

Fremont Community High School

2009-2010

August 17.....	Staff Day
August 18.....	First Student Day
September 7	Labor Day - No School
September 15-17.....	ISTEP+ GQE Testing
September 30	Parent Teacher Conferences 3:00-7:00
October 22	Parent/Teacher Conferences 11:00a.m.-3:00 p.m.
October 22	No Students
October 23.....	Vacation Day-No School
November 25-27	Thanksgiving Vacation - No School
December 21-January 1	Christmas Vacation - School Resumes January 4
January 13	Staff Work Day may adjust due to missed school
February 26.....	Option Day-may be an attendance make-up day if needed
March 9-11.....	GQE Retest
March 29-April 2.....	Spring Vacation - School Resumes April 5 or 6
April 5.....	Option Day-may be an attendance make-up day if needed
May 28	Last Student Day - Full Day
May 31.....	Memorial Day-No School
June 1	Last Staff Day - Full Day
June 6	GRADUATION 2:00 p.m.

HIGH SCHOOL GRADING PERIODS

September 22	Quarter 1 Mid-Term
October 21	End of 1st Quarter
December 1	Quarter 2 Mid-Term
January 12	End of 2nd Quarter
February 17.....	Quarter 3 Mid-Term
March 18	End of 3rd Quarter
April 27.....	Quarter 4 Mid-Term
May 28	End of 4th Quarter

CLASS SCHEDULE

REGULAR DAILY SCHEDULE

(M, T, TH, F)

Block I..... 8:00-9:35
Block II..... 9:40-11:10
Block III..... Lunch A 12:00-12:30 Class.....11:15-1:15
..... Lunch B 12:45-1:15 Class.....11:15-12:45
Block IV SSR 1:20-1:30
.....Class 1:30-3:00

REGULAR DAILY SCHEDULE-FLEX DAY

(W)

Block I..... 8:00-9:20
Block II.....9:25-10:45
Flex.....10:50-11:15
Block III.....Same as M, F
Block IV.....Same as M, F

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

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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 consent to disclosures of personally identifiable information contained 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 contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
- *Receive notice and an opportunity to opt a student out* -
- *Inspect*, upon request and before administration or use -

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.

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:

Announcements will be made each day at 9:30 AM and 2:57 PM. All announcement requests must be signed by a member of the faculty and must be submitted to the office one day in advance, if possible, of the announcement date.

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.

ATTENDANCE:

Education is not only very desirable, but also absolutely essential for the conservation of the American society. The state of Indiana places education at the top of its priorities. Accordingly, Fremont High School must use every reasonable measure to instill dutiful attendance habits for all students. A day lost in the classroom can never be retrieved. The dialogue between the teacher and students can never be duplicated. There is a high positive correlation existing between formal learning and school attendance.

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. Students who are absent from school whether excused, unexcused, truant or suspended are encouraged to make up missed work in order to maintain pace with the course.

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.

REASONS OF EXCUSED ABSENCES:

1. Illness - reported by a parent
2. Quarantine - reported by the health department or a physician
3. Physician prescription
4. Doctor or Dentist appointment - A return slip will be needed to verify the appointment.
5. Sent home by the school nurse.
6. Religious holidays
7. Death of family members.
8. Field trips or school related absences.

9. Any absence pre-approved by the principal or attendance office.

REASONS OF UNEXCUSED ABSENCES:

1. Car trouble or any transportation problems
2. Personal business
3. Missing the bus
4. Oversleeping
5. Needed at home (baby-sitting or work related)
6. Employment
7. Haircuts and hair appointments.
8. Absences not reported by a parent
9. Family vacation - (5 day limit per year) - See vacation policy.

The school will send a letter to parents after 7 absence day (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.

Truancy is any absence from school, regardless of the amount of time, when the whereabouts of the student is not known by either the school or the parents. 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. Students that are absent and unexcused may not attend after school activities.

Indiana Code 20-33-8-12 describes habitual truancy as someone who accumulates more than 10 unexcused absences in one school year. 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.

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. Fremont High School has several planned early dismissal times. Students should make arrangements with their special program to be in attendance at Fremont High School during the alternate schedules. Students in a morning program should be back at Fremont High School by 9:55 on early release days. 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.

