Fremont Elementary School

501 West Toledo Street
P.O. Box 625
Fremont, IN 46737

Telephone Number: (260) 495-4385
FAX Number: (260) 495-2133

2026-2027
School Office Hours
Monday – Friday
7:30 a.m. – 4:00 p.m.
(Except for school holidays and closings)

Welcome to Fremont Elementary School! This family handbook contains important information about our school policies and procedures. Please read all items carefully. Parents and students are responsible for knowing the contents of this handbook. If you have any questions and/or concerns about anything covered, or not covered, please contact the school office.

During the school year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved in our school including, but not limited to, serving on the many PTO-related committees and events, volunteering in the classroom/school setting, attending school-sponsored events, and supporting your child's daily learning. We welcome you and your children to our wonderful school!

MISSION STATEMENT

We, the Fremont Elementary community, believe that each child will be provided with the opportunity to learn, meet with success, and become lifelong learners. We support each child's improvement across the curriculum in writing, reading comprehension, and computational skills. Our focus is to assist students in becoming responsible and productive citizens in an ever-changing world.

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.

ACCREDITATION AND ASSESSMENT

Fremont Elementary School is extremely proud of the consistently high letter grades received from the Indiana Department of Education received in recent years. This ongoing accreditation process has been instituted in our schools, state-wide, to promote continuous attention to self-improvement, the goal of increased scores on standardized assessments, and annual student growth. Gains in student achievement are real, as is the commitment we have to our students' academic progress and continuous school improvement.

Assessments and data gathering are important components in our school improvement process. The ILEARN will be administered in 3rd and 4th grade and the IREAD-3 (Indiana Reading Evaluation and Determination) in 3rd grade as required by Indiana law.

During the fall, winter, and spring of each school year, the NWEA (Northwest Evaluation Association) will be administered in 2nd, 3rd, and 4th grades. In grades Kindergarten and 1st, only the math portion of the NWEA will be administered. Other local assessments are used to ensure students' progress is monitored and instruction is specially designed.

ADMISSION AND PLACEMENT OF STUDENTS

Parents/Guardians are required to enroll and/or update the paperwork of their children annually at Fremont Elementary School. This can be done either at registration in August or by coming into the school office during regular school hours.

All children entering Fremont Elementary for the first time must present a certified birth certificate, the child's social security card, immunization record(s), and proof of residency in the Fremont Community School district. Parents of new students are encouraged to complete the enrollment paperwork in advance. New students will be allowed to start attending class the day after the paperwork is submitted to the school office. This allows time for teacher/classroom assignments and transportation arrangements to be made. It is imperative that all student enrollment information forms be kept current and up-to-date in case of emergency and/or student illness. Please come into the school office to make any updates on your forms.

Students are systematically placed in classrooms by taking class size, gender, learning styles, and ability into consideration. We do not honor parent requests for a specific teacher. If due to a legitimate and/or logical reason or concern a parent wishes his or her child not be assigned to a specific teacher, the parent must put the request in writing, stating the reason(s) for the request, and submit it to the Principal who will then consider the circumstance surrounding the request.

All children attending Fremont Community Schools must have legal settlement (housed and living) in the school district's attendance area, unless the Superintendent and/or Board of Education have authorized approval of an in-state Tuition Transfer Request. Proof of residency (i.e. utility bill, etc.) may be required. Any change of residence must be reported to the school office upon completion of the move.

APPROPRIATE SCHOOL DRESS

Principles of good grooming and proper dress are necessary to set an atmosphere conducive to learning. Any fashion (dress, accessory, hairstyle, or unnatural hair color/dye) that distracts from the educational atmosphere or presents a safety risk will not be permitted. Prohibited attire includes, but is not limited to: plunging necklines, bare midriffs, short shorts, short dresses/skirts, leggings worn as pants, or immodest tight apparel. The basic responsibility for appropriate dress must rest with the student and his/her parents.

- Clothing is to be worn in the manner and for the purpose for which it is intended.
- Shoes or sandals, including "CROCS", must be worn and must have a **back strap**. (This is an important safety precaution.) **No flip-flops** or shoes with wheels (ie: "Healey's") are permitted.
- Students must wear tennis/athletic shoes for physical education and these must be provided by parents. It is highly encouraged that students have an extra pair of tennis shoes kept at school for physical education class.
- Hats are not worn in the building by anyone (boys or girls), except on special "school-announced" occasions (ie: Hat Day, etc.).
- Clothing items with pictures or lettering associated with drugs, alcohol, tobacco, or the school deems as inappropriate language and/or inflammatory messages are not to be worn. Profanity will not be tolerated.
- Shorts must be no shorter than mid-thigh. (Use the "fingertip length" rule to measure.)
- Pants cannot have any rips, holes or distress more than 5 inches above the knee (about the length of a dollar bill).
- Appropriate winter apparel (ie: winter coat, hat, gloves or mittens, boots) will be necessary for students to go outside for recess/activities.
- Snow pants and boots are also **required** for a student to be allowed to play in the snow.
- Sleeveless types of clothing must be cut close to the armpit area to be deemed appropriate; otherwise a T-shirt may be worn underneath.
- Spaghetti straps and tank tops are not allowed unless covered by an outer/under shirt.
- Shirts with a plunging neckline are not acceptable, and the student will be asked to change or wear another shirt over it.
- No bare midriffs are permitted.
- Pants are to be worn at the natural waistline (ie: no sagging).
- Clothing with holes or that has been cut or torn may not be worn to school.
- Any tattoo (permanent or temporary) must be concealed or covered in some fashion so that it is not visible to others.

Teachers may use their discretion in determining if clothing is appropriate for school. Parents may be contacted and asked to bring a change of clothes to school for their student(s), if the guidelines/rules stated above are not followed.

KINDERGARTEN

Fremont Elementary School offers full day kindergarten classes. A student residing in Indiana must be at least five (5) years of age on or before August 1st in order to enroll in public school kindergarten. However, a parent/legal guardian has the right to appeal to the superintendent for enrollment in kindergarten at an age earlier than the age set forth by law IC 20-33-2-7. it is the parent / guardian's responsibility to request the entrance appeal / application from Fremont Community Schools, which will include all up to date criteria and appeal process.

All children entering Fremont Elementary for the first time must present proof of residence in the Fremont school district, a certified birth certificate, the child's social security card, and immunization record(s). Pre-registration begins in February. Once a child is enrolled in kindergarten, the child is required to adhere to all state statutes, including attendance guidelines.

