

CLASS SCHEDULE

Regular Schedule

8:00- 9:25	Block 1
9:30- 10:55	Block 2
11:00-11:25	Flex
11:30-12:00	Block 3 class
12:00-12:30	Lunch
12:35-1:30	Block 3class
Or	
11:30-12:30	Block 3 class
12:30-1:00	Lunch
1:05- 1:30	Block 3 Class
1:35- 3:00	Block 4

SCHOOL DELAY SCHEDULE

Two (2) hour delay:

Block I.....	10:00-11:00	
Block II.....	11:05-12:05	
Block III..... Lunch A	12:05-12:35	Class.....12:40-1:50
.....Lunch B.....	12:45-1:15	Class12:10-12:45/1:20-1:50
Block IV.....	Class 1:55-3:00	

Three (3) hour delay:

Block I.....	11:00-12:00	
Block II.....	12:05-1:05	
Block III..... Lunch A	1:05-1:35	Class.....1:40-2:50
.....Lunch B.....	1:40-2:10	Class1:10-1:40/2:15-2:50
Block IV	Class 2:55-4:00	

MISSION STATEMENT:

Fremont High School and its community will provide an educational, supportive, and safe environment empowering students to learn, develop skills, be responsible and have a positive attitude necessary for life.

SCHOOL RATING:

Fremont High School holds a First Class Commission from the Indiana Department of Education, and we are also members of the North Central Association of Colleges and Secondary Schools. We have been named an Indiana Improvement Grant Recipient School. To maintain our place in these two categories demands that we offer a high quality, well-balanced program. This requires the united effort of students, staff, and community.

Equal Educational Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development and opportunity. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the District. The Board shall treat its students without discrimination as this pertains to, among other things, course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Sexual Harassment / Discrimination

It is the policy of the Fremont Community Schools Board of Trustees to provide learning and working atmosphere for students, employees and visitors free from sexual harassment and/or discrimination. A formal written policy is available for student and patron review in each principal's office and the superintendent's office. A student, parent, or staff member should report any suspected violation to administration immediately.

Notification of Rights under FERPA For Fremont Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate;
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

The name and address of the Office that administers FERPA and PPRA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

SECTION I: ACADEMICS

CLASS RANK POLICY:

The honor of Valedictorian and Salutatorian will be awarded at the end of the third quarter after final grades have been received. To be considered, you must be a full time student for four years and be at Fremont for the last two years. A student's GPA and course work from an accredited high school will be considered in determining a transfer student's rank.

At the end of the third quarter, a final class rank will be calculated for all graduating seniors.

Grade point averages will be reviewed at three decimal places, or the thousandths place. The computer system automatically figures grade point averages to three decimal places. At that point, the computer automatically ranks the students. In the event of a tie, the student with the most AP or dual credit courses will receive the honor. If there is still a tie, the student with the most A+'s will receive the honor.

CHEATING:

The administration shall be informed of the actions in this area. The teacher involved will make a personal contact in all instances.

1. First incident of cheating F or O grade for the assignment or test.
2. Second incident of cheating F grade for the 9 weeks.

COURSE CHANGE POLICY

- o All schedule changes must be made by the end of the third day of a term. Changes will only be made after a parent/guardian has signed a permission to change schedule form.
- o Students must be enrolled in at least three courses each term.

COURSE RETAKE POLICY:

Students may also retake a course only when an improved grade would qualify them for a Core 40 Diploma with Academic Honors or Technical Honors. This means that students with a cumulative GPA below 3.0 (B) can retake any course where they have earned a grade below a B. Students may retake any course where they have earned a grade below a C-. In these cases the higher grade will be used to calculate a student's G.P.A. but both grades will remain on the transcript.

DOLLARS FOR SCHOLARS:

While attending Fremont High School, each student has the opportunity to accumulate cash amounts that are awarded to the student once he/she enrolls in a post-secondary institution to further their education or training.

The student must enroll in another institution in the summer or fall immediately following their graduation. Once a payment has been made to this institution, the Foundation will reimburse the student up to the amount the student has earned. Awards are not based on subjective comparisons; the student earns money based on his/her own merit and efforts while in attendance at Fremont High School. Students begin to accumulate money from their first day of enrollment at Fremont High School through their graduation. Each year of not more than one absence is worth \$100. Four years of meeting this attendance requirement can earn a student \$400.

For every A received as a semester grade a student will earn \$10; a B for each semester grade receives \$5. An Academic Honors Diploma can earn a student an additional \$100. A student's maximum award can equal \$1140. Awards are one-time awards and are currently not renewable.

DROPPING A CLASS:

Dropping a class after 10 school days into the term will result in a failing grade (WF).

GRADUATION REQUIREMENTS:

Core 40 Diploma-

- o English/Language Arts – 8 credits in English 9, 10, 11, and 12
- o Mathematics – 6 credits in Algebra I, Geometry, and Algebra II
- o Science – 6 credits in Biology, Chemistry/Physics/Integrated Chemistry & Physics, any additional science course

- Social Studies – 6 credits in U.S. History, U.S. Government, Economics, and Geography/History of the World
- Directed Electives – 5 credits in world languages, fine arts, and/or career-technical
- Physical Education – 2 credits
- Health and Wellness – 1 credit
- Electives – 6 credits from any area

Core 40 with Honors Diploma-

- Complete all requirements for Core 40.
- Earn 2 additional mathematics credits
- Earn 6 world language credits
- Earn 2 fine arts credits
- Earn a grade of "C" or better in courses that will count toward the diploma
- Have a grade point average of a "B" or better. Specifically, the GPA must be 2.8335.
- Complete one of the following:
 - A. Complete AP courses (4 credits) and corresponding AP exams
 - B. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - C. Score a 26 or higher composite on the ACT
 - D. Complete dual high school/college credit courses (6 transferrable college courses)
 - E. Complete a combination of an AP course and dual high school/college credit courses

Core 40 with Technical Honors Diploma-

- Complete all requirements for Core 40
- Complete a career-technical program (8 or more credits)
- Earn a grade of "C" or better in courses that will count toward the diploma
- Have a grade point average of a "B" or better. Specifically, the GPA must be 2.8335.
- Complete two of the following:
 - A. Complete dual high school/college credit courses in a technical area (6 college credits)
 - B. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
 - C. Earn a state-approved, industry-recognized certification.

Six SEMESTER GRADUATION:

For the high school principal to consider this request, a student MUST complete the following steps.

1. The GQE must have been passed.
2. Reasons for this request must be in writing – signed by the student and parent/guardian and submitted to the principal.
3. Show the successful completion of courses and expected completion of courses to meet state and local credit/course requirements.
4. Six semesters will be the requirement for this waiver.
5. The graduation requirements must be met on the student's last day of attendance in the sixth semester.
6. A conference will be held with the parent, student, principal and guidance counselor.

7. The graduating class will have the Valedictorian and Salutatorian determined from students who have completed eight consecutive semesters. You are not eligible for these awards.
8. You will be considered a "junior" during the entire school year in order not to jeopardize any future eligibility if you decide to stay an additional year or semester.

A student will need to show why denial of this request may effectively prevent the student from graduating, or the student would qualify for a gifted and talented education program waiver if it was available and the student has been accepted into/enrolled in a post-secondary institution.

A waiver may also be requested for the purpose of furthering the student's education through military enlistment. The enlistment contract must have an educational component included.

SEVEN SEMESTER GRADUATION

If a seven semester waiver is granted, the following conditions will apply...

1. The GOE must have been passed.
2. Reasons for this request must be in writing – signed by the student and parent/guardian and submitted to the principal.
3. Show the successful completion of courses and expected completion of courses to meet state and local credit/course requirements.
4. The graduation requirements must be met on the student's last day of attendance in the seventh semester.
5. The graduating class will have the Valedictorian and Salutatorian determined from students who have completed eight consecutive semesters. You are not eligible for these awards.
6. We will indicate on your transcript your rank and whether you qualify for any other awards (Top 10% of class) after you have been added to the listing/ranking of eight semester graduates.
7. This ranking may be done manually and will not affect eight semester graduates.
8. You are eligible to apply for any scholarships just like any other student graduating that year. You will need to explain your situation on your application.

You are eligible to participate in the graduation ceremony and will sit in alphabetical order with the current graduates.

HOMEWORK POLICY

The FCS Board of School Trustees recognizes regular, purposeful homework as an essential component of the instructional process in the Fremont Community Schools. Homework should provide preparation for future class assignments. Meaningful homework should be purposeful, efficient, personalized, doable, and inviting. It is not to be assigned as punishment for students for disciplinary reasons.

In general, homework assignments will be completed for the following day; however, long range assignments and/or special projects should provide students with an opportunity to develop and refine research and ability to work independently.

