

FAYETTE COUNTY SCHOOL CORPORATION
1401 Spartan Drive
Connersville, IN 47331

ELEMENTARY STUDENT HANDBOOK

2026-2027

FAYETTE COUNTY SCHOOL CORPORATION MISSION STATEMENT

The mission of the Fayette County School Corporation is to provide quality educational programs in an environment that 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: 7:55 a.m. – 2:35 p.m.

401 South Fountain Street

Connersville, IN 47331

Phone: 765-825-5541

Fax: 765-827-1584

Principal—Mrs. Kate Charlton

Fayette Central Elementary School

Hours: 7:50 a.m. – 2:30 p.m.

2928 North County Road 225 West

Connersville, IN 47331

Phone: 765-825-6261

Fax: 765-825-5956

Principal—Mrs. Kirsten Phillips

Everton Elementary

School Hours: 7:50 a.m. – 2:30 p.m.

2440 East Everton Road

Connersville, IN 47331

Phone: 765-825-5840

Fax: 765-825-4275

Principal—Mrs. Kim Cook

Frazee Elementary

School Hours: 7:55 a.m. – 2:35 p.m.

600 West Third Street

Connersville, IN 47331

Phone: 765-825-6811

Fax: 765-827-4805

Principal—Mrs. Britany Morgan

Grandview Elementary

School Hours: 7:55 a.m. – 2:35 p.m.

2620 Iowa Avenue

Connersville, IN 47331

Phone: 765-825-2981

Fax: 765-825-4703

Principal—Mrs. Stephanie McCann

Revised July 2026

FAYETTE COUNTY SCHOOL CORPORATION ATTENDANCE POLICY

(REVISED FOR A-F ACCOUNTABILITY ALIGNMENT)

1. PURPOSE

The Fayette County School Corporation recognizes that regular school attendance is essential to student academic success and overall well-being. This policy is designed to:

- Comply with Indiana Code (IC 20-33-2)
- Reduce chronic absenteeism (defined as missing 10% or more of enrolled school days)
- Promote early identification and intervention for attendance concerns
- Support students and families in maintaining consistent school attendance

The Corporation is committed to a proactive, supportive approach that emphasizes prevention and intervention over punitive measures.

2. EXPECTATION OF ATTENDANCE

Students are expected to attend school every day school is in session. Regular attendance provides students with essential instructional time, peer interaction, and access to academic support.

Absences will be monitored cumulatively throughout the school year to ensure students remain on track and do not approach thresholds for chronic absenteeism.

3. DEFINITIONS

Excused Absence

Absences for reasons permitted by Indiana law or approved by the Corporation, including but not limited to:

- Illness (parent or physician verified)
- Medical, dental, or legal appointments
- Death in the family
- Religious observances
- Court appearances
- School-sponsored activities
- Approved family circumstances

Per Indiana law, excused absences count toward chronic absenteeism calculations unless otherwise exempted by Indiana law.

Unexcused Absence

Any absence not meeting the criteria above or not properly reported within the required timelines.

Exempt Absence

Certain absences authorized by Indiana law may not be counted as absences for state reporting purposes. Exempt absences include, but are not limited to:

- Service as a page or honoree of the Indiana General Assembly pursuant to IC 20-33-2-14.
- Service on a precinct election board, as an election helper, or for a political candidate or political party on Election Day pursuant to IC 20-33-2-15.
- Appearance as a witness in a judicial proceeding pursuant to a subpoena under IC 20-33-2-16.
- Active duty service with the Indiana National Guard for not more than ten (10) days during a school year under IC 20-33-2-17.
- Duty or authorized activities with the Indiana Wing of the Civil Air Patrol under IC 20-33-2-17.2.
- Participation in an educationally related nonclassroom activity that is consistent with and promotes educational philosophy and goals under IC 20-33-2-17.5.
- Exhibiting or participating in the Indiana State Fair for educational purposes under IC 20-33-2-17.7.
- Participation in approved FFA, 4-H, or related agricultural educational activities under IC 20-33-2-17.8.
- Religious instruction conducted in accordance with IC 20-33-2-19.
- Any additional absence specifically designated by Indiana law as exempt from compulsory attendance requirements.

