATION

We are fortunate to continue to provide quality instruction in these areas for all students in Grade K-6. These subjects are not electives in the elementary, but are curriculum enhancements. Teachers trained in these areas encourage students to perform and to excel in areas beyond the classroom requirements. Participation is required of all students. In the case of physical education, if a child has had a medical condition that prevents his/her participation in this class, a note from the doctor documenting the reason for non-participation should be presented to the office so that the instructor can be informed.

GRADING SCALE

A+	99-100	C+	78-79
A	92-98	C	72-77
A-	90-91	C-	70-71
B+	88-89	D+	68-69
B	82-87	D	62-67
B-	80-81	D-	60-61
		F	59 and below

To access student progress reports, attendance, or discipline for students in grades 3 – 6, go to the parent portal on the left side of FCSC website: http://fayettein.schooldesk.net. Click on parent portal, choose the school, and then enter your student's username and password.

HEALTH CLINIC AND MEDICATION

EXCLUSION FROM SCHOOL DUE TO HEALTH

The school nurse/health assistant follows the standing orders from the Fayette County Health Officer for use in the Fayette County School Corporation. A parent will be contacted to pick up their child at school for any of (but not limited to) the following health conditions:

1. The student has a temperature of 99.8° or above.

*Student is required to be fever free for twenty-four hours, without the use of fever reducing medication such as acetaminophen (Tylenol) or ibuprofen before coming back to school.

2. Student is vomiting.

*Student may return the following day, if vomiting has stopped.

3. Any suspicious skin rash.

*Student is excluded from school until skin clears, or until the student brings a note from a physician stating that the condition is not infectious.

4. Discharging reddened eye or eyes.

*Student is excluded from school until condition is cleared up, or until the student brings a note from a physician stating the condition is not infectious.

MEDICATION

I. No medication will be administered to a student without a signed and dated Medication Authorization Form signed by the student's parent/guardian. The signed Medication Authorization Form shall be valid only for the period specified on the Authorization Form and in no case longer than the current school or program year. The signed Medication Authorization Form will give designated school employees the authority to dispense prescription or non-prescription medicine.

II. The FCSC board <u>strongly recommends</u> that parents/guardians NOT allow students to transport prescription medicine to and from school. Whenever possible, it is strongly recommended that parents request their doctor (M.D. or D.O.) to arrange for medication "times" to be given at home, i.e., twice a day medication could be given before and after school or medication scheduled for three times a day could be given before school, after school, and at bedtime. An example of an exception to this would be "Ritalin" which requires a specific daily medication time.

   A. Prescription and non-prescription medication (not considered Controlled Substances) may be transported to or from school by a student if the student's parent/guardian provides written permission prior to transporting the medication.

   B. Medications considered to be Controlled Substances may not be transported to or from school by students. Medications considered Controlled Substances, provided in the original container with an appropriate prescription, must be transported by a parent/guardian or an individual who is at least 18 years of age and has been authorized in writing to transport the medication by the student's parent/guardian.

III. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by written instructions from the medical doctor, a copy of the original prescription, or the pharmacy label indicating specific times for dispensing. If the medication is to be terminated prior to the date on the prescription, the written and dated consent by a physician (M.D. or D.O.) or withdrawal of consent of the parent is required. The written consent of the parent/guardian and the written order of the physician via the prescription container shall be kept on file at the student's school.

IV. Herbs will not be given in school without written and signed orders from a medical doctor.

V. All non-prescription medication to be administered to a student shall be in the original container and accompanied by a statement describing the medicine, dosage, and the time it is to be given to the student.

VI. No student shall be allowed to keep medicine (i.e. inhalers) in his/her possession at school except when ordered by a physician (M.D. or O.D.). Any medicine to be administered to a student shall be kept in a secure place in either the principal's/director's office, school nurse's office or in another location approved by the building principal/director.

   A. A physician's written order for a student to possess and self-administer medication must be submitted annually and state that:

      1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
      2. The student has been instructed in how to self-administer the medication; and
      3. The nature of the disease or medical condition requires emergency administration of medication.

VII. Medication shall be administered in accordance with the parent's/guardian's statement (in the case of non-prescription medicine) or the physician's (M.D. or D.O.) order (in the case of prescription medicine) only by the school nurse or other staff member designated by the principal/director. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering emergency medicine or a blood glucose test by a finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing.

VIII. Medical procedures performed during school hours must have a physician's (M.D. or D.O.) order with specific instructions and written permission from the parent/guardian to perform a procedure during the school day. All training of unlicensed personnel will be supervised and documented by the school nurse. (FCSC Policy 5.37)

HOMEWORK

Homework is an essential part of the educational process. Not only does it give students an opportunity to practice skills learned at school, but it also allows teachers to determine if skills have been mastered. Parents can expect their child/children to have homework nightly Monday through Thursday. Assignments might be as simple as reading from a book. Occasionally students will have projects to complete perhaps on the weekend. His/her grade level determines the amount of homework a student has on a given night.

INTERNET USAGE

The Fayette County School Corporation is pleased to make Internet/computer services available to its students. The FCSC Acceptable Use Policy restricts access to material that is inappropriate for the school environment. Although your student's use of the Internet will be supervised by staff, we can not guarantee completely that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet. Each family will receive a form at registration that includes the "Network Etiquette" that is expected of all students. If parents are in agreement that their child can use the Internet as an educational tool, then this form is signed at registration.