Teachers will be responsible for:

1. Teaching independent study skills
2. Making specific assignments
3. Checking, reviewing, evaluating, and/or grading student homework according to the teacher's individual methods, in keeping with a system that is clearly explained to the class.
4. Giving feedback on homework assignments in a timely manner
5. Making instructions related to homework clear and providing, when necessary, a short period of supervised study or period of questioning to insure that the students understand the assignment
6. Assigning student homework that includes specific periods of time devoted to reading

Students will be responsible for:

1. Completing assigned homework as directed
2. Returning homework to the teacher by the designated time
3. Submitting homework assignments which reflect careful attention to detail and quality or work
4. Devoting a specified amount of time to reading as part of the homework assignment

Parents will be responsible for:

1. Providing continued interest and concern for their child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned
2. Indicating an interest about assignments and assisting, if possible, when requested by the child - not to include performing the work for the child
3. Supporting the school in regard to the student being assigned homework
4. Requesting assignments for student when short term absences are involved
5. Assisting the school in stressing the importance of reading and its benefits

GRADING POLICIES FOR FREMONT HIGH SCHOOL

The grading system for each course at Fremont should be explained to the students at the beginning of the grading period and should be developed with fairness in mind. We should be able to say to any student who is properly placed in a course, if that student works to their ability, the student will be able to pass the class. The quarters' grading scale should reflect grades for homework, classroom participation, quizzes, test scores, attitude, and conduct. The latitude for the weighing of these areas is each teacher's prerogative with reasonable fairness expected.

Fremont High School will be initiating the use of a 4.0 scale when figuring grades. The use of the 4.0 scale is to better align the high school with colleges and universities.

The following scale will be used in determining final grades in a class.

A+	99-100%	4.00	D+	68-69%	1.33
A	93-98%	4.00	D	63-67%	1.00
A-	90-92%	3.67	D-	60-62%	0.67
B+	88-89%	3.33	F	59%- lower	0.00
B	83-87%	3.00	I	Incomplete	
B-	80-82%	2.67	NC	No Credit	
C+	78-79%	2.33			
C	73-77%	2.00			
C-	70-72%	1.67			

HONOR ROLL:

In order to attain honor roll status, a student must be a full-time student (enrolled in at least three courses) and meet the following requirements during each grading period.

Straight A Honor Roll: Receive all A's

Honor Roll: Receive a B (3.0) average (A student may receive only one grade of C+ and still qualify.)

PROGRESS REPORTS/ MID-TERM GRADES:

Student progress reports/mid-term grades will be given every 4 ½ weeks after the beginning of each grading period. These will give students and parents an indication of a student's strengths and needs for improvement. It is hoped that with these mid-term reports, all students and parents may see positive reinforcement regularly.

TRINE COURSES

Students need to be aware of what it takes to meet graduation requirements. For example:

English Composition I and English Literature (at TU) = English 12 (at FHS)

American History I (at TU) and American History II (at TU) = US history (at FHS)

Fremont High School will receive a letter grade from Trine at the end of the course. The grade received at Trine will be posted on the transcript at the conclusion of the semester. Students enrolled in Trine Middle College classes who arrive at FHS earlier than 15 minutes before their next scheduled class and on days when Trine is not in session, are to sign in at the Attendance Office and report directly to Study Hall.

SECTION II: ATTENDANCE

Six Things You Should Know About School Attendance

1. Fremont Community Schools believes that students should be in the classroom if they are going to maximize their learning opportunities. If your child will need to be out, check on attendance make-up options.
2. State funding to FCS is directly related to school attendance. School Districts normally do not receive funds for a student who is not present.
3. Promptly follow district policies to ensure that qualified excused absences are excused. An absence not only is a day not present for instruction, but an unexcused absence may also result in failing grades for incomplete work. This can be catastrophic.
4. FCS expects you to notify your child's school the day you keep your child home sick. Please do so. Learn to use online communications to reach the school staff. Many of our teachers maintain a school web page/link to post homework assignments, projects due, etc. This is a great way to stay current on what is going on in the classroom when your child is not there.
5. Even though we may provide flexibility in attendance policies we will consider current student performance when determining the number of absences that can be excused. This is more critical in high school courses in which credits are earned by the quarter or semester.
6. There are compulsory school attendance laws.

Truancy

Fremont Community Schools as per the State of Indiana defines truancy as "a student's absence from school without the permission of a parent/guardian." A student who is chronically absent, by having unexcused absences from school for more than (10) days of school in one (1) school year is designated as a habitual truant. Students will not be able to make up work (tests, projects, assignments due, or any other class work) due or completed while a student is classified as truant. After the third truancy the student will be required to have a student/parent conference prior to returning to school. Truant students are also subject to disciplinary consequences and a parent contact. Habitual offenders of the attendance policy may be reported to the Steuben County Probation Department. Habitual offenders may also have their driver's license suspended. Students that are absent and unexcused may not attend after school activities.

Excused Absences

The school will send a letter to parents after 7 absence days (excused or unexcused) during the school year. The letter will state that after 10 absence days a doctor's note will be required to excuse any further absence. The classroom teacher takes attendance each block. A student will be considered absent from a block by missing more than 15 minutes of the block. Excused absences should be defined as absences that Fremont Community Schools and the State of Indiana regard as legitimate reasons for being out of school. These include the following:

- Illness verified by a note/phone contact from a parent/guardian
- Illness verified by a note from a physician

If a parent/guardian of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity to the authorized school personnel not later than six (6) days after the certificate is requested. The certificate must be signed by:

- 1) an Indiana physician
- 2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- 3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

- Attendance at a family funeral
- Absences related to maternity

Fremont High School prefers that students who must be absent have their parents phone the school (495-1241) to report the reason for the absence. We prefer the notification prior to the absence or the day of the absence. The parent may wish to notify Fremont High School by a written note as the student returns to school. The note must include the date(s) of absence and reason for the absence. The student will be required to have a blue slip to be admitted into each classroom.

Unexcused Absences

An unexcused absence is defined as any absence not covered under the school district's definition of excused or exempt absence and is not authorized by the school administrator. An out-of-school suspension is not an unexcused absence.

Exempt

Pursuant to I.C. § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. Those circumstances include serving as a page or honoree of the Indiana General Assembly, participating in an election, testifying in court under subpoena, serving with the National Guard for no more than ten days, or serving with the civil air patrol for no more than five days. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and may not be penalized in any way by the school.

The school principal may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions and is limited to a total of five (5) school days per school year.

- 1) Is consistent with and promotes the educational philosophy and goals of Fremont Community Schools and the State Board of Education.
- 2) Facilitates the attainment of specific educational objectives.
- 3) Is a part of the goals and objectives of an approved course or curriculum.
- 4) Represents a unique educational opportunity.
- 5) Cannot reasonably occur without interrupting the school day.
- 6) Is approved in writing by the school principal.

IC 20-33-2-28 Compulsory Attendance; Duties of Parent

It is unlawful for a parent to fail, neglect or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

Exit Interview and Withdrawal from School

Each exit interview must be personally attended by:

- 1) the student's parent;
- 2) the student;
- 3) each designated appropriate school employee; and
- 4) the student's principal.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- 1) the student, the student's parent, and the principal agree to the withdrawal;
- 2) at the exit interview, the student provides written acknowledgment of the withdrawal and the:
 - A. student's parent; and
 - B. school principal;
 each provide written consent for the student to withdraw from school; and
- 3) the withdrawal is due to:

- A. financial hardship and the individual must be employed to support the individual's family or a dependent;
- B. illness; or
- C. an order by a court that has jurisdiction over the student.

4) a written acknowledgment of withdrawal must include a statement that the student and the student's parent understand that withdrawing from school is likely to reduce the student's future earnings and increase the student's likelihood of being unemployed in the future. **COLLEGE VISIT**

Parents must notify the attendance office just like a regular absence. Students must pick up a verification slip from attendance prior to leaving and have it validated at the school visited.

CHECK-IN PROCEDURE

Regardless of climatic conditions, students are expected to arrive at school on time. When a student is late to school the student must report to the front office and sign in upon arrival at school before going to class. The student will receive a pass which he/she must have to enter class. A parental note will not be accepted to excuse students for being late to school.

LEAVING SCHOOL DURING THE DAY:

Student must have permission to leave school during the day. Such permission may be granted by an administrator or the school nurse. Leaving school without permission will be considered truancy.

If a student needs to be excused from school before the end of the school day, they must bring a note to the attendance officer before school. The parent must include a phone number at which they can be reached if verification is required.