Auto Shop Guidelines

General:

1. Once students report to the shop, they must stay in the shop area.
 - a. No students will be allowed to leave campus to retrieve parts or test vehicles.
 - b. Lunch is closed.
 - i. Students in morning autos will report to third block after auto shop.
 - ii. Fremont students in afternoon autos will report to study hall during third block. They will go to lunch at 11:40 in the cafeteria, and then report to the shop at 12:10.
2. Students must be under instructor supervision at all times.
3. The shop is to be in operation only during school hours.
4. Only auto shop students are allowed in the shop area.
5. All other visitors need to report to the attendance office for a visitor pass.
6. The shop door must remain locked at all times.

Vehicle work

1. All vehicles must have a signed and completed work order.
 - a. The order must be signed by the rightful owner of the vehicle.
 - b. All work orders must have recommended disclaimers.
2. All work completed by students must have a final inspection by the instructor to ensure that student work is complete, correct, and safe.

Fremont High School automotive schedule:

Morning attendees

8:00-10:45	Shop
10:45-11:10	Study hall

Afternoon attendees

11:15-11:45	Study hall
11:45-12:10	Lunch
12:15-3:00	Shop

BUS RIDER RULES:

All students in the Fremont Community School system who ride a bus are subject to bus regulations when they are picked up until they disembark at school or at the bus stop at their destination. Any conduct which distracts the driver is a serious hazard to the safety of all passengers.

Every school bus driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for the following:

Possession of weapons of any kind	Failure to remain seated
Refusing to obey driver	Fighting/horseplay
Profanity/disrespect	Lighting matches
Smoking on the bus/use of smokeless tobacco	Throwing objects out of the bus

Throwing objects on the bus

Hanging out of the window

Spitting

Eating/drinking on the bus

Any other behavior related to the safety of others

If your child is reported for any of the above violations, the school administrator or transportation supervisor will investigate the incident and take appropriate disciplinary action:

1. For minor infractions, students are given verbal and then written warnings. Parents will be notified of all written warnings and a conference may be scheduled to review the discipline situation.
2. The bus driver may suspend the student from riding the bus for 1 day and with authorization of the transportation supervisor until a discipline conference can be conducted. The suspension will not be imposed until the parent/guardian of the student is properly notified.
3. The school administrator or transportation supervisor may suspend the student from the bus for up to ten days.
4. The Superintendent may suspend the student from riding the bus for the remainder of the school year. Students suspended for misconduct will be allowed all applicable due process rights.

A first infraction by a student may be so serious that suspension for the remainder of the year could result. All penalties will be assessed dependent upon the severity of the infraction.

Students suspended from riding the bus must still attend school. Bus transportation is a privilege not a right.

It is hoped that this notice of bus regulations will be seen as an attempt to establish a cooperative relationship that will insure the personal safety and well being of your children. Please review these school bus regulations with your children. Please feel free to contact me regarding any suggestions, comments or incidents pertaining to these bus regulations.

Thank you for your cooperation and assistance in providing a safe transportation department for your children.

RAND EHINGER
Transportation Supervisor
Fremont Community Schools
495-5300

1. Each student will be located immediately upon entering the bus in the seat assigned by the drivers.
2. Students will not be permitted to eat or drink on the bus except while on authorized extra-curricular trips and then only when the bus is parked.
3. Students will not be permitted to stand or move from place-to-place while the bus is moving.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
5. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
6. Students will remain seated until the bus has come to a full stop and the door has been opened by the driver.
7. No windows or doors will be opened or closed except by permission of the driver.
8. The student should be waiting at the boarding station when the school bus arrives. The school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival at the boarding station. If the bus is running three (3) minutes behind schedule, there will be no waiting time.
9. Lighting of matches, smoking or use of smokeless tobacco are not permitted on the bus.
10. Students found guilty of defacing or vandalizing school property or other students property will be assessed the appropriate penalty. Indiana law holds parents/guardians financially liable for

the behavior of their children.