Students and families may be required to provide documentation verifying eligibility for an exempt absence as required by law or Corporation procedures.

The Corporation shall classify exempt, excused, and unexcused absences in accordance with Indiana Code and Indiana Department of Education attendance reporting guidance.

Chronic Absenteeism

A student is chronically absent if they miss **10% or more of enrolled school days**, regardless of whether absences are excused or unexcused.

Habitual Truancy

Defined as **ten (10) or more unexcused absences** in a school year, in accordance with IC 20-33-2-11.

4. ATTENDANCE MONITORING AND INTERVENTION (TIERED SYSTEM)

The Corporation will implement a tiered system of supports to proactively address attendance concerns:

Tier 1: Universal Prevention (0–3 Absences)

- Daily attendance monitoring
- Positive communication with families regarding attendance expectations
- School-wide attendance awareness efforts

Tier 2: Early Warning (4–5 Absences)

- Parent/guardian notification
- Review of attendance patterns
- School staff outreach to identify potential barriers to attendance

Tier 3: Intervention (5 Absences – State Required Threshold)

Upon the fifth absence (excused or unexcused):

- Written notification to parent/guardian
- Required attendance at the conference within ten (10) instructional days
- Development of an **Attendance Plan**

The Attendance Plan will:

- Identify barriers to attendance
- Outline supports and interventions
- Define expectations for improved attendance
- Establish a monitoring timeline (not to exceed 45 instructional days)

Tier 4: Chronic Absenteeism Risk (6–9 Absences or Patterns of Concern)

- Ongoing monitoring of the attendance plan
- Assignment of a staff member to monitor progress
- Consideration of additional supports (mentoring, counseling, transportation assistance, etc.)

Tier 5: Chronic Absenteeism (10% Threshold)

- Intensified intervention and administrative review
- Revision of Attendance Plan
- Coordination with internal and external support services as needed

Tier 6: Habitual Truancy (10 Unexcused Absences)

- Required reporting to appropriate authorities in accordance with Indiana law
- Coordination with juvenile court, prosecuting authorities, the Department of Child Services, or other agencies as appropriate
- Continued implementation of intervention strategies

5. ATTENDANCE CONFERENCE AND PLAN

In accordance with Indiana law, the Corporation will hold an attendance conference within ten (10) instructional days after a student reaches five (5) absences.

Participants shall include:

- School representative
- Teacher
- Parent/guardian
- Student (as appropriate)
- Additional support personnel, if applicable

The Attendance Plan may include:

- Wraparound services
- Behavioral expectations
- Referrals to counseling or support services
- Community resource referrals
- Monitoring and follow-up procedures

6. COMMUNICATION WITH FAMILIES

The Corporation will communicate proactively with families at key attendance thresholds. Communication will emphasize:

- The importance of regular attendance
- The impact of absences on student success
- Available supports to assist families

7. MAKE-UP WORK

Students will be provided the opportunity to make up work for absences in accordance with school guidelines. Timelines for completion will be determined by the teacher.

8. EQUITY AND SPECIAL CONSIDERATIONS

The Corporation recognizes that certain student populations may face additional barriers to attendance. Additional supports will be provided for students who are:

- Experiencing homelessness
- In foster care
- Pregnant or parenting
- Managing significant medical conditions
- Receiving services under an IEP or Section 504 Plan

Attendance interventions will be aligned with applicable plans and legal requirements.

9. DATA MONITORING AND ACCOUNTABILITY

Each school will:

- Monitor attendance data on a regular basis
- Identify students approaching chronic absenteeism thresholds
- Implement timely interventions
- Review attendance data to improve school-wide practices

10. COMPLIANCE WITH STATE LAW

The Corporation will comply with all requirements of the Indiana Code related to compulsory attendance, reporting, and intervention, including:

- Reporting habitual truancy as required
- Conducting attendance conferences
- Maintaining documentation of attendance plans and interventions

11. DISCIPLINE LIMITATIONS

Consistent with Indiana law, students shall not be suspended or expelled solely because they are chronically absent, an Absent Student, or habitually truant.