A register will be kept in the office for the purpose of signing out by the students. Students are not to leave the building during the school day without signing the register in the office. When a student returns to school, he/she must sign the register and secure a pass from the office before returning to a classroom.

MAKE-UP WORK:

It is the student's responsibility to ask the teacher for make-up work. Make-up work should be completed during an interval equal to the day of absence. Example: absent three days, a student would have three days to make-up work after returning to school.

If a student misses a test day and was present for the review, the student should be expected to take the test on the day of return. Exceptions must be agreed upon by the teacher and the student.

For excused absences, in-school suspensions, unexcused absences, and out of school suspensions, the student will be given the opportunity to make up missed homework, quizzes and tests, and credit will be given.

MILITARY FAMILIES

A student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to; a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent or his designee. Fremont Community Schools may grant up to five (5) days of excused absences for Military-Connected families. Conditions in which the school may grant these excused absences include: the excused absence is pre-approved; student is in good standing; student has a prior record of good attendance; missed work is completed and turned in within the school's allotted time period; and absence is not during standardized testing dates. Please contact your child's school for additional information.

TARDINESS POLICY:

Fremont High School holds the student accountable to be in class on time and be prepared to participate in the classroom activities. A student is expected to be in their seat of the classroom before the classroom bell ready for the beginning of class. The classroom teacher records tardiness. The first two tardies are at the discretion of the teacher. Habitual tardiness will result in

the teacher referring the student to the office. An outline of the consequences are listed below: Each tardy referral will be accumulative for the entire course. The first referral – detention, second referral – detention, third referral – one block of In-School-Suspension, fourth referral – 1 day of In-School Suspension, fifth and any additional – 1 day to multiple days of out of school suspension. A parent conference will be recommended after the fourth and sixth referrals. Failure to serve detentions will result in further disciplinary actions.

VACATION POLICY:

Since the school calendar allows for weeks of vacation during the school year, other absences for vacation are strongly discouraged. If parents or guardians have circumstances, which necessitate days other than those already allotted on the school calendar, **a prior contact with the administration is needed at least one week prior to the planned vacation.** A vacation form must be properly completed by the student and signed by the parent, signed by the principal, and arrangements made for homework assignments with the teacher. *Any student with any unexcused absences or that exceeds the day limitation will not be approved by the principal.* All homework is due upon return to school and tests may be given immediately. Vacations will only be allowed if the student accompanies a parent or guardian with a five - (5) day maximum. These days will count towards days of unexcused absences per quarter.

SECTION III: Student Code of Conduct

Fremont Community Schools has high expectations for all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior.

Maintaining good discipline within the schools is also a community responsibility.

Parents must be familiar with and supportive of school standards and work closely with the school staff.

Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the principal or the principal's designee.

FCS does not discriminate on the basis of race, gender, economic status, handicapping condition, national origin or any other personal characteristics in regard to disciplinary actions against students.

School transportation is a privilege in the state of Indiana. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct that will offer a hazard to themselves, their fellow students or the general public; and to refrain from violating federal, state or local law, or the requirements of the transportation guidelines.

Examples for most rules are provided. FCS has a "graduated system of discipline". Minor rules would have a lesser penalty for a first time offense than would a more major offense. As the severity of the offense or rule increases, so would the discipline imposed. The graduated system of discipline does **not** apply to possession on school grounds of firearms, destructive devices, and deadly weapons.

If the student violates the law, law enforcement agencies may be involved depending on the severity of the offense. Parents will also be contacted, if possible.

FCS does not permit employees to use corporal punishment (the physical striking of a student as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous objects from students, for the purpose of self-defense, or for the protection of persons or property.

If a student or parent believes the student is being improperly punished or subjected to an illegal rule or standard, he/she should follow these steps:

1. Discuss the situation with your son/daughter and the teacher. If you are not satisfied, then

2. Request a conference with the teacher, student and principal. If you are not satisfied, then

Contact the superintendent's office and speak with the superintendent/designee.

A violation by a student of a rule listed in this Code is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities and promote student achievement. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

LEVEL 1: CONFERENCE/PARENT CONTACT

Staff members may initiate and conduct a conference or make contact with student, parent, teacher, counselor, administrator or others as necessary to correct the behavior. A teacher may remove a student from their class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another schools setting.

LEVEL 2: ACTION OPTIONS

Staff members may refer a student to the school counselor or other staff. The student may be placed in time out for one-half day or less, be assigned detention, be given school/community services or be denied participation in school or extracurricular.

An administrator may suspend parking permits or work permits, and may notify the state of certain misconduct that may cause suspension of driver's licenses. A Delinquency Affidavit will be filed for chronic attendance issues. Other options may be discussed among parents, teachers and administrators.

LEVEL 3: IN-SCHOOL ALTERNATIVES

A school administrator may place the student in an in-school suspension program for one-half day or more. The student may be placed in a specially designed in-school class or program.

LEVEL 4: OUT-OF-SCHOOL AND/OR BUS SUSPENSION

A student may be suspended from the bus and/or the school for up to ten (10) days.

LEVEL 5: ALTERNATIVE CONSEQUENCES/PROGRAMS

A student may be place on school probation or placed in an alternative program. Violations with a maximum consequence level of six may result in a Level 5 Probationary Contract. This allows the student to remain at the home school with restrictions. Violation of the Level 5 Probationary Contract may result in the school filing for an expulsion meeting.

LEVEL 6: EXPULSION MEETING/EXPULSION

For serious misbehavior, the principal may request that a student be expelled from school. An expulsion is the denial of a student's right to attend school or school-sponsored activities. In some cases, as an alternative to an expulsion, an Expulsion Examiner may place the student in an alternative program outside of the home school setting.

Grounds for any type of disciplinary consequence(s)/action apply when a student is:

- a) On school grounds or transportation immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b) Off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

GROUNDS FOR SUSPENSION OR EXPULSION:

A. Student Misconduct and/or Substantial Disobedience

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Battery: Knowingly or intentionally touching another person in a rude, insolent, or angry manner.
4. Battery by Body Waste: Knowingly or intentionally in a rude, insolent, or angry manner placing body waste and/or bodily fluids on another person.
5. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
6. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
7. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
8. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
9. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
10. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

11. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
12. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
13. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 13: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
15. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
16. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
17. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
18. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
19. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
20. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
21. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
22. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
25. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

26. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
27. Engaging in pranks that could result in harm to another person.
28. Using or possession of gunpowder, ammunition, or an inflammable substance.
29. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
30. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
31. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Bullying and Cyber Bullying

Bullying and/or cyber bullying will not be tolerated at Fremont High School.

Students shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's education opportunities.

Cyber bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDAs while on campus which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or

4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable. A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

C. Gang Activity and/or Gang Related Activities

Fremont Community Schools believes the presence of any gang and/or gang activities can cause a substantial disruption of the educational process. Therefore, to ensure a safe, secure learning environment and help foster an attitude of respect for the rights of others, gang membership or any gang-related involvement or activities while on school grounds and during school-related functions is prohibited.

Gang activity is identified as, but not limited to:

- 1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or items that are evidence of membership or affiliation with a gang.
- 2) Committing any act or using any communication either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
- 3) Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
 - a. soliciting and/or initiating others for membership in any gang;
 - b. requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - c. committing any illegal act or violation of school district policies;
 - d. inciting other students to act with physical violence upon any other person;
 - e. engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others

A parent of a child who is a member of a criminal gang, who actively encourages or knowingly benefits from the child's involvement in the criminal gang, is liable for actual damages arising from harm to a person or property intentionally caused by the child while participating in a criminal gang activity if:

- 1) The parent has custody of the child;
- 2) The child is living with the parent or guardian; and
- 3) The parent failed to use reasonable efforts to prevent the child's involvement in the criminal gang.

D. Possessing A Firearm or a Destructive Device (Gun-Free Schools Act of 1994)

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

G. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled or transfer has not been approved.

SUSPENSION PROCEDURE

A principal may suspend a student for not more than ten (10) school days. However, in the event of a requested expulsion hearing by the principal, the student's suspension may continue until the time of the expulsion decision if the superintendent or designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- 1) Interference with an educational function or school purposes; or
- 2) A physical injury to the student, other students, school employees, or visitors to the school.

A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- 1) A written or an oral statement of the charges against the student.
- 2) If the student denies the charges, a summary of the evidence against the student.
- 3) An opportunity for the student to explain the student's conduct.

When misconduct requires immediate removal of a student, the suspension meeting must begin as soon as reasonably possible after the student's suspension.

Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- 1) The student's misconduct.
- 2) The action taken by the principal.

EXPULSION PROCEDURE

The superintendent may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- 1) Legal counsel.
- 2) A member of the administrative staff if the member:
 - a) Has not expelled the student during the current school year; and
 - b) Was not involved in the events giving rise to the expulsion.

