

# 2021-22 Student Handbook



## *Frontier Elementary School*

811 South Railroad Street  
Brookston, IN 47923  
PHONE: **219-984-5438**  
FAX: 765-563-6938  
frontierschoolsin.org

***Going Beyond the Frontier for Every Student, Every Day***

**Do the Right Thing  
Treat People Right  
Love to Learn**

**This book belongs to:**

NAME: \_\_\_\_\_

MY TEACHER IS: \_\_\_\_\_

## FES VISITORS

FES welcomes parents, visitors, and volunteers. When visiting FES, **all guests are required to sign in at the front office and obtain a visitor pass. This includes arrival and dismissal times.**

All parents and school volunteers must complete a background check in compliance with Indiana Code before working with FES students, including going on field trips. This is for the safety of all our students.

## COMMUNICATION

Parents are encouraged to communicate with their child's teacher. If you have questions or concerns, it is best to contact the teacher first, before the office. Unless the communication is an emergency, **please do not call or text teachers' classrooms during instructional hours.**

## ATTENDANCE INFORMATION

Good attendance in school is essential to students' success. Parents have the power to positively influence children's attitudes towards lifelong learning and school success.

Indiana law mandates compulsory school attendance as stated in Section 20-33-2 of Indiana Code. Students who are habitually absent or tardy are referred to the White County Department of Child Services.

**Perfect attendance is recognized as being present for all 180 days of school from the start of the day until the end of the day with no tardies.**

## REPORTING AN ABSENCE

If your child is absent from school, please follow the guidelines below:

- 1) Parents must notify the school **office** by **9:00 a.m.** the day of the absence by calling the office or leaving a message on the office extension (2001). Communication to the teacher only does not count as notice. This will count as an *EXCUSED* absence.
- 2) If the office is NOT notified by **9:00 a.m.**, the school secretary will call parents listed on the registration form to verify the absence and it will count as an *UNEXCUSED* absence for the student.
- 3) Students that are absent due to a medical reason must return a medical note to the office within **3 days** of absence. This documentation will count the absence as *MEDICAL-EXEMPT*.

## ATTENDANCE POLICY

Students are allowed a total of **6 EXCUSED and UNEXCUSED** absences per semester. If a student has more than **6 EXCUSED and UNEXCUSED** absences per semester, they will be considered to be habitually absent. **Indiana law (IC 20-33-25) requires that schools report students with habitual absences to the Department of Child Services (DCS).**

## UNEXCUSED Absences:

These absences **DO** count against the student's **6** day allotment per semester:

- Unexcused absence – a student whose parent fails to notify the school will be considered unexcused.
- Truancy (skipping school)

## EXCUSED Absences:

These absences **DO** count against the student's **6** day allotment per semester:

- Personal illness NOT requiring a doctor's note.
- Approved pre-arranged absences (i.e. family vacation, trips, etc.)
- Suspension out of school.
- 

## EXEMPT Absences:

These absences **DO NOT** count against the student's **6** day allotment per semester:

- School sponsored field trips.
- Religious Holiday observance.
- Personal Illness requiring a doctor's visit; **a statement from the doctor is required within 3 days returning to school. Extended absences will require a Certificate of Incapacity when requested by the school (IC 20-8.1-3-20).**
- Medical or dental appointments; **a statement from the doctor is required within 3 days returning to school.**
- Funeral for the immediate family or friend; **Documentation may be requested.**

**Documentation is required for the following:**

- Serving as a Page in the State Legislature.
- Court or legal appointment;
- Participating in the Indiana State Fair (IC 20-33-2-17.7).
- Quarantine.
- An excused waiver may be issued by the principal to any case not specifically covered above.

Administration reserves the right to verify or investigate the cause of an absence.

## ABSENCES AND EXTRA-CURRICULAR PARTICIPATION

Any student who has an unexcused absence or illness during a school day may not participate in a school event after school or that evening.

## ATTENDANCE LETTERS

On the third day per semester of *NON-EXEMPT* absences, parents will be notified by letter of their child's attendance. On the fifth day of *NON-EXEMPT* absences, parents will be notified by certified letter.