Attendance concerns shall be addressed through intervention, support, and legally authorized reporting procedures.

12. COMPLIANCE WITH STATE LAW

The Corporation shall comply with all requirements of Indiana law related to compulsory attendance, attendance intervention, documentation, and reporting.

This includes maintaining documentation of attendance conferences, attendance plans, interventions, and required referrals.

13. STATEMENT OF PHILOSOPHY

The Fayette County School Corporation believes that improving student attendance requires a partnership between schools, families, and the community. The Corporation is committed to removing barriers, providing support, and ensuring that every student has the opportunity to attend school regularly and succeed.

BIRTHDAY RECOGNITION

Each student receives special recognition for his/her birthday. To ensure optimal learning time, classroom birthday snacks and parties, as well as special deliveries, are not permitted at school.

Additionally, to protect the feelings of all children, students are not permitted to pass out invitations at school, even if the entire class is invited. The school is not permitted to release student addresses or phone numbers.

BUS PASSES

The school cannot issue students a bus pass to ride a school bus to a different location. For additional school bus procedures and policies, see TRANSPORTATION (See page 17).

CAFETERIA PROCEDURES—BREAKFAST AND LUNCH

Meals are served at breakfast and lunch each day. Each class has an assigned lunch period. Every elementary student is expected to eat a midday meal. Students may opt to bring a sack lunch from home. Breakfast is optional, and parents can decide whether their student will 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, the teacher or the adult on duty must be consulted first. If the problem is still not solved, then the principal can be contacted.

CLOSING, DELAYS & EARLY DISMISSAL

Inclement weather can delay or even close school. This information is provided on FCSC social media accounts, local radio stations, and television announcements as early as 6:00 a.m.

Please do not call the school for information on delays, closings, or 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, parents must 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, please plan now.

As a community service, Connersvillecommunity.com (under Citizen Alert) offers a service of sending a text message or email to families in the event of school cancellation, delay, or closing early. Parents may also choose to sign up for school notifications from School Messenger. Information to get these notifications is given to parents/guardians at registration or by contacting the school office.

CURRICULUM GUIDELINES

The education your child receives is based on 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. Guides are available upon request.

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 [Student Code of Conduct.docx.pdf](#) 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 on time 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. Personal electronic devices and "toys" are not to be brought to school.
 - A personal electronic device includes, but is not limited to, a cellular telephone, tablet computer, laptop computer, iPad, or gaming device.
 - Possessing and /or using a wireless electronic device, that is capable of providing voice messaging, or other data communications between two or more people in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent or obscene is a violation of this rule.
 - This rule is not violated when the student has a) been permitted a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device for an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individualized Education Plan (IEP) or 504 Plan.
 - In addition to being disciplined, students who use a wireless electronic device in a manner that violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

Legal Reference: IC 20-26-5-40.7

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

The school administration is not required to follow the progressive discipline steps listed below for attendance, cell phone possession and usage, and student conduct. Administrators may impose more severe disciplinary consequences when, in its judgment, such action is warranted by serious misconduct. Law enforcement officials may be involved if warranted by the nature of the incident.

Disciplinary Action Disclaimer

The consequences lists below do not encompass all potential violations of the discipline rules and guidelines. Known facts of a violation may alter the final penalty assessment. Although a student may be suspended or expelled for any of the enumerated grounds set forth below, the following guidelines for the imposition of specific disciplinary sanctions will generally apply. Related circumstances, or past conduct, may warrant a greater or lesser disciplinary sanction as specified in the guidelines set forth above. However, in no case shall the disciplinary sanctions exceed the maximum penalty allowed by IC 20-33-8.

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

Parent contact
Detention in classroom
Loss of privileges

Possible Consequences
Time out in the classroom
Missed recess

Minor theft (less than \$50)
Misuse of property

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 K– 6 are given bullying information that both students and parents read and sign. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification of, prevention of, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

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 student/staff member 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.