11. The authority and use of school bus "safety aides" is at the discretion of the bus driver. Safety Aides are those students appointed by drivers to assist in emergency bus evacuation. Drills are held once each semester.
12. Pets or animals of any kind will not be allowed on the bus.
13. Inflated balloons will not be allowed on the bus.
14. Students who wish to ride a bus other than their regular bus are required to have a Bus Pass from the school office.
15. Students are not to sit in the driver's seat or operate bus controls of any kind.
16. If two or more students wish to go home with a student on the bus, prior arrangements must be made with the school office.
17. Students who are denied bus privileges from one bus are denied bus privileges on all buses.
18. Glass containers will not be allowed on the bus.
19. Hazardous chemicals will not be allowed on the bus.
20. Middle School students are to board their homebound bus at the middle school unless special permission is received from the building principal.

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 \$1.15 while lunch will cost \$1.80 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.

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 8:00 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 device 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.

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.

CHECK-IN PROCEDURES:

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.

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 courses will receive the honor. If there is still a tie, the student with the most A+'s will receive the honor.

CLOSED LUNCH HOUR:

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.

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.

COLLEGE VISITATION:

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.

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.

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. Autos may not arrive in the school parking lot before 7:45 AM on school days, unless you arrive for a school activity that requires your attendance before this time.
10. 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.
11. 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.
12. Any violation may jeopardize driving privileges.
13. 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.
14. 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.

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.

DROPPING A CLASS:

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

DUE PROCESS:

In any discipline situation as determined by the administrative officials of the Corporation, each student shall be entitled to due process procedures under the laws of the State of Indiana.

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.

GRADUATION REQUIREMENTS:

Graduation requirements change with almost every class. Consult the Indiana Department of Education website or call the school office.

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:

- 3 doses of DtaP/DTP/DT/Td vaccine
- 3 doses Polio vaccine
- 2 doses measles (rubeola) vaccine
- 1 dose of rubella (German measles) vaccine
- 1 dose of mumps vaccine
- 3 doses of Hepatitis B vaccine before entering 9th and 12th grade (**NEW REQUIREMENT**)

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.

Illness and Exclusion from School

The school nurse is authorized to excuse from school any student suspected of a contagious disease or having other physical problems that warrant a student being excused from school. When the excused student returns, he/she must report to the clinic and attendance officer before going to any session of the school.

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.

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

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.

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.

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.

USE OF THE 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 USER AGREEMENT:

The school's Internet and Network connections provide access to vast amounts of information and resources that are beneficial to both staff and students. Because of the variety of data, a policy has been established to regulate this exchange.

The Internet shall be used by the student for school-appropriate activities, and the user shall be held responsible for his or her conduct. Fremont High School 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.

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/termination, financial reimbursement, and criminal/civil action.

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/receive messages that are discriminatory or abusive in any manner;
- Using the Internet/Network to send/receive messages that contain obscenities or obscene pictures;
- Using the Internet/Network to send/receive messages that are racist and/or sexist, or viewed as bullying and/or harassment;
- Using the Internet/Network to provide information that others may use inappropriately;
- Using the Internet/Network to send/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/receive messages 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/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 to violate any local, state or federal statute.

The use of the Internet to create, change, administer, 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 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.

This use agreement is only in effect while the student is enrolled in Fremont Community Schools.

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.

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 will see positive reinforcement regularly.

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.

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

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 school year. 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.

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

TRINE COURSES

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.

NovaNet

NovaNet courses are available for credit recovery under certain circumstances and must be approved by the principal. NovaNet courses will not be an option if the requested course is offered during the school day and cannot be used to replace a passing grade in a regular course.

WEAPONS:

Such things as guns, knives, bows, or other dangerous instruments are not to be brought on school grounds, school buses, or school buildings for any purpose. No speeches, exhibits, or projects are to use these instruments. Such violations are grounds for expulsion.

WELLNESS POLICY

Fremont Community Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

WITHDRAWAL PROCEDURE:

The student's parents must contact the office prior to their last day of attendance. This will enable the Counselor to provide the student with a withdrawal checkout slip. The slip must be signed by each of the student's classroom teachers and other personnel indicated on the slip. This procedure will ensure the student an orderly and expeditious withdrawal.

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.

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.

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. Quarter grades take precedence.
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.

FREMONT HIGH SCHOOL HOMEWORK POLICY

DEFINITION OF HOMEWORK:

Homework is out-of class preparation assigned by the teacher which must be completed, at least in part, independently. It facilitates the learning process.