If the student reaches seven days of *NON-EXEMPT* absences per semester, the parent may receive an attendance contract and be asked to sign and return it to the school with the understanding that the Department of Child Services may be contacted.

## TARDY POLICY

A student who arrives after 8:10 will be counted tardy. Upon arrival, the student and parent must report to the office to sign in and indicate the reason for the tardy.

Perfect Attendance awards will only be given to those students who have no absences or tardies. Excessive tardies will be reported to the administration. An attendance contract or referral to the Department of Child Services may result.

## MISSED WORK

Students shall have missed work made up based on the number of days they are absent, if the absence is deemed to be excused or authorized by the principal. For example, if a student is absent from school for two days, it is reasonable to expect work to be completed within two days after his return unless prior instructions or procedures are in place via the teacher (i.e. a long term project with a due date announced in advance would be due upon return). Make-up work can be picked up in the office prior to 3:30.

## PRE-ARRANGED EXCUSED ABSENCE

A student may know in advance that he/she will need to miss school. In these cases, parents and the student must assume full responsibility for work missed. For a prearranged absence, the following steps must be completed:

1. Pick up a "Request for Pre-arranged Absence" form from the main office as early as possible before the proposed absence, complete the "Parents Section" of the form.
2. Present the form to each individual teacher to make him/her aware of the planned absence.
3. Return the completed form for principal approval.

Pre-arranged absences must be authorized by the principal and **DO** count against the total number of non-exempt days.

## LEAVING AND RETURNING TO SCHOOL

When it is necessary to leave school during the day for a medical/dental appointment, funeral etc. the following steps should be taken:

1. Call FES, send an email, and/or bring a note from home or email explaining the reason for student(s) to leave early. Be sure to state time and reason on the note. **Inform both the teacher(s) and office.**
2. When a parent or guardian comes in to sign student(s) out, the office will call for student(s).
3. If you are leaving for a medical/dental appointment, please obtain a doctor's excuse slip within **3** days of absence to be readmitted to school.
4. We will expect the student to return to school if he/she has a morning appointment. We expect the student to be at school in the morning if he/she has an afternoon appointment.
5. Upon return to school, parents are to sign students in at the office.

Note: If students arrive at school after 8:30 then they will be marked half day absent for that morning. If students are signed out before 2:30 during the school day, that student will be counted half-day absent for that afternoon

## GOING HOME/DISMISSAL

**If a student has a change in plans for the trip home, a note is required for the teacher.** At dismissal, students are expected to go directly to the bus, home, or activity. Students are considered under their parent's supervision after school hours unless a student is involved in a school activity. **All calls regarding changes in dismissal plans should be placed to the office no later than 2:30 p.m. to ensure the office has time to deliver the message.**

## PARKING LOT PROCEDURES

Parents dropping children off at school should use the drop off lane only. **Do NOT** use the bus lane. If you need to come into the school, please park in a parking space, not the drop off lane. Also, parents should **NOT** drop students off on the West side of the school or at the crosswalk by the bike racks on the East side of the school.

Please drive slowly in the parking lot and watch for darting children. Patience is a must in the morning!

## PROCEDURES FOR SCHOOL CANCELLATIONS DUE TO BAD WEATHER

Frontier School Corporation uses an automated call system to notify patrons of a delay, cancellation, early release, or emergency message. **It is crucial that the school has an updated, working telephone number.**

Also, we notify area radio stations along with T.V. stations 13 and 18 and post it on our school website.

**Each family should have a plan in case of early dismissal.**

## TWO-HOUR DELAY

School starts at 10:10 with no breakfast served. All morning activities and meetings are cancelled including A.M. Preschool.

## PARTICIPATION IN PHYSICAL EDUCATION GRADES K-6

Participation is required of all students. A doctor's excuse is required for a student to be excused from an activity for more than three (**3**) consecutive lessons, (a parent's note will be sufficient for the first lesson). A doctor's excuse must state the disability and return-to-activity date. Comfortable clothes should be worn on P.E. days. Shoes must be supportive and soft-soled. All shoes must be free of rocks and mud.