An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a designated person.

Notice of the right to appear at an expulsion meeting must:

- 1) Be made by certified mail or by personal delivery;
- 2) Contain the reasons for the expulsion; and
- 3) Contain the procedure for requesting an expulsion meeting.

The individual conducting an expulsion meeting:

- 1) Shall make a written summary of the evidence heard at the expulsion meeting;
- 2) May take action that the individual finds appropriate; and
- 3) Must give notice of the action taken to the student and the student's parent.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

PARENTAL RESPONSIBILITY/LIABILITY

Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

School officials will contact law enforcement authorities whenever, in their discretion, there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.

STUDENT'S DRIVER LICENSE SUSPENSION I.C. 20-33-2-11:

If any of the following reasons apply to a student, that student's Drivers License may be suspended:

1. Is a habitual truant under I.C.20-33-2-11 (Who is at least 13 years old and less than 18).
2. Is under at least a second suspension from school for the school year under I.C.20-33-8-14 or school under I.C.20-33-8-15.
3. Is under an expulsion from school under I.C.20-33-8-14, I.C.20-33-8-15, or I.C.20-33-8-16.
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under I.C.20-8.1-3-14 (A) before graduating.

DISCIPLINE:

Students must know that all school rules apply at school, school related activities away from school, and in transit to and from such activities. Students are also subject to disciplinary action when illegal acts occur which affect school purposes or school related activities. These acts may be off school grounds.

Examples: If a student was drinking at a ball game played at our opponent's school, this would be grounds for discipline just as though it happened at our school.

If a student vandalizes a teacher's home, this is an illegal act related to school and affecting school purpose. It is grounds for disciplinary action.

The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all involved in the educational process. School staff members will make every effort, individually, collectively, and cooperatively, to help each student gain acceptable self-discipline standards.

Pursuant to HEA 1386, P.L. 16-1990, disciplinary measures which may be used to address student behavior problems include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students additional work.
4. Phone calls to parents.
5. Rearranging class schedules.
6. Requiring a student to remain in school after regular school hours or on Saturday morning for additional school work or counseling.
7. Behavior contracts.
8. Referral for professional counseling.
9. Referral to juvenile probation.
10. Restricting extracurricular activities.
11. Removal of a student by a teacher from that teacher's class for a period of time not to exceed local policy.
12. Assignment by the principal to a special course of study, an alternative educational program, or an alternative school.
13. Removal of the student from school sponsored transportation.
14. In-school suspension.
15. Out-of-school suspension.
16. Expulsion
17. Other similar, appropriate actions.

Certain acts of misconduct, as outlined by Public Law 162, will subject the student to suspension

(either in-school or out-of-school) or expulsion from school. Such conduct is to include, but not be limited to, the following acts: (I.C.20-8.1-5-4 summarized).

1. Failure in substantial number of incidences to follow normal discipline guidelines.
2. Disruption of school (violence, force, noise, etc.)
3. Damage or destruction of school property.
4. Damage or destruction of private property.
5. Physical and/or verbal abuse of a student.
6. Extortion or coercion.
7. Disrespect and/or disobedience.
8. Illegal acts interfering with school purposes.
9. Possession or use of any tobacco products.
10. Truancy.
11. Theft or possession of stolen property.
12. Possession of weapons or dangerous instruments including firearms and explosives.
13. Assault on a school employee.
14. Possession, providing to another person, or being under the influence of any substance which is or contains alcohol, or marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without prescription or any substance represented by the provider to be any of the listed substances:
 - a) on school grounds at any time or,
 - b) at any school sponsored activity at any location including the school bus.

Use of medication by student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. However, rules for the use of medication must be followed.

SECTION IV: School Bus Safety Guidelines:

1. Elementary students will sit in the front of the bus, middle school students will sit in the middle of the bus and high school students will sit in the back of the bus as determined by the bus driver.
2. Be on time for buses. Load and unload from buses at authorized locations only.
3. Approach bus stops by always walking on the left side toward oncoming traffic and by watching at all times where moving vehicles are going and how fast they are traveling.
4. When crossing a roadway to enter or after exiting a bus, be sure you walk only when bus lights are flashing red, the stop arm is out, and the bus is not moving. Stay clear of the bus.
5. Sit in assigned seat if the driver directs you to do so. Keep the aisles clear and avoid all behaviors which may divert the driver's attention from their important job of driving safely. Respect for the driver and other students will be expected at all times.
6. Do not wear clothing or other accessories which might get caught on the bus when entering or exiting.
7. Obey the driver and all rules of the handbook. Discipline policies will be enforced.
8. Do not stand up on the bus.
9. Refrain from loud shouting.
10. Keep your head, arms and hands inside the bus at all times.
11. Be courteous.
12. Come directly into the building from the bus and go directly to the bus when dismissed. No student will be allowed to leave school grounds once they have arrived at school.
13. Help keep the bus neat and clean.
14. All school rules and consequences for misbehavior apply to students while on the bus as it does for regular school hours.

Loading Zone Safety Guidelines:

1. Arrive at the bus stop five (5) minutes before the scheduled stop, dressed appropriately for the weather.
 2. Respect other's rights at the bus stop.
 3. Respect private property while waiting for the bus.
 4. Never play in the street or on snow banks.
 5. Use appropriate language.
 6. The use of alcohol, tobacco or any controlled substance is prohibited.
 7. As the bus approaches, stand at least five (5) feet away until the bus stops. *If you can touch the bus, you are too close.*
 8. When crossing the street, always cross at least ten (10) feet in front of the bus, *after* receiving the signal (hand motion) from the driver that it is safe to do so.
 9. Board the bus one at a time, avoid crowding or pushing.
- Exiting the Bus:**
10. Remain seated until the bus has made a complete stop, avoid crowding or pushing.
 11. After exiting the bus, move at least ten (10) feet away, of the danger zone.
 12. When crossing the street, cross only after the driver signals it is safe to do so. *Cross at least ten (10) feet in front of the bus.*
 13. *Never* cross behind the bus.

Items not allowed on school buses:

1. Animals or insects
2. Hazardous materials
3. School projects that are too large to fit on your lap
4. Athletic equipment*
5. Balloons
6. Perfumed items such as hair spray, fingernail polish, etc. - *may be carried, but not used inside the bus.*

* Items may be transported if approved as a school district sport or activity providing there is adequate space on the bus.

Discipline Guidelines:

1. Verbal warning, attempt to contact parent, possible seat assignment and/or one (1) day bus suspension administered by driver
2. First referral: Written **Bus Conduct Report** issued. Student referred to building administrator. Parent notified either in writing or by telephone.
3. Second referral: Written **Bus Conduct Report** issued. Student referred to building administrator. Parent notified. May result in one (1) to three (3) day bus suspension.
4. Third referral: Written **Bus Conduct Report** issued. Student referred to building administrator. Parent notified. May result in three (3) to five (5) bus suspension.
5. Additional referrals: Written **Bus Conduct Report** issued. Student referred to building administrator. Parent conference scheduled with transportation supervisor, school principal and/or school superintendent. Minimum ten (10) day bus suspension up to bus expulsion for remainder of school year.
 - Offenses that are dangerous or destructive will result in immediate suspension of riding privileges and may include notification of law enforcement officials. The length of suspension and further disciplinary measure will be determined by the degree of the offense.
 - Any incident of racism, violence, bullying, and/or harassment will be investigated and resolved at the district level by the principal and transportation supervisor/designee.
 - The following are examples of serious behavior that may result in automatic suspension of riding privilege for up to the full school year:
 - Use of tobacco, alcohol or illegal drugs
 - Threat, harm, or harassment of any persons on the bus - The transportation supervisor will notify the principal and may involve law enforcement.

- Possession or use of any dangerous objects - Law enforcement will be notified.
- Defying the bus driver
- Unauthorized exit from any emergency exit
- Throwing objects/articles in and out of the school bus windows and/or throwing objects/articles at the bus driver
- Written **Bus Conduct Reports** will be forwarded to the school office and will be retained in the same manner as other student discipline records.
- **Bus Vandalism/Damage:** Students vandalizing/damaging school buses will be held responsible for restitution for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

In cases involving criminal conduct, the appropriate school district personnel and local law enforcement officials may be informed.

SECTION V: GENERAL INFORMATION

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic or other event sponsored by the school must be reported immediately to the person in charge and to the school office by preparing an accident report form.

ANNOUNCEMENTS:

Daily announcements are available on PowerSchool.

APPEARANCE AND DRESS:

The Board of School Trustees and the Administration believes that the proper dress and proper grooming are the responsibilities of every pupil attending Fremont High School. The Superintendent and the Principal are charged with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the school.