PURPOSES OF HOMEWORK:

Promote growth in responsibility

Afford the opportunity to develop self-discipline

Enhance the learning process

Develop problem-solving skills

Reinforce classroom instruction

Provide additional practice of concepts presented during class time

Promote a sense of accomplishment

OUTCOMES OF HOMEWORK:

Development of self-discipline

Better understanding of new concepts

Review of procedures and techniques

Demonstration of competency skills required

Demonstration of achievement of classroom expectations

Identification of material which has not been mastered

Successful completion of assigned task

GUIDELINES FOR TEACHERS:

Assign work which is necessary and useful to students and which accomplishes goals and objectives of mandated curriculum. Integrate homework into the classroom instructional process. Explain value of homework in relationship to overall grade earned.

HOMEWORK INCLUDES, BUT MAY NOT BE LIMITED TO: special reading, research, reports, experiments, creative work, map work, special projects, review, memorization, use of community resources, studying for test, gathering materials for class, practicing skills/techniques, reading in

preparation for class.

GUIDELINES FOR STUDENTS:

Understand the assignment, its purpose, requirements and due date. Budget the necessary time to complete the assignment to the best of his/her abilities. Provide the necessary effort to complete the assigned learning activity according to directions.

GUIDELINES FOR PARENTS:

Provide an environment which is conducive to study. Help in the development of a satisfactory study schedule. Motivate student to do his/her best. Provide support and encouragement for the student. Cooperate with the school in making homework effective.

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			

For the purpose of valedictorian/salutatorian, a class rank will be compiled based upon each student's overall grade point average. In the event of a tie, there will be a two-tier tie-breaking system. The first tie-breaker is based upon whomever has the most advanced placement courses taken in high school. The second tie-breaker will be based upon the total number of A+s earned while in high school.

FREMONT 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.

VOLUNTARY RANDOM DRUG TESTING:

Fremont Community Schools offers a voluntary random drug-testing program as approved by the Fremont Community Schools Board of Trustees. A parent or guardian may have their child placed in the pool to be randomly selected for testing by completing a form in the high school office. Parents of students who test positive will be notified by the substance abuse counselor who will provide counseling or rehabilitation recommendations upon the parents' or guardians' request.

GANG RELATED ACTIVITIES:

Fremont High School, in an effort to "enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others," has adopted a Zero Tolerance Policy. Fremont High School feels the presence of any gang and/or gang activities can cause a substantial disruption of the educational process. Therefore, the policy prohibits not only gang membership, but any gang-related involvement and activities at school, during school-related functions, or on any school district property.

Fremont High School has identified gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in 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:
 - * Soliciting and/or initiating others for membership in any gang
 - * Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - * Committing any illegal act or violation of school district policies
 - * Inciting other students to act with physical violence upon any other person
 - * Engaging with others in intimidating, fighting, assaulting, or threatening to assault others

Any violation of the above guidelines shall result in a suspension or expulsion request of the student(s) involved.

SCHOOL BEHAVIOR:

Rights, Responsibilities, and Regulations

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

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

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

Reprimand, corporal punishment, probation, detention after school, referral to special personnel in the schools (counselor, principal), parent conference, suspension and expulsion are courses of action available to school personnel in dealing with pupils involved in school discipline problems.

The Board of School Trustees of the Fremont Metropolitan School Corporation on September 18, 1972, declared as school board policy that certain student misconduct will be grounds for suspension or expulsion of students from the school. This is a summary of that policy. Such misconduct is defined to include, but not be limited to the following acts:

1. Use of violence, force noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other students to engage in such conduct.
2. Occupying any school building grounds without permission of the School Corporation; blocking the entrances or exits of any school building; setting fire to or substantially damaging any school building or property; firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; attempting to prevent the operation of any school or educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the education function under his supervision.
3. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
4. Intentionally causing or attempting to cause substantial damage to valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee.
6. Intentionally doing serious bodily harm to any student.
7. Threatening or intimidating any student or staff member.
8. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
9. Possessing, provide to another person, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substance.
 1. prior to attending school or a school function or event.
 2. on school grounds at any time or
 3. at any school sponsored activity at any location including the school bus.
10. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens.
 1. On school premises at any time.
 2. At any school sponsored activity at any location including the school bus.Examples of things which are not be possessed or provided to another person are: pipes, rolling papers, clips.*
11. Failing in a substantial number of instances to comply with directions of teachers, during any