## TESTING

Indiana schools participate in the ILEARN (Indiana's Learning Evaluation Assessment Readiness Network) each spring. This includes grades 3-6 in the elementary. Students in 3<sup>rd</sup> grade will also take the IREAD standardized reading test. If a third grade student does not pass IREAD, he/she is required to have remediation and retake the test. Failure to pass IREAD can result in retention.

## HOMEWORK POLICY

The primary purpose of homework is to practice skills taught in class. **General Principles:**

1. Parents should assist their children with homework assignments, but not do the work for the individual.
2. Parents should provide a conducive atmosphere for their child to pursue homework assignments and encourage a regular, consistent homework time.
3. Parents should communicate with the teacher whenever the parent has questions concerning homework assignments and/or the time needed to complete homework.
4. Students should take home all necessary materials to complete the assignment.
5. Students should use designated class time to do homework.

Consistent non-completion of homework will be addressed by having students do the homework during recess, during class time, After-School Detention or Study Table.\* Extended days and parent-school contracts may be used as tools to help children create habits of work completion. Students will not be restricted from attending Specials to complete homework assignments, as Specials are part of a students' whole curriculum.

\*Parents are responsible for transportation for extended days, Study Table or After-School Detention.

## GRADES

In grades 1-6, and Specials (Art, Music, P.E.) grades 5 & 6, standard letter grades are given. Each grade stands for the following equivalent percentages.

A+ = 100 A= 93-99 A- =90-92  
B+ = 87-89 B= 83-86 B- =80-82  
C+ =77-79 C=73-76 C- =70-72  
D+ =67-69 D=63-66 D- =60-62  
F =below 60

In grades K-4<sup>th</sup> grade Specials classes (Art, Music, P.E.) and Kindergarten grading scale: (O=Outstanding, S=satisfactory, U=unsatisfactory)

O 90%-100%  
S+ 80%-89%  
S 70-79%  
S- 60-69%  
U < 60%

## GRADING PERIODS

Students shall receive a report card at the end of each 9 week grading period. Progress reports will be sent home to help parents monitor student achievement grades.

## HONOR ROLL/AWARDS PROGRAM

FES recognizes students in grades 3-6 who make the honor roll. This includes all A's and B's and or all A's.

Students in grades 3-6 participate in an awards program at the end of each semester. Students in grades K-2 participate in individual classroom celebrations.

## CLASSROOM EXPECTATIONS

It is important that the Frontier Elementary School establishes and maintains a consistent, school-wide discipline program. To help ensure the successful start of the school year, each teacher submits a plan for his/her classroom that clearly outlines: (1) the expectations of student behavior; (2) methods of positive reinforcement; (3) consequences for failure to meet these expectations, (4) method for informing students and parents.

## STUDENT DISCIPLINE

Frontier Elementary practices progressive discipline. Students have the opportunity to learn from poor choices and mistakes. Strategies for students to avoid misbehavior in the future will be taught. Every situation and every student are different. Consequences are assigned accordingly, as determined by the teacher or administration.

### STUDENT BEHAVIOR EXPECTATIONS

**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; Off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.**

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- **All students are at school to learn.** Student behavior should not interfere with the teachers' instruction or other students' opportunities to learn.
- **All adults are present to educate students.** Repeated disrespect, rudeness or insubordination of adults' directives is not allowed.
- **Learning happens in a safe environment.** Causing physical harm, threatening, verbal or written harassment, intimidation, bullying, possession of a

weapon, laser-pointer, knife, or similar harmful object is not allowed.