As general guidelines for reasonableness, the administration will require that students wear footwear and clothing which meet standards of decency, safety, and cleanliness. Apparel and appearance deliberately planned to disrupt will not be tolerated.

School authorities will follow the practice of requiring a change of attire and calling the parent if a student appears at school in questionable attire.

Since the principles of good grooming are a part of each student's education and the appearance of the students reflects upon the reputation of Fremont High School, it is important that students uphold the highest standards of neatness and respectability of dress.

- A. All clothing should be neat and clean. No student will be permitted to dress or appear in any manner that is unhealthy, obscene or excessively distracting. Clothing or attachments to clothing which promotes or advertises drugs, alcohol, tobacco, sex, and/or gangs (inclusive of clothing, colors, symbols) will not be allowed.
- B. Hair of boys and girls should be clean and neatly groomed.
- C. In certain extra-curricular activities, the school retains the right to impose specific dress and grooming requirements as a condition of participation.
- D. Overall neatness and cleanliness should be a common goal for all.

Examples of unacceptable dress:

1. If undergarments show then inappropriate. Bare shoulders must be covered.
2. Bare midriff shirts or tops.
3. Any clothing with holes or rips in an area above the knee.
4. Hats, hoods, headbands, head bandannas, or visors in the school building.
5. Torn or shredded clothing.

6. Shorts may be worn to school as long as they meet the following criteria. Shorts must be at least mid-thigh in length. (Use this test: standing up straight, let your hands fall to your side. Shorts should come past your fingertips.) Students should assume the responsibility of policing themselves in regard to following these guidelines or the policy of shorts will be revoked.
7. Any clothing which may be considered to be a disruption, unsafe, or unhealthy within the educational process.
8. No sunglasses should be worn.

ASSEMBLIES:

Assemblies will be held periodically throughout the year. The following procedure will be followed when attending assembly programs.

1. The audience will become quiet when the Master of Ceremonies appears before the group.
2. Applause will be limited to clapping in a courteous manner with no whistling or distracting noises.
3. You are to sit where designated by your teacher.

ATHLETIC POLICY:

The Athletic Department of Fremont High School welcomes and invites all students to participate in interscholastic athletics. Girls and boys are encouraged to participate in programs of their choice. We hope our students would gain from athletics those important qualities and characteristics essential for the development of a well-rounded individual. The Fremont High School staff welcomes you and sincerely hopes to see you participate in our athletic program. If you are transferring from another high school your parents and yourself will need to complete an IHSAA Athletic Transfer form obtained from the Athletic Director's office.

1. To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least three full credit subjects or the equivalent. A grading period is nine weeks.
2. You are ineligible if you are 20 years of age prior to or on the scheduled date of the IHSAA State finals tournament in a sport.
3. Physical - Athletes must have an up-to-date physical before beginning practice.
4. Parental Consent - All athletes must have co-curricular pledge signed by parents or guardian.
5. Equipment - All athletes are responsible for equipment issued to them. Lost or mishandled equipment will be charged to the athlete.
6. Injuries - All athletes should report injuries to the Coach responsible, so proper treatment or advice can be given.
7. Cuts - Cuts will be made in accordance with policy established in the athletic handbook.
8. Suspension - Any athlete suspended from school shall not practice with the team until suspension is lifted. If suspension includes a game day, the athlete will not be permitted to compete.
9. Training rules/expectations - Each sport will have its own set of rules supplied by the Head Coach. These will be handed out and discussed prior to the start of competition.
10. Attendance - An athlete must be in school the day of a game by 9:30 a.m. (three complete blocks). The principal has the authority to rule on any special circumstances.
11. Each athlete in season (Fall, Winter, Spring) will be placed in the drug testing program between the try-out dates to the Awards Program.

ATTENDANCE POLICY FOR BAC, FCAVC, ICE, MIDDLE COLLEGE AND OTHER SPECIAL PROGRAMS:

Attendance at Fremont High School must be a priority. If Fremont High School is in session, students in special programs are expected to be at Fremont High School and stay through their scheduled classes. The calendar at Fremont Community Schools does not always coincide with the special programs offered. If Fremont High School has a planned vacation and the special program is in session, students are expected to attend their special program.

Student safety is a priority at Fremont Community Schools. If Fremont High School is cancelled or delayed because of dangerous weather conditions, students should consider their special program cancelled or delayed. Special programs may be in a location that is experiencing dangerous weather. Listen to the radio or check the program's website for their current status. If the special program is cancelled and Fremont High School is in session, students are expected to attend Fremont High School.

Attending an alternative program is a privilege. Students must be enrolled in two classes at Fremont High School to be eligible for an off-campus vocational program. These programs offer students a valuable, real-world experience that demands real-world responsibility. That means that students and parents must be responsible for transportation and scheduling. Students attending BACC are dismissed from BACC at 10:50 and expected to be in class at 11:20. Excessive absences or tardies could cause a student to be removed from the special program and scheduled for a full day at Fremont High School. Dismissal from a program may require the student to pay the balance of the tuition reimbursed to FCS.

CAFETERIA:

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Food will only be sold to high school students during high school lunch. Breakfast will cost \$1.50 while lunch will cost \$2.00 for students.

The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dish-washing area.
3. Leaving the table and floor around you in a clean condition for others.
4. No food shall be carried out of the cafeteria at any time. All food shall be eaten in the cafeteria because of sanitation regulations.
5. Please only five people per round table.
6. Lunch guests are not permitted.
7. All students are required to go to the cafeteria during lunch.
8. Lunch hour is closed. All students are expected to stay on school property during the lunch hour. Any exceptions will be handled by the Principal.

CELL PHONE POLICY/ PORTABLE MUSIC DEVICE:

Cell phones and other electronic devices should be turned off and secured upon entry of the building until 3:00 p.m. All Such devices need to be turned off in the locker or in the student's vehicle during the hours of 7:30 a.m. to 3:00 p.m. daily. These devices are not to be in the possession of the student. Any Infraction of this policy will result in immediate confiscation of the complete device including battery and memory card and a parent will be required to pick up the device after school. The student will be immediately sent to in-school suspension. Continual violation of this policy may result in out-of-school suspension.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct", it is important for parents and students to be aware of not only the school consequences, but the legal consequences as well, should this occur in our school system.

School consequences shall include, but not be limited to a minimum of in-school suspension up to expulsion from Fremont Community Schools.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved in inappropriate and sexual conduct via a cell phone.

CHANGE OF ADDRESS:

If for any reason you have a change of address or telephone number, please notify the Guidance Secretary, Attendance Office or Office Secretary as soon as possible.

CLOSING OF SCHOOL:

When the weather is very bad and roads are slippery, tune to WOWO or WLKI radio stations from 6:00 a.m. for school closings/delay information.

CLUBS AND ORGANIZATIONS:

Fremont High School believes that it is important that students participate in a wide range of school sponsored activities. Expanding extra-curricular and co-curricular programs has allowed the opportunity for scheduling conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. The purpose of the following guidelines is to bring about this atmosphere. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

1. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond item #1 shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student's participation in the success of the total groups performance is the third priority. The sponsor(s) and the Assistant Principal shall determine this.
4. A previously scheduled event on the office school calendar will take precedent over practices or rescheduled events.
5. Regularly scheduled games, performances and activities will take precedent over practices.

No penalty will be assessed the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the Principal. All decisions will be adhered to, however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsor and Assistant Principal prior to the activities and or athletic event.

COURTESY AND MANNERS:

- A. Show affection by holding hands only. Any other public display of affection will be considered a violation of school policy.
- B. Walk to the right side of the corridor; do not block traffic by standing in groups. Pass quietly, being considerate of others in the hallways and classrooms.
- C. Take a place at the end of the line when others are waiting in line.
- D. Be friendly and cordial when meeting strangers in the building.
- E. Remove your hat upon entering the building and leave it off while in the building.
- F. Be punctual at all times and remain in classrooms or study halls until dismissed by the instructor.
- G. Respect and care for school property; discard trash in containers provided. Keep the cafeteria, tables, and chairs neat and clean.
- H. Do not bring distractions such as MP3's, game players, squirt guns or other toys to school.

DANCES:

Throughout the year dances will be sponsored by various school organizations. For these to be successful and trouble free we must ask that the following rules be enforced by the supervisors and members of the sponsoring groups:

1. All dances will end at 11:00 p.m.
2. Improper behavior will be viewed the same as if it were during the school day.
3. Admission will not be allowed after approximately 15 minutes into the dance.