LEAVING SCHOOL GROUNDS

Before a student can leave the school grounds during school hours, the following procedures must be followed:

1. Whenever possible, the parent is to send a note to the school. If someone other than the parent or guardian is to pick up the student, this fact should be noted. The school may request identification of any person, other than the parent/guardian, who signs the student out of school. In case of an emergency, a phone call to the office can replace a note.
2. To be certain that an unauthorized person does not pick up the student, parents must report to the office to sign out students. Sick students will remain in the school clinic until picked up by their parent, guardian, or designated person.
3. No student is to be released from school early or leave the campus without the knowledge of the school office personnel.
4. Documentation from a medical professional is required for an excused tardy or an excused early out (early dismissal).

MEDIA RELEASES

Parents will receive a media release and interview letter to sign at registration. This will give parents the opportunity to determine if the local news media may interview their child as part of a school or class activity. Parents may also determine if individual and group photos, and information regarding school activities and events involving their child may be shared with the local news media. A student may decline to be photographed or interviewed.

NON-DISCRIMINATION

It is the policy of the Fayette County School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC 22-9-1), IC 20-8.1-2, Titles VI and VII of the Civil Rights Action of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), or Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with this policy should be directed to the Director of Human Resources, Fayette County School Corporation, 1401 Spartan Drive, Connersville, Indiana, 765-825-2178 or the Section 504/ADA Coordinator, 900 Spartan Drive, Connersville, Indiana, 765-827-5498, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

PARENT-TEACHER ORGANIZATION

Each school has a PTO (Parent Teacher Organization) that plans fundraising projects, coordinates volunteer efforts with special projects, and fosters school pride. The organization hosts meetings throughout the school year. Communications are sent in the weekly folder. All parents are encouraged to take an active role in the organization's many endeavors. Parents can contact their child's teacher via phone or email.

PERSONAL PROPERTY

The school is not responsible for any loss/damage/theft of personal property, including medication, while on school property. This is the responsibility of the student and parent. Parents are encouraged to carry homeowners insurance to cover any loss of property.

REPORTING PROGRESS TO PARENTS

Maintaining communication between home and school regarding student progress is important. The following are several ways in which school personnel will keep the parent informed of their child's progress.

Weekly Folder

Each week, students will bring home test papers, written lessons, and supplementary work that will give the parent a good idea of work being accomplished in class. All of these are considered when the child's progress is evaluated. It is the parent's responsibility to sign the back of the

folder indicating the parent has seen the child's work for the week. This folder must be returned to school on the following day.

Mid Term Reports

In the middle of each quarter (at 4 ½ weeks), a report indicating a student's academic progress to that point is sent home to the parents/guardians.

Report Cards

Report cards are sent home at the end of each of the four quarters during the year. Each child is responsible for taking his/her report card home.

Parent-Teacher Conferences

Parent-Teacher Conferences are held at the request of parent or teacher.

Parent Portal - To access student progress reports, attendance, or discipline for students in grades 3- 6 go to the parent portal on the left side of FCSC website http://fayettein.schooldesk.net. Click on parent portal, choose the school, and then enter your student's username and password.

SCHOOL BOARD POLICIES

Fayette County School Board Policies can be viewed by using the following link: http://fayettein.schooldesk.net/Administration/AdministrationBuilding/tabid/6898/Default.aspx.

TELEPHONE

Each classroom is equipped with a telephone and voice mail. If your child's teacher does not answer your call, please leave a message. However, if you know about an appointment or after school arrangements, it is helpful to send a note to the teacher in advance. Teachers check their voice mail periodically throughout the day. Yet, there have been occasions when messages have not been received before dismissal. The classroom teacher, the teacher in charge, the secretary, or the principal must approve calls made from the school by the student. Permission will be restricted to calls of an emergency nature. Please make after school arrangements before your child comes to school.

TRANSPORTATION

Transportation Procedures are distributed to every family at the time of enrollment. Students should conduct themselves in a proper manner to insure a safe, pleasant trip to and from school. The bus driver has the same position of authority on the bus as a teacher in the classroom. The following consequences may be employed when a student chooses not to follow transportation procedures.

1st Offense—Verbal warning
2nd Offense—One-day bus suspension
3rd Offense—Three-day bus suspension

Other consequences include and are not limited to further bus suspension(s), detention, in-school suspension, out-of-school suspension, and expulsion from school. The school administration is not required to follow the progressive discipline steps listed above, and may impose more severe disciplinary consequences when, in its judgment, such action is warranted by serious misconduct.

VISITORS

When entering the building, all visitors to the school are to report to the office. All will sign in and be given a visitors badge to wear during their visits. Prior to leaving guests are to return to the office to sign out and return their badges.

WITHDRAWAL FROM SCHOOL

Parents needing to withdraw their child/children from school to transfer to another school should report this to the office at least one full day before the child's last day of attendance. Parents will be asked to fill out a withdrawal form on their student.

This student handbook, including the Student Code of Conduct, should be read in conjunction with the Fayette County School Corporation Policy Manual. This handbook and the Student Code of Conduct are intended to implement FCSC Board policy. Although the provisions of this handbook are intended to be consistent in all respects with applicable Board policy, any apparent conflict between the provisions of Board policy and this handbook shall be resolved in favor of the provisions of FCSC Board policy.