- **Learning happens in a respectful environment.** Profanity, name-calling, offensive gestures, inappropriate sexual references or actions, vandalism or intentional destruction of property, clothing or appearance that disrupts the educational process, possession or distribution of offensive materials are not allowed.
- **Honesty demonstrates integrity.** Cheating, lying, forgery, plagiarism, theft and the like are not allowed.
- **Students are citizens.** Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function, such as possession/use/selling/distribution of a firearm, explosives, alcohol, any form of tobacco, non-prescription stimulant, depressant, illegal substance or look-alike

### **Possible consequences for violations of the Student Behavior**

**Expectations could include, but are not limited to:**

1. Student Conference
2. Removal from classroom or other area
3. Time Out
4. Loss of Recess
5. Conference with parent
6. Student behavior plan or contract
7. In-School Suspension (ISS)
8. Extended school day
9. Out-of-School Suspension (OSS)
10. Expulsion

## BULLYING

Bullying as defined in State law means overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Every student is encouraged to report any situation she/he believes to be bullying behavior directed toward a student. To report suspected bullying, a bully report form can be found on the school's website: [frontierschoolsin.org](http://frontierschoolsin.org). Students can report bullying to any school staff member.

**Remember, the school cannot address bullying that is not reported. By law, the school cannot report disciplinary action to any adult except a student's parent or guardian.**

## OFFICE REFERRALS

Only extreme behavior (physical harm or the intent to harm, threats, non-compliance that endangers self or others, technology misuse, and obscene language) in the classroom will be a direct referral to the principal's office. If a student is sent to the principal's office, consequences are at the discretion of the administration.

Serious situations will include on-site alternative programming and/or out-of-school suspension. Expulsion remains an option to be utilized as an extreme recourse.

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 remove a student from school. In this event the Board of School Trustees authorizes administrators to take appropriate action. As appropriate, administration will strive to use progressive discipline to help a student learn to make better choices. Progressive discipline may not be used when student or staff safety is at risk.

### **SUSPENSIONS/EXPULSIONS**

Suspensions and expulsions are among the most severe penalties students will receive for misbehavior and noncompliance with school rules, policies, or a directive from an adult. Suspensions can be assigned for periods of time ranging from a half day in school suspension up to ten days out-of-school suspensions. Expulsions are recommended for students who are “habitual offenders” or whose actions and presence in the school is judged to be disruptive to such a degree that in the interest of the school population and the school educational program it is necessary to remove them from the school setting.

In compliance with State Law, any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials and be subject to a one (1) year expulsion.

### **GENERAL BUS CONDUCT/RULES:**

In areas where school bus transportation is furnished, parents and students are reminded that riding the bus is a privilege and not a right. All students riding buses to and from school and to school sponsored activities are expected to obey the driver or chaperone in charge. It is the responsibility of each rider to be ready to board the bus at the designated time and place. Consequences for inappropriate bus conduct include: 1st offense - written warning, 2nd offense - driver reports to administrator, who may remove student from bus for 1 day, 3rd offense - administrator may remove student from bus for 3 to 5 days, 4th offense - riding privilege may be revoked for semester or year. Note: If offense imposes danger or threat, students may be removed from the bus upon first offense.

Bus Conduct Rules:

1. Follow school rules and policies.
2. Sit in the driver assigned seat or area. Students must have all of their body in the seat - no leaning into the aisle.
3. Be courteous, no profane language, yelling or screaming.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Obey the driver at all times.
7. No tampering with any part of the bus (emergency exit, seats, etc.).
8. Keep head, hands, and feet inside the bus.
9. Wait until the bus comes to a complete stop. before entering or exiting the bus. If crossing the road, wait until the driver instructs you to do so.
10. Do not throw anything from the windows.
11. Students suspended from one bus are suspended from all Frontier buses, including extra-curricular activities.
12. Be silent when approaching a railroad crossing.

### **PERSONAL APPEARANCE**

Standards of dress change frequently. What is appropriate at one time or place may not be appropriate at another. Therefore, no one single rule or set of rules will cover all occasions. Parental judgment and cooperation is the single best requirement for the appropriateness of dress for our children.

1. The clothing worn by students should be appropriate and not so unusual that undue attention results in the disruption of the educational process. Only logos and/or language, which represent healthy living, are permitted.