4. Once a student leaves the dance they will not be allowed to return.
5. Only members of the Fremont High School student body will be allowed to attend a dance unless otherwise announced.
6. Normal school dress is expected at all dances.
7. Sponsoring organizations are to make prearrangements for music and any public address system needed at least two weeks prior to dance.
8. All ticket sellers and other help needed are to be furnished by the sponsoring organization. Each organization needs to complete a ticket sales form after the dance. These may be obtained from the principal.
9. Middle school students will not be allowed to attend high school dances nor will high school students be allowed to attend middle school dances.

DRIVING RULES AND REGULATIONS:

Students who drive a motor vehicle to school must:

1. All vehicles must be registered at the office at the time of class registration. Failure to do so may result in a loss of driving privileges, a parking ticket or the vehicle being towed at the owner's expense.
2. Drive the auto directly to school and park in the last three rows of the school parking lot. Once a car enters the school parking lot it may not leave without permission. A student must enter the building immediately after parking their car and may not be in a car during the school day without permission.
3. An auto may not be moved during the school day without permission from the office.
4. Observe speed limits for school areas while school is in session and at school activities. (10 MPH in parking lot)
5. If driving privileges are suspended, no other student may drive the suspended student's auto.
6. The school assumes no responsibility for anything that might happen to an auto while on school property.
7. Smoking in autos while on school grounds is prohibited.
8. Continual tardiness to school may result in a loss of driving privileges.
9. Once leaving the school parking lot at the end of the school day, re-entry is possible only after the parking lot has been cleared.
10. All autos should exit by using the West Street exit. When the buses start moving at 3:08 PM, ALL autos will remain stationary until ALL the buses have vacated the parking lot.
11. Any violation may jeopardize driving privileges.
12. Parking in areas other than those designated for students may result in a loss of driving privileges, a parking ticket, or the vehicle being towed at the owner's expense.
13. All students who are issued a permit to drive to school must participate in the random mandatory drug testing program.

Students are not permitted to ride bicycles or motorized bikes during the school day unless permission is obtained from the office. The school is not responsible for damage or theft while bicycles are parked at school.

Vehicle Searches

Search of a student's car on school property by school officials is governed by the *reasonable grounds* standard.

To initiate a lawful search, a school official must have reasonable-grounds to believe all of the following:

1. A criminal law or school rule has been or is being violated;
2. A particular student has committed a criminal-law or school-rule violation;
3. The suspected criminal-law or school-rule violation is of a kind for which there may be physical evidence;
4. The sought-after evidence would be found in a particular place associated with the student suspected of committing a criminal-law or school-rule violation.

“Reasonable grounds” means a suspicion that is based on reasons that can be articulated.

A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for that search.

DISTRIBUTION OF MATERIALS:

Printed materials or other items may not be distributed in the school building, on the school grounds, on the school buses, or at any school scheduled activity without the approval of the Principal.

Drug & Alcohol Testing Program:

Fremont Community Schools' drug and alcohol testing program applies to all Fremont Middle and High School students in grades 5-12, who participate in any athletic activity, drive to and/or from school, or voluntarily agree to be randomly tested.

FCS is committed to providing a safe and healthy educational environment for all of our students. Students who drive to and/or from School or participate in any of our athletic programs while using drugs and alcohol put themselves and other students at risk and interfere with the ability to provide this safe and healthy educational environment. Therefore, a comprehensive drug and alcohol abuse prevention policy that includes random drug and alcohol testing, education and parent/student professional assistance will help reach the goal of a drug and alcohol free school corporation.

The purpose of the random drug and alcohol testing program is:

- To provide for the health and safety of students;
- To provide students with a tool to combat the affects of peer pressure and say NO to drugs;
- To encourage students who use drugs to participate in an effective drug education/counseling program;
- To improve the educational environment;
- To encourage students to develop lifelong habits that demonstrate the positive character traits of responsibility and trustworthiness that will make them productive citizens.

Fremont Community Schools practices two major types of student drug testing.

Random Student Drug Testing (RSDT)

- Random Student Drug Testing (RSDT) refers to the practice of randomly testing students to detect the recent use of illegal drugs. All students in *selected groups* have an **equal** chance of being tested throughout the school.
- Random Student Drug Testing may be either **mandatory** or **voluntary**.
 - **Mandatory** – All students in a defined group or setting (student athletes and drivers) are eligible for student drug testing. Failure to comply with the program results in the loss of participation privileges.
 - **Voluntary** – Students and parents may choose to be a part of the student drug testing program by signing a consent form or choose not to join the program without penalty.

“For-Cause” or Reasonable Suspicion Drug Testing

A student is tested based on a reasonable belief that he or she is using or has used drugs in violation of the school's policy. A common definition for reasonable suspicion is “facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a trained school staff member to reasonably suspect that a student has violated the substance abuse policy and/or is under the influence of, or is intoxicated by, a drug or prohibited substance.” Administrators choose which students are to be tested based on physical characteristics such as appearance, behavior, and speech.

Fremont Community Schools recognizes that many students do not participate in athletics or drive to and/or from school and may choose to be in the testing pool as a way of

developing accountability in their lives or for other personal reasons. Therefore, any parent/guardian of a student in grade 5-12 under the age of 18 may voluntarily place their child in the pool of test candidates by signing the participation agreement. Any student 18 years of age or older may also request to be placed in the testing pool by signing a consent form. Once a parent/guardian has given consent for their child to participate in this program, the student will remain in the program for the duration of their enrollment in Fremont Community Schools. If the parent/guardian wishes to remove their student from the program, the parent/guardian must put their request in writing and make personal contact with the building level principal.

Any student participating in this program, "random" or "for cause" will be subject to the same consequences as all other participants. Any participant who refuses to submit to a drug test authorized under this program shall be considered to have tested "positive" and will be subject to the appropriate consequences, including possible law enforcement involvement.

EMERGENCIES:

Fire:

Teachers will explain which exit to use from their rooms. Walk, DO NOT RUN. Go quietly to the area designated by following the teacher. These directions are posted in each room near the door. Class groups must stay together so the teacher can check the roll in the event of an emergency.

Tornado:

You will be notified over the intercom when an alert is in effect. A plan for taking shelter has been developed for your school. A list of instructions is posted near the door in each room. The teacher will lead you to a designated area.

EMPLOYMENT:

Throughout the year, the school receives a number of calls from persons wanting students for employment either part-time or full-time. Students who are interested in securing work of any kind throughout the year should turn in their names and the type of work desired to the attendance office or guidance office.

END OF DAY:

Students must leave the building immediately after school unless supervised by a teacher, sponsor or coach.

SCHOOL RULES APPLY AT ALL EXTRA-CURRICULAR EVENTS. REMEMBER, EVERY STUDENT IS A REPRESENTATIVE OF FREMONT HIGH SCHOOL.

FREE/REDUCED LUNCH PROGRAM:

Application for the free lunch program can be obtained from the office. The application must be fully completed and returned to the office by the announced deadline. Use of free/reduced lunch card other than by the approved person will be a suspension offense.

HALL PASSES:

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. High School students are not to be in the elementary school during the day without permission from the high school and elementary principals. They are to report immediately to the elementary office.

HEALTH POLICIES:

Immunization Requirements

Upon initial enrollment in the School Corporation, parents must show either that their child has been immunized or that a current religious or medical objection is on file. All immunization requirements are due by the first day of school.

Minimum immunization requirements for high school students:

5 doses of DtaP/DTP/DT/ vaccine (4 doses acceptable if the 4th dose was given on/after the 4th birthday)

- 4 doses of Polio vaccine (3 doses acceptable if 3rd dose of like vaccine administered on/after the 4th birthday)
- 3 doses of Hepatitis B vaccine
- 2 doses measles (rubella) vaccine
- 2 doses of mumps vaccine
- 1 dose of rubella (German measles) vaccine
- 2 doses of chickenpox (varicella) vaccine or written parental history of disease
- 1 dose of Tdap given on/after 10 years of age
- 1 dose of meningococcal vaccine (MCV4)

Care of Emergency Illness or Injury:

In general, no treatment except first aid shall be rendered in our school. This treatment should be limited, for the most part, to injuries occurring while the student is under the jurisdiction of the school. Injuries need to be reported to the teacher and main office immediately.

In the event of serious illness or injury, the parents will be notified immediately. Emergency care information, which gives telephone numbers where parents can be reached, shall be on file in the office for every student, along with the Annual Health Update form.

Clinic Room

- The clinic is available to students during class time for emergency illness and/or injuries (requires clinic pass from teacher).
- The clinic is available between class periods and at lunchtime for those students who may need to talk with the nurse, require medication, band-aids, etc. (does not require a clinic pass).