Reporting: Any incidents of bullying reported to FCSC will be communicated to targeted and perpetrator's parent/guardian, no later than five (5) school days, after an incident has been reported. For more information in regards to reporting an incident of bullying visit our website: <https://www.fayette.k12.in.us/page/fscs-anti-bullying>

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 consists 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 physical, verbal, or written conduct based on an individual's race or color that has the purpose or effect of:

1. Interfering with the individual's educational performance;
2. Creating an intimidating, hostile, or offensive learning environment; or
3. Interfering with one's ability to participate in or benefit from a class or an educational program, or an activity.

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: <https://www.fayette.k12.in.us/> and clicking on the school of your choice.

Restorative Practices- FCSC Elementary Schools have implemented restorative practices to enhance school culture, strengthen relationships, and inform the discipline process. Restorative practices seek to strengthen relationships through building community. Examples of these practices are morning meetings, community circles, and restorative chats. These practices provide the opportunity for students to learn how to communicate respectfully and listen with empathy. When confrontation arises, students are able to focus on the harm done. Restorative practices give a voice to the person(s) harmed. Incorporating these practices seeks to empower change through a collaborative problem solving approach that allows the offender to take responsibility for their actions and repair the damage done to the community. In situations where all parties are agreeable, discipline may be addressed through this lens.

TESTING for CANNABIS and THC

FCSC is committed to maintaining a safe, orderly school to promote health and safety within the school setting, and to provide a school environment conducive to education. To combat student drug use in our schools, the District may utilize Marijuana Test Kits in order to verify whether confiscated contraband contains THC. This policy is applicable in all situations in which students are subject to school disciplinary rules including:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Marijuana Test Kit Screening Procedures:

- All confiscated contraband may be subject to screening. In the event marijuana test kit screenings are conducted:
- Marijuana test kit screenings of confiscated contraband shall be conducted in an orderly and safe manner, consistent with industry standards for use of the testing kits, and consistent with minimizing intrusion into students' privacy rights.
- Confiscated contraband belongings shall be screened by District employees using a testing kit owned by the District.
- Consistent scanning techniques shall be used for each student's confiscated contraband.
- Students whose confiscated contraband was tested will be subject to an invoice for the cost of each marijuana testing kit utilized as determined by the district.

The purpose of marijuana test kit screenings is to enforce school policy on possession of marijuana and/or any substance containing THC.

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:

- Alterations to appearance that disrupt the educational process are not allowed.
- Clothing that deviates from the normal to such a degree as to interrupt the educational process will not be permitted.
- Clothing should not contain words or pictures that communicate a negative message.

- Students may not wear hats nor have the hood of a sweatshirt covering their heads (while indoors).
- Special dress and appearance regulations will be recognized for special activities.
- Students should always be dressed appropriately for prevailing weather conditions.
- Footwear must be worn at all times. Students are encouraged to wear shoes with a back. For safety reasons, flip-flops, slides, and house slippers are discouraged.
- Sunglasses, hoods, and hats, except religious head coverings, are not to be worn in the building. Articles of clothing that advocate or display the use of vulgar language, 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.
- Shorts and skirts need to be mid-thigh in length. A good test to determine the 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.
- Holes in pants are permitted below the mid-thigh. No skin should show above mid-thigh.

ELEARNING

Please find the FCSC Elearning Handbook at FCSC website located at fayette.k12.in.us (or ask for a paper copy in the school office).

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 schools, 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

Students in grades 2 - 6 who have all A-B grades will earn Honor Roll.

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 the 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 strongly recommends 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)

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 cannot 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 "Responsible Use of Technology" 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

Non-Discrimination Policy

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment and hazing. It shall be a violation of this policy for any employee or any student to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that:

- (1) endangers the mental or physical health or safety of that student or
- (2) induces or coerces a student to endanger that student's mental or physical health or safety.

Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision. (Board Policy 6.304)

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), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act

of 1973, Title IX (1972 Education Amendments), or Section 504 of the Rehabilitation Act of 1973.