2. For safety reasons, flip-flops and other type sandals without heel straps as well as high heels cause a safety concern for active play, and should not be worn to school.
3. For health reasons, all children should always be clean and come to school in clean clothing.
4. Patches or T-shirts that are profane or suggestive must never be worn at school.
5. Outside recess during the winter months is very important to the health of our children; therefore, we encourage them to bring a winter coat, gloves, and hats. Students must bring a coat to school during winter months in the case of an emergency.
6. Spandex, crop tops, short shorts, tops with gaping neck openings and armholes should not be worn to school. Clothing should provide adequate coverage of the body.
7. If your student has a history of bathrooming issues, please include a second set of clothing, especially pants and underwear, in the student’s backpack.
8. Hair color should not be a distraction to the educational process. The teacher and/or administrators may determine if a hair color is a distraction.

### **TECHNOLOGY**

Frontier School Corporation has sole possession of all school computing devices. The devices are loaned to the students for educational purposes only for the academic school year. Frontier School Corporation administrative staff and faculty retain the right to collect and/or inspect computer devices at any time. Use of the computer devices may be revoked or restricted due to poor grades, attendance issues or behavior. Students are responsible for repair & replacement cost if the damage to the Chromebook or iPad is determined to be purposeful. Purposeful damage is destruction of school property and the student is subject to school discipline including detention/suspension/expulsion. If the Chromebook or iPad damage is purposeful or habitual, then the student can lose their Chromebook or iPad for a period of time as determined by the administration. If a student loses their Chromebook or iPad then they will be given alternate “paper/pencil” accommodations. Accidental damage or a defective device is warranted up to the total cost of the Chromebook or iPad. All repair costs over and above the original cost of the Chromebook or iPad will be assessed to the student.

### **DISTANCE LEARNING GUIDELINES**

The superintendent will determine the use of distance learning days. All students will have distance learning plans to follow. Students will have access to their assignments via Google Classroom.

Distance Learning assignments are due the morning after two school days after the eLearning day, unless otherwise noted by the teacher. Example: Distance Learning on Monday, School Tuesday and Wednesday, distance learning due Thursday morning. This allows parents of younger children time to work with them in the evenings. Assignments will be graded and recorded. Consideration will be given to students that need additional time due to unforeseen circumstances.

Students’ attendance will be tracked for each distance learning day. Students who are unable to participate in distance learning instruction because of illness, doctors appointment or technology issues are required to have a parent or guardian call the school to list the absence as excused, and allow the student to make up the work. If the student does not complete distance learning assignments, a required after school work session may be assigned by either the teacher or principal. Distance learning work counts toward a student's grade.

Students and parents can access technology help by emailing our technology director. Students and parents will be able to contact a teacher for instructional help by emailing their teacher during 9:00am - 3:00pm.

### **CYBER-BULLYING**

Facebook, Instagram, Snapchat, texting, and other forms of electronic harassment brought to school grounds or that disrupts the educational process is classified as cyber-bullying. Each incident will be investigated by school administration and parents will be contacted. Each case will be handled on an individual basis based on the seriousness of the offense. Detentions, In-School Suspension, Out of school Suspension, and/or Expulsion could result from the offense. A Police Report may also be filed. To report cyber-bullying, a bully report form can be found on the school's website: [frontierschoolsin.org](http://frontierschoolsin.org)

### **Electronic Devices (including CELL PHONES)**

We strongly encourage students to leave electronic devices, including cell phones and smart watches, at home due to misuse, loss, and theft. FES takes no responsibility, nor will have any obligation to investigate or conduct a search in the event of a lost or stolen electronic device. Students are required to ask permission to use the front office or classroom phone in the event they need to make a call for a reasonable reason such as contacting a parent. Communication with parents or family members using a cell phone or electronic device during school hours is not permitted. Students shall have no expectation of confidentiality with respect to their use of cell phones or other communication devices on school property or at school activities. The use of electronic communication devices in gymnasiums, locker rooms, shower facilities and/or restrooms is prohibited (policy #5136). Cell phones must be turned off and stored in a backpack, purse, or cubby during school hours. Any unauthorized use of an electronic device on school property may result in confiscation.