If the illness of a student is such that the student feels the need to go home he/she should report to the main office with a clinic pass from the teacher. No student is to leave school because he/she is ill without first securing permission from the administration. Parents will be notified after permission is granted and pick up arrangements will be made.

Medication Policies

It is recommended that medication be given at home whenever possible. However, recognizing the necessity of some children needing medication while attending school, the following requirements must be observed in compliance with Indiana State Codes:

1. Both prescription and non-prescription medication must include a permission form or note signed by the parent. Medications and parent permission slip must be brought to the office or school nurse as soon as the student arrives for school.
2. Prescription medication must be sent to school in the original doctor's or pharmacy container, labeled by them with the child and physician's name, name of medicine, amount to be given, and the time of day to be given.
3. Non-prescription medications (including topical ointments, cough drops, etc.) must be sent in the original container with the child's name on the package. Dosage must be as indicated on the package for the age and size of the child, unless a physician, in writing, indicates other specific instructions. Parents must send a note giving permission and when medication needs to be given.
4. Herbal medications need a signed medication permit AND a prescription from the physician. Most herbal medications can be given at home.
5. Any student with a chronic or acute medical condition may carry and self-administer medication (examples may include emergency treatment for diabetes, asthma, bee sting allergies, etc.) However, an authorization form signed by the parent and physician (available from the school office or nurse) must be provided to the school nurse.
5. Students in grades 9-12 may take home unused medication that was stored in the clinic if the parent provides written permission.

In case a student needs medication at home as well as school, your pharmacist will give you

duplicate, labeled containers upon request. Ibuprofen (Advil type), and Acetaminophen (Tylenol type) are available from the clinic for occasional use if a permission slip is signed by parent. For any questions on the state regulations please contact the school nurse.

SCHOOL INSURANCE: (THIS DOES NOT COVER ATHLETIC PARTICIPATION)

Dear Parents/Guardians:

Fremont Community Schools has a continuing concern about the increasing cost of medical care as it relates to student accidents. As a result of this concern, we have purchased a program of blanket student accident coverage during the school day for all students. The insurance has a cap amount for each different procedure performed and there is a \$500.00 deductible.

This program is intended to supplement your family or employer group coverage or plan. It is **NOT** designed to replace your present coverage. Please review the information contained on this sheet. It is intended to be a brief description of the coverage and is not the policy. The policy is held by the school.

The coverage is for medical bills only resulting from ACCIDENTS only that take place during supervised and sponsored school activities. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in school activities do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are **NOT** covered.

The plan is excess coverage and payment is made only after payment had been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within **60 days** of the accident. Only expenses incurred within **52 weeks** of the date of the original accident are considered. All bills and insurance information must be submitted within **15 months** of the date of the original accident. Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If your son or daughter should be injured in a school activity, report the accident to the Principal immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

THE FOLLOWING ITEMS ARE NOT COVERED:

1. Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane.
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
3. Loss covered by other valid and collectible insurance or plan.
4. Hernia, in any form.
5. Sickness or disease in any form.
6. Fighting, unless as an innocent victim.
7. Expense incurred for the use of orthotics unless used exclusively to promote healing.
8. Use of electric, bio-mechanical devices.
9. Non-prescription drugs

LOCKER INFORMATION:

Protect your personal possessions by keeping your locker combination a secret.

Students are issued an individual locker on order that they will have a secure place to store school supplies and coats. Each locker comes with the combination known only by the principal and the

student to which it is issued. To insure the security of your locker please follow these suggestions.

1. Never switch or share lockers with another student.
2. Inform the principal if you feel your combination is known by another student.
3. Do not use the locker for food storage.
4. Avoid bringing large sums of money and other valuables to school .The school is not responsible for lost or stolen articles. If it becomes necessary to bring large amount of money to school for special reasons, you are advised to take it to the office for safe keeping.
5. Do not jam lockers or tamper with locks.
6. Violations of the above guidelines will be dealt with by disciplinary measures.

The building Principal or a representative has the authority to examine the contents of any locker located on the school premises when he/she has sufficient reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety and welfare of the student body.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal educational program.
4. Have been reported stolen or lost.

LOST AND FOUND:

Books and other articles found about the school should be returned to the office where the owner may identify them.

MEDIA CENTER:

1. RETURN ALL BOOKS PROMPTLY, others may be waiting for them. And, of course, there's the problem of fines which can easily mount up when disregarded. Above all, don't ignore media center NOTICES. Perhaps you have a special problem which can be ironed out. Our aim is to serve students!
2. DON'T CUT ARTICLES or order forms out of books or magazines.
3. APPROPRIATE BEHAVIOR in the media center is essential. Keep quiet, keep working - and stay put unless you need to use catalogues or get a book.
4. FAMILIARIZE YOURSELF with the many card catalogues in the Media Center. During the year, Media Specialists will help you learn how to find materials.
5. If A BOOK YOU NEED IS NOT AVAILABLE, the Media Specialist may be able to get it for you from other Media Centers.
6. The RULE FOR THE CARE OF MEDIA CENTER BOOKS is the same as for textbooks.
7. DON'T MIX SCHOOL MEDIA CENTER BOOKS with public library books or personal collections.
8. A PASS from your subject teacher is necessary if you wish to use the Media Center during school hours.
9. MEDIA SPECIALISTS ARE ENTITLED to all the courtesies given classroom teachers. They have a busy job too. Please cooperate.
10. MEDIA CENTER USE IS A PRIVILEGE.
11. MEDIA CENTER HOURS ARE 7:45 a.m. to 3:15 p.m.

Internet / Network Use

The Internet/Network shall be used by the student or staff member for school-appropriate activities and the user shall be held responsible for his or her conduct. Fremont Community Schools and its employees are not responsible for any damage that may occur due to inappropriate use of the Internet or unwanted financial obligations that could result in goods or services purchased via the Internet by the user.

The use of the Internet to create, change, administer, cyber bully, or visit personal web blogs or personal websites (My Space, etc.) personal email, or instant messaging is strictly prohibited. If

inappropriate conduct is noticed, it is the responsibility of the witness to report it to school personnel.

Fremont Community Schools recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Inappropriate use of the Internet access and/or Network will result in disciplinary action that could include, but is not limited to, any of the following: loss of Internet/Network use, suspension, expulsion, financial reimbursement, and criminal action. Inappropriate use outside of the school setting may also result in disciplinary action should it disrupt the school process or purpose.

Inappropriate use includes, but is not restricted to:

- Using the Internet/Network for commercial advertising;
- Using copyrighted material in reports without permission or downloading material without permission if needed;
- Using the Internet/Network to lobby for votes;
- Using the Internet/Network to send or receive messages that are discriminatory or abusive in any manner. (See Cyber Bullying in this handbook.)
- Using the Internet/Network to send or receive messages that contain obscenities or obscene pictures;
- Using the Internet/Network to send or receive messages that are racist and/or sexist, or viewed as bullying, cyber bullying, threatening, and/or harassment;
- Using the Internet/Network to provide information that other may use inappropriately;
- Using the Internet/Network to send or receive inflammatory messages;
- Creating and/or using a computer virus and exposing or attempting to expose it to any computer and/or the Network;
- Using the Internet/Network to send or receive a message with someone else's name on it or access another person's materials, information or files without the direct permission of that person or to give your access information to anyone else;
- Using the Internet/Network to send or receive a message that is inconsistent with the school's code of conduct;
- Accessing the Internet/Network from an unauthorized or unsupervised station;
- Using the Internet/Network and/or computer to do damage, vandalize or disable the property of another person or organization;
- Using the Internet/Network to violate any local, state or federal statute.

Fremont Community Schools will not provide individual e-mail accounts for students.

All system users have a very limited privacy expectation in the contents of their files on the system and are considered discoverable.

Web Pages on this system must meet with the Building Principal's and Technology Coordinator's approval. Links to corporation maintained Web Pages must be made by the Technology Coordinator after receiving the appropriate approvals.

NATIONAL HONOR SOCIETY - SELECTION PROCESS:

1. Submit class rank list of junior and senior class.
2. From class rank list, determine students who are eligible scholastically.
3. Students who rank 3.5 or above on a 4.0 scale qualify for membership consideration.
4. Students who qualify scholastically are given an activity sheet which they are to complete and return to the advisor(s).
5. The Faculty Council convenes to determine the cut-off rating, which will be used. The Faculty Council will deliberate at least two meetings to determine the cut-off rating.
6. All faculty will have the opportunity to rate all students being considered for the National Honor

Society. However, faculty must sign their rating sheets and return to the Faculty Council. The Faculty Council (5 appointed members) will then rate each student in the areas of leadership, service and character. The rating sheets are submitted to the advisors in a plain envelope.