FCSC will notify one parent/guardian of a student, no later than five (5) business days after a request is made, to change their name, pronoun, title or word. This is in accordance to HEA 1608 Education Matters House Bill.

Inquiries regarding compliance with these policies 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 school for more information.

PERSONAL PROPERTY

The school is not responsible for any loss/damage/theft of personal property, including medication, cell phones and electronics, 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.

RAPTOR VISITOR MANAGEMENT SYSTEM

All visitors who want to go beyond the front office AND anyone who has intent to checkout a student will be asked to present an ID such as a Driver's License. The ID will be scanned into the Raptor visitor management system. The Raptor visitor management system screens against the national sex offender registry for every visitor based on first name, last name, and date of birth. Raptor does NOT keep a copy of the ID.

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 each October and upon the request of a parent or teacher.

Powerschool

Parents and Guardians are provided with directions to access Power School at registration to view their elementary student's grades, progress reports, attendance, or discipline. Parents may contact the school office to answer questions regarding accessing Power School.

SCHOOL BOARD POLICIES

Fayette County School Board Policies can be viewed by using the following link:

<https://www.fayette.k12.in.us/page/board-of-school-trustees>

SELF-INFLICTED INJURY or SUICIDE/ IDEATION of VIOLENCE or DEADLY THREAT

Self-inflicted Injury – Defined as: Any injury caused by the student to themselves. This includes cutting, *bruising*, burning or friction burns. Other injuries using a sharpened instrument to mark/pierce the skin would be included in this category.

Deadly Threat – A threat made by a student to kill another person or group of people.

School Protocol, when self-injury is observed or reported the school will:

1. School counselor, social worker, or principal will contact the parent/guardian of the student to request permission for a school based licensed provider to complete a risk assessment or to request they take the student to a licensed provider of their choice to complete a risk assessment. If assessment is declined the student will be released to their parent/guardian.
2. School counselor, social worker, or principal will discuss assessment results with parents and/or licensed provider.
3. Recommendations by licensed provider will be followed.
4. School counselor, social worker, or principal will document the event for internal record keeping.

USE OF SECLUSION, RESTRAINT, AND AVERSION WITH STUDENTS

The Fayette County School Corporation has a policy for seclusion and restraint with students. Please use this link to read the policy (Policy 5.24):

<https://go.boarddocs.com/in/fayettedocuments/Board.nsf/Public>

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 (Bus driver contacts parent)

2nd Offense – Written Warning

3rd Offense – One-day bus suspension

4th Offense – Three-day bus suspension

5th Offense – Five-day bus suspension

6th Offense – Ten-day bus suspension

7th Offense – Semester 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 for their student.

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school buildings and grounds. If you wish to be given notice of such pesticides applications please notify the Director of Maintenance. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hour activities. Every effort will be made to apply pesticides when students, staff, and or other individuals are not present in the area that is to be sprayed.

SCHOOL SEARCHES AND RETENTION OF CONTROL OVER SCHOOL PROPERTY

In order to help provide for the safety in Fayette County School Corporation Buildings and to prevent weapons or other dangerous items from being brought upon school premises, notice is given that occasional school-wide or random checks using hand held metal detectors may be conducted by trained Administrative Personnel or School Resource Officers.

The Administration may use hand held metal detection devices as an aid for finding possible weapons on school premises and/or preventing the same from being brought.

Metal detector checks may be performed when there is reasonable suspicion for any students or randomly on a neutral, non-discriminatory basis. These random metal detector checks will not be used to single out a particular individual or category of individuals. School Administration will notify parents immediately if a student refuses to consent to this safety measure or if any item is discovered in violation of our School Board Policies or Student Handbook Policies. Violation of state or local policies or laws related to the possession of weapons or threats to harm with weapons will result in School Administration turning the investigation over to local law enforcement. School Board Policy information related to the use of metal detectors in Fayette County Schools is found in Board Policy 5.29.1 on the Fayette County School Corporation

<https://www.fayette.k12.in.us/page/board-of-school-trustees>