### **RECORDING OR PHOTOGRAPHING**

Students are not to take photographs or digitally record another student or adult without permission while at school, on school grounds or school transportation.

### **COMPUTER/INTERNET POLICIES**

The following provisions of the policy of Frontier School Corp. apply to all school employees, all students, and any member of the community at large using said facilities, equipment, and software: (in part)

1. Everyone using corporation facilities and equipment is expected to adhere to the provisions of PL96-517 (b).
2. Theft or willful/irresponsible damaging of any computer facilities, equipment or software belonging to the school corporation is not permitted, and the student's parent/guardian will be held financially responsible.
3. Students are expected to be responsible users of the Internet. Students are not permitted to access, upload, download, or otherwise distribute pornographic, obscene, or sexually explicit material, or obscene, abusive, harassing, or sexually explicit language. Accessing or downloading information that could be interpreted as threatening to school safety will be reported to the appropriate authorities.
4. Students may not bring flash drives into school for use on school computers:
5. The school servers are for storing school-related files only. Any games or other non-school related files will be deleted without warning.
6. No food or drink items are allowed in the computer areas of labs and classrooms.

7. The use of personal email accounts or apps to communicate during the school is prohibited.
8. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the teacher in charge or the appropriate administrator.

### **DRUG –FREE SCHOOLS POLICY**

In accordance with Federal law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs, drug paraphernalia or any other illegal substance as designated and prohibited by law by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, tobacco and tobacco products, anabolic steroid, danger controlled substances defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Suspension and/or expulsion from school are possible consequences for violation of this policy. When required by State law, the Corporation will also notify law enforcement officials.

### **CHILD ABUSE REPORTING**

To comply with the mandatory reporting of child abuse, any teacher or other employee who suspects a child's physical or mental health or welfare may be adversely affected by abuse or neglect, are obligated to report their suspicions to the Department of Child Services.

### **SAFETY DRILLS**

FES complies with all safety laws and will conduct regular fire, tornado, and lockdown drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their supervising adult who will be responsible for safe, prompt, and orderly evacuations of the building.

### **SCHOOL RESOURCE OFFICER (SRO)**

Frontier Schools employ a School Resource Officer. The role of the officer is to provide support to staff, families and students to ensure a safe educational environment. The SRO is not a disciplinarian, but can act as law enforcement if criminal activity is present.

### **FRONTIER SCHOOL CORPORATION SECLUSION AND RESTRAINT PLAN**

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint or seclusion, the parents or guardians will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

## **SCHOOL COUNSELOR'S OFFICE**

Frontier Elementary school has a full-time school counselor that follows the American School Counseling Associations National Model. The school counselor supports students and staff.

Student supports include:

Tier I interventions: Whole class guidance lessons

Tier II interventions: Group Counseling

Tier III interventions: Individual counseling

The school counseling competencies cover academic, social and emotional, and career and college planning. Please feel free to contact the school counselor anytime a major life change occurs and you feel as though your student (s) need extra support.

## **LUNCH AND MILK**

Lunch money for grades K-6 and snack milk money for Kindergarten will be collected by the teacher and sent to the cafeteria each morning.

Students will not be allowed to charge for lunch. Students may elect to pay by the week, month, semester or year. If a student's cafeteria balance is -\$10.00 or more, the student will receive an alternate lunch. Free/Reduced lunch applications are available any time throughout the year. Every student is expected to eat lunch every day, whether they pack or buy from the cafeteria. Lunch from home cannot include soda pop or gum. Due to allergies and to prevent the spread of germs, students are not allowed to share food. Breakfast is available to all students and will be served at 7:50 to 8:10 each morning.

Kindergarten students have afternoon milk. The charge is \$0.40 per day, or \$2.00 per week. If parents do not wish their child to have afternoon milk, alert the teacher. Water can be substituted for afternoon milk. A milk balance of -\$36.00 will result in the student not receiving snack milk.