7. The advisors then each tabulate the ratings for each student and double check the ratings.
8. A list (in descending order) of the rating scores for seniors and for juniors is formulated. No names are on the list.
9. Final cutoff is determined.
10. Faculty Council then votes on membership of each individual student.

The Faculty Council of the Fremont High School Chapter of the National Honor Society establishes the following dismissal procedures in accordance with the guidelines established by the National Council of National Honor Society. These procedures are effective as of June, 2000, and shall be published in the Fremont High School Student-Parent handbook each year.

Discipline/Dismissal procedures for the following violations of established and selection standards:

1. **Academic- If the accumulated grade point average of a member falls below a 3.5 on a 4.00 scale, the member shall be given a verbal and written warning by the National Honor Society advisor(s). A copy of the written warning shall be given to the building principal and to the parents of the NHS member. The student shall have one semester grading period (nine weeks) to improve his/her grade point average to 3.5.**
2. **Breach of selection standards** - This includes leadership, service, and character. Students will be dealt with on an individual basis by the advisor(s), Faculty Council, and the building principal. Possible actions may include verbal warning, written warning and/or dismissal. Students being considered for dismissal will be given a pre-dismissal hearing before the Faculty Council. The Faculty Council's decision may be appealed through the school's appellate process.

PARENT/TEACHER CONFERENCE:

Parent/teacher conferences can be arranged through the guidance office by calling 495-9876. Please allow at least one day for a conference whenever there is a need.

PESTICIDE USE AT SCHOOLS

Pesticides must not be used when students are in the application area. The application area restriction normally applies to student occupied buildings and other areas on school property to which students might have access, such as playgrounds and athletic fields. In addition students must not be allowed back into the pesticide treatment area until the minimum reentry time specified on the pesticide label is met or four (4) hours have passed (whichever is longer).

Advance parent and staff notification is only required for individuals who have added their names to the pesticide notification registry.

If you would like to be notified in advance of pesticide application you must be registered *in writing* requesting that your child/children's name(s) be placed on the registry. Please send your written request to your child's school principal.

While most applications require advance notice, it is not necessary if there is an immediate health threat or if treated areas are completely away from student-occupied buildings and grounds, and/or if the application is made more than 48 hours before a scheduled school day.

Pledge of Allegiance and Moment of Silence

The United States flag must be displayed in each classroom. The Pledge of Allegiance will be recited daily. A moment of silence will be observed daily. A student is exempt from participation in the recitation of the Pledge of Allegiance and/or Moment of Silence and may not be required to participate in the Pledge of Allegiance if:

- 1) The student chooses not to participate; or
- 2) The student's parent chooses not to have the student participate.

The exempt student is expected to sit or stand quietly during the recitation and/or moment of silence.

SEARCH AND SEIZURE POLICY

Authorized school personnel may conduct a search of a student, locker, book bag, student possessions/belongings or automobile if they have reasonable suspicion for a search. **A student who requests parking privileges gives implied consent for a search.** A certified dog and the handler may be used to initiate a search.

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

1. Evidence of a violation of the FCS behavior guidelines or of Indiana or federal law; or
2. Anything that represents a danger of physical harm or illness to students, teachers, assistants or others, whether on school property, at a school-sponsored or school-supervised event or otherwise.

Anything found in the course of a search, which is evidence of a violation of the FCS behavior guidelines, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Destroyed if it has no significant value;
3. Turned over to the parent of the student from whom it was seized; or
4. Turned over to any law enforcement officer.

If authorized school personnel reasonably believe that an individual student has hidden drugs or weapons in the student's clothing, the personnel may conduct a search of the student's person that requires the removal of clothing such as a coat, jacket, and/or shoes. School officials will attempt to contact and inform the parent of the search as soon as reasonably possible after it has occurred.

Indiana Code 20-33-8-32 Locker searches:

(a) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:

- 1) that locker; or
- 2) the locker's contents.

(b) In accordance with the rules of the governing body, a principal/designee may search:

- 1) a student's locker; and
- 2) the locker's contents; at any time.

(c) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- 1) at the request of the school principal; and
- 2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

Automobile:

A student who utilizes school parking privileges gives implied consent for a search of the student's vehicle under the same standards of reasonable suspicion that govern the search of a student's locker.

Student's Person/Book Bag/Possessions or Belongings:

A student's person, book bag, possessions or belongings may be searched under the same standards of reasonable suspicion that govern the search of a student's locker.

STUDENT USE OF SERVICE ANIMALS

The Americans with Disabilities Act (28 C.F.R. § 36.302) requires a public accommodation to modify its policies, practices and procedures to permit the use of a Service Animal by an individual with a disability.

In accordance with the laws, Fremont Community Schools recognizes that Service Animals can play a role in a student's education and the facilitation of a student's independence. Therefore, an appropriately trained Service Animal, under the control of its handler, may be allowed in school.

The health, safety, and educational rights of others are also important concerns. With this in mind, it is important the School be notified before any animal is brought on School property, prior approval is given by the School, and proper procedures are followed in accordance with this policy.

Indiana Code § 16-32-3-1.5 defines a "Service Animal" as an animal trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric Service Animal, or an autism Service Animal. To be considered a Service Animal, the animal must be trained to perform tasks directly related to the student's disability.

INITIAL PROCEDURE

Any person who wishes for a student to bring a Service Animal into the School should notify the Student's Section 504 Team or Case Conference Committee ("CCC") by submitting a request to the Director of Special Education Services or the Superintendent. A meeting will then be conducted to review the eligibility of the Student and the Service Animal and discuss other relevant factors. Such situations will be assessed on a case by case basis.

TELEPHONE CALLS:

The office phone is used for school business only. This phone is not for general student usage except for emergencies. Calls should be kept brief. Students will not be called from classes for phone calls except for emergencies.

TEXTBOOKS:

Textbooks are issued by teachers the first day of school as the various classes meet. The student is responsible for the care and safe keeping of the books assigned. You may secure a replacement book by paying for a lost book. Keep your receipt in order to receive a refund in the event that you find the book later.

Student's Responsibility Prior to Checking Textbooks at the End of the Course:

1. Erase any type of marks, lines, drawings, etc., before returning books.
2. Check the number of the book to be sure it is the same book assigned.
3. Report any damages done to the books as a result of any unusual circumstances.

Textbook Charges on lost or damaged textbooks:

- A. Torn leaves - \$1.50 to \$2.00 depending on number of leaves torn.
- B. Writing on outside edges - \$1.50
- C. Unnecessary writing in book - \$1.50 unless thoroughly and carefully erased.
- D. Lost book - cost of new text.
- E. Rain and water damage - cost of new text
- F. Rebound - \$10.00

WELLNESS POLICY

Fremont Community Schools supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation's students. Therefore, it is our policy to provide students access to nutritious meals from our school cafeteria and opportunities for physical activity and developmentally appropriate exercise through physical education.

WORK PERMIT ISSUANCE:

A. Employment Certificates (Work Permits)

- 1) Every employer must secure an employment certificate before any gainfully employed minor 14, 15, 16 or 17 years of age is permitted to work. This includes minors who are 16 or 17 years of age and no longer enrolled in school. (Exception: Minors under the age of 18, who graduated from high school do not require certificates).
 - a. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's

standard.

- b. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.
- 2) Obtaining Employment Certificates: Each public school corporation has an issuing officer appointed to handle aspects of employment certificates. The minor must follow this procedure:
- a. Obtains an Intention to Employ form from his/her school.
 - b. The employer completes the Intention to Employ form.
 - c. The minor presents the form to his/her parents or guardian for a signature.
 - d. The minor presents the completed, signed, Intention to Employ card to the superintendent's office.
 - e. The employment certificate is completed by the superintendent's office and given to the minor.
 - f. The minor presents the employment certificate to the employer.

WORK PERMIT REVOCATION (I.C.20-8.1-4-32, SEC.32):

- (a) An employment certificate issued under this chapter may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit.
- (b) A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
- (c) If upon review, the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
- (d) A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

DENIAL OF WORK CERTIFICATE (I.C.20-8.1-4-12, SEC. 12):

- (a) An issuing officer may deny a certificate to a child:
 - 1. Whose attendance is not in good standing; or
 - 2. Whose academic performance does not meet the school corporation's standard.
- (b) Within five (5) days, the issuing officer shall send a copy of the employment certificate to the department of labor. The issuing officer shall keep a record in his office of each employment certificate issued.
- (c) A student may appeal the denial of a certificate under subsection (a) to the school principal.

VISITORS:

Fremont High School encourages parents/guardians to visit the school. All visitors must check in the attendance office when entering the building. All conferences must be pre-arranged.