- period of time when he is properly under supervision where such failure constitutes an interference with school purposes.
12. Engaging in any activity forbidden by laws of the State of Indiana which constitutes an interference with school purposes.
 13. Failing to comply with the smoking restrictions for school buildings as established in the Ordinances of the City of Fremont.
 14. Willfully absent or truant from school without the knowledge of consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
 15. Gambling between and among students on school property is expressly forbidden. Violators will be subject to disciplinary measures appropriate to the specific situation.
 16. Grounds for exclusion of any student from school are:
 1. If he has a dangerous communicable disease which poses a substantial threat to the health and safety of the school community.
 2. Where his immediate removal is necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
 3. Where he is mentally or physically unfit for school purposes.
 17. Possession or transmission of sexual content with a cell phone or the internet.
 18. Conduct that occurs outside of the school day that disrupts the process of the school.

ACCESS TO STUDENT DIRECTORY INFORMATION BY MILITARY RECRUITERS (P.L. 81-2000):

The Indiana General Assembly, through P.L. 81-2000, amended I.C. 20-10.1-29 to permit greater access by military recruiters to student directory information collected and maintained by Indiana public school corporations. Under the amended law, which became effective July 1, 2000, a public high school is required to provide access to the high school campus and "student directory information" for official recruiting representatives of the U.S. armed forces, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies. If a parent wishes to have their child's name excluded from this list, please notify the principal in writing by the end of the sophomore year.

GUN-FREE SCHOOLS ACT OF 1994:

State law requires local educational agencies to "EXPEL" from school for a period of not less than one year, a student who is determined to have brought a weapon to school.

- A. According to Section 921, the following are included within the definition:
 1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 2. the frame or receiver of any weapon described above
 3. any firearm muffler or firearm silencer
 4. any explosive, incendiary, or poison gas
 - A. Bomb
 - B. Grenade
 - C. Rocket having a propellant charge of more than four ounces
 - D. Missile having explosive or incendiary charge of more than one-quarter ounce, including firearm ammunition
 - E. Mine or
 - F. Similar device
 5. 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.

6. 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.
7. any antique firearm, cross-bow or bow and arrows.

The above applies when a student is:

- A. on school grounds immediately before or during school hours, or immediately after school hours, or any other time when the school is being used by a school group.
- B. off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event.
- C. in or on a moving vehicle or parking in school parking area.

PROHIBITION OF HARASSMENT/BULLYING:

It is the policy of the Fremont Community Schools Board of School Trustees to provide a learning and working atmosphere for students, employees and visitors free from harassment/bullying.

Fremont High School is committed to effectively reducing the number of instances of bullying and/or harassment in the building. The bullying of students at Fremont High School is strictly prohibited. Indiana Code 20-33-8-.02 and IC 20-33-8-13.5 define bullying as overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Any instance of bullying must be reported to a staff member or administrator as soon as reasonably possible. The administration will immediately begin an investigation. Offenses will be dealt with through conferences/education and/or out-of-school suspensions. Continual offenses or a severe infraction may result in an expulsion.

Bullying / 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.

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.

WORK PERMIT ISSUANCE:

- A. Employment Certificates (Work Permits)
 - A. 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).
 1. 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.
 2. 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.
- B. Obtaining Employment Certificates: Each public school corporation has an issuing officer appointed to handle aspects of employment certificates. The minor must follow this procedure:
 1. Obtains an Intention to Employ form from his/her school.
 2. The employer completes the Intention to Employ form.
 3. The minor presents the form to his/her parents or guardian for a signature.
 4. The minor presents the completed, signed, Intention to Employ card to the superintendent's office.
 5. The employment certificate is completed by the superintendent's office and given to the

minor.

6. 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.

HEPATITIS B IMMUNIZATION

Indiana Code requires that all students who enter the 9th and 12th grades to be immunized against Hepatitis B.

PLEDGE OF ALLEGIANCE

Indiana Code requires that the Pledge of Allegiance be recited daily. The code also requires that a flag be displayed in each classroom and that a moment of silence be observed daily. A student may not be required to participate in the Pledge if (1) the student chooses not to participate or (2) the student's parent chooses not to have the student participate. If students do not participate, they should stand or sit quietly at their desk.