Students with health issues that may impact breakfast/lunch or the breakfast/lunch menu, must communicate needs with the school nurse for proper accommodations to be implemented. Examples of these may include tube feedings, Type 1 diabetes, choking concerns, food pacing issues, etc.

If a student has a milk intolerance or food allergy, it is also very important to notify the school nurse. Students with severe allergies requiring the emergency administration of epinephrine, must also contact the school nurse. Per new state law, an order from a physician must be on file if the student requires **ANY** food substitute including milk, nuts, etc. Frontier Elementary is **NOT** a nut-free campus, however we implement safeguards and education to reduce exposures for all students with food allergies.

## **PARTIES**

There may be three classroom parties: Fall, Winter, and Valentine's. Birthdays may also be celebrated if the student wishes to treat the class. Clear liquids or non-caffeinated beverages will be the only drink allowed for classroom parties. In addition to the school nurse, please communicate any food allergies/intolerances to your student's teacher for party accommodations to be planned.

## **NEWSLETTER AND LUNCH MENU**

The "Falcon Flyer" will be emailed monthly. Breakfast and lunch menus are available on the school's website. Carbohydrate menus are available per request for diabetic students. Contact the school for details.

## **PTO**

The Frontier Parent-Teacher Organization (PTO) meets once each month. All parents are invited and encouraged to attend meetings.

## **USE OF SCHOOL EQUIPMENT & FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Use of the school and/or school facilities must be approved by the principal and superintendent. Interested parties need to fill out a building use form located at FES and wait for proper approval.

## **DIRECTORY INFORMATION**

Frontier School Corporation complies with the privacy acts to ensure that student information is not available to outside sources. The Frontier School Corporation designates the following items as Directory Information: Student Name, address, phone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, most recent previous school attended, photograph and videotaped not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary within two weeks of enrollment.

## **STUDENT HEALTH**

**THE SCHOOL DOES NOT HAVE AN ACCIDENT POLICY ON ANY STUDENT.** It is therefore the responsibility of the parent when a student is hurt in a P.E. class, lab class, recess, sport event, practice, or any other school event to pay medical bills incurred.

## **STUDENTS WITH SPECIAL HEALTH PROBLEMS AND NEEDS**

It is extremely important that the school nurse, classroom teacher, and the school office personnel be notified of any special health condition and special needs that a student may have. It is vital that all school personnel are made aware of the condition and the proper procedures for dealing with it. Health information is stored in an electronic system and is FERPA compliant.

**HEAD LICE**– Head lice problems arise in the community setting among school children due to close contact with each other. At school, we do periodic screenings, especially if a child is showing signs or symptoms of headlice. According to White County Health Department Policy, once lice or nits have been detected and meet their guidelines for treatment, a student may not remain at school. The parent will be notified to take the student home. The school health office will provide the parent with written/verbal instructions to assist with proper treatment. Before returning to school, the child must be cleared of all nits and live bugs by the school nurse or White County Health Department. Students found to have head lice require follow-up screenings, by appointment, scheduled with the school nurse. As long as the parents are compliant and progress is determined by the school nurse, these absences will be coded as medical. If at any time during treatment, the school nurse feels that it is necessary, the student may be referred to the White County Health Department for follow-up/clearance, and further resources.

## **SCHOOL MEDICATION POLICY**

**According to Frontier School Corporation Policy-Vol. 31, NO. 1: The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.**

In order for the school to administer medication to a student, several guidelines must be followed:

The size of the medication bottle should be no larger than a 50 count pill bottle (2.5 inches tall x 1/5 inches wide). Meds should be brought to the nurse's office where they are stored in a locked drawer.