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. 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.

PROCEDURE FOR HANDLING SUSPENSIONS AND EXCLUSIONS FROM SCHOOL

The board of School Trustees of the Fremont Metropolitan School Corporation has provided a

procedure for handling of student suspensions and exclusions from school. The basic premise of this policy is fairness. A full text of this procedure is available at the School Administration Building upon request. The following is a summary of that procedure.

1. A principal suspends* a student from school for a period not to exceed ten days. Within twenty-four hours, or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation of any rule or standard and the reason for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before the time the student returns to school. A student shall be suspended from school before the principal recommends that the student be expelled ** or excluded*** from school.

2. In the event the principal decides to recommend expulsion or exclusion, he must, by the end of the ten day period, file these recommendations in writing to the Superintendent of Schools and mail a copy of his written recommendations to the student and the parent by certified mail. These recommendations are referred to as the written charge.

*Suspension means disciplinary action where a student is suspended from school attendance for a period of no longer than 10 days.

** Expulsion means disciplinary action whereby a student is suspended from school attendance is in excess of 10 days or the balance of the current semester or half of any school year or given other disciplinary action which prevents his completing within the normal time his course of study in any school in the school corporation.

***Exclusion means disciplinary action where a student is suspended from school attendance for a longer period than suspension or expulsion.

3. If the Superintendent decides that there are reasonable grounds for investigation or that an investigation is desirable, he shall within twenty-four hours after the written recommendations are filed in his office appoint a hearing examiner.

The hearing examiner shall within forty-eight hours after he is appointed, or such additional time as is reasonably necessary, give notice to the student and his parents.

Such notice shall include the rule or standard of conduct allegedly violated; the acts of the student alleged to constitute a cause for exclusion or expulsion (including a summary of the evidence to be presented against the student); the penalty the principal has requested and any other penalty to which the student may be subject; the time and place for the hearing; a description of the hearing procedures provided; a statement that the student will have the right to investigate all documents and affidavits that have a bearing on the case and the names of witnesses; and that the student has a right to a hearing which may be waived by signature of the student and parent. The student may be represented by counsel and an opportunity be given for cross-examination of witnesses. The hearing shall be held within five days or shortly thereafter of the notification to the parent, but may be waived if the student and the parent sign a statement to that effect.

4. Following the hearing, the examiner shall make a recommendation to the Superintendent of Schools who may accept, change or revoke the recommendation, but he cannot invoke a penalty more severe than recommended by the examiner. The hearing examiner's recommendations and findings and the Superintendent's decision shall be promptly mailed by certified mail to the student and the parent. The student may within ten (10) days of the date the written decision is mailed by certified mail to the student and the parent appeal to the Board of School Trustees. The board has an appeal process established and is available upon request through the Superintendent's office.

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:

Boarding the Bus:

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:

1. Remain seated until the bus has made a complete stop, avoid crowding or pushing.
2. After exiting the bus, move at least ten (10) feet away, of the danger zone.
3. 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.*
4. *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.

Parent/Guardian Responsibilities:

Parents/Guardians are asked to review all rules and regulations with their children.

- Become familiar with district transportation policies and procedures.
- Recognize your responsibility for the actions of your children.
- Assist children in understanding safety guidelines and encourage them to comply.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist children in safely crossing local streets before boarding and after leaving the bus.
- Have children ready and at the designated bus stop at least five (5) minutes early.
- Support all efforts to improve school bus safety.
- Plan ahead for day care arrangements and make sure the school has written notification your plans.
- Communicate, in writing, any medical condition your child has that may need attention on the school bus.
- Provide written notification to the school for all transportation changes. A phone call to the office before noon will be sufficient in unforeseen circumstances. No notification will result in student being placed on their regular school bus. *Bus passes must be obtained from the school office prior to child riding a different bus or riding to a different stop.*
- Communicate safety concerns to school administrators.
- Plan ahead for school delays, early dismissals and cancellations.

Please note: If the bus driver determines that a young student is left in a potentially/obviously dangerous situation when the student is being delivered to their bus stop, the driver may return the student to their school. The parent will be notified by office personnel.