**FRONTIER SCHOOL CORPORATION DOES NOT HAVE STOCK MEDICATIONS TO ADMINISTER TO STUDENTS. PARENTS MUST PROVIDE ANY MEDICATION THAT A CHILD REQUIRES TO ATTEND SCHOOL.**

1. Prescription Medications may be administered to a student under the following conditions:
  - a. Completed school medication consent form (NO HANDWRITTEN NOTES ACCEPTED, PER STATE LAW).
  - b. Physician's order, on file, that contains student name, medication, and instructions. The prescription label also serves as a doctor's order.
2. Over-the-counter meds may be given to a student under the following conditions:
  - a. Completed school medication consent form (NO HANDWRITTEN NOTES ACCEPTED, PER STATE LAW).
  - b. All meds must be in the original container and brought to the nurse's office where they will be kept in a locked drawer.
  - c. Cough drops must be accompanied by a consent form and may be placed under teacher's supervision.
  - d. No aspirin will be administered unless a physician's order is provided.
  - e. Sharing medications with non-related students is not an option.

The school may refuse to give medications if the proper guidelines are not followed.

Please send only meds that need to be given during the school day. If antibiotics or other prescription meds need to be given at school, have the pharmacist label an extra bottle to be kept at school. Only the amount needed should be sent to school. Inhalers/nebulizer vials should come in their original boxes with the prescription label attached. Additional information on an ASTHMA ACTION PLAN must be completed, per state law. Contact School staff for this paperwork prior to bringing in an inhaler/nebulizer medication.

Medications that are possessed by the school for administration during school hours or at school functions may be released to:

1. The student's parent or guardian
2. A designated individual who is at least 18 years of age
3. A student if the parent provides written permission in the form of the 2nd signature line on the medication request form.

Any student with a chronic disease or medical condition may self-administer meds at school if the school receives, in writing, two statements – one from the parent and one from the physician. Please see the school nurse for complete instruction on this process and to receive the proper paperwork to complete.

**MEDICAL SCREENING AT SCHOOL**

The following screening of student health needs is a combination of the school's interest and state standards in good health:

- a. Vision Screening – K, 1, 3, and 5
- b. Speech and Hearing – K, 1, and 4
- c. Dental Screening – 2nd, and those approved for the Smiles Program

Please also keep in mind that students in any grade level may be screened for listed items, if the need presents. Student health concerns may be referred to the school nurse, speech pathologist, or school counselor at any time by the student, teacher, staff, or parent.

**NURSE'S OFFICE**

Students receive health assistance by the school nurse or trained office staff, when needed, with adult discretion. Minor injuries or ailments may be cared for at school and general first aid will be

administered. As per Frontier School Policy Vol 31, NO. 1: The school board and school nurse shall not be responsible for the diagnosis and treatment of student illness. If any question concerning an illness or injury exists parents may be contacted by the school nurse for further information.

Each school year, children are excluded from school for various medical reasons. This is done for the welfare of the child and the rest of the student population. According to the White County Health officer, administrators and the school nurse are required to exclude students who present with the following conditions or symptoms:

1. Elevated temperature of 100 degrees or higher, accompanied by other symptoms such as headache, sore throat, rash and other symptoms of communicable disease
2. ANY undiagnosed rash
3. ANY inflamed throat
4. Discharging ears
5. Other skin diseases
6. Inflammatory eye conditions (pink eye)
7. ANY undiagnosed cough which meets specific symptoms (especially during epidemics of whooping cough, measles, or other respiratory related viruses)
8. Nausea and vomiting
9. Pediculosis and nits (lice)
10. Diarrhea

Students with a fever of 100 degrees or higher must be fever free (without medication) for 24 hours before returning to school. Those vomiting should not return until 24 hours after the last vomit episode. If a child has started on an antibiotic for something that is contagious (i.e. strep, pink eye, infection, etc.) we would like for 24 hours of antibiotics to be completed before returning to school. In certain cases, a note from a physician may be required by the school for a student to return. In the event of positive influenza cases, the school nurse may communicate and evaluate a student's return to school based on symptoms and provide a medical excuse for missed days on a case by case basis.

In the event of an illness outbreak, epidemic, or pandemic, Frontier Schools will be at liberty to change school health policies and procedures to align with executive orders guided by the CDC, Indiana Department of Health, White County Health Department, and Frontier Corporation nurse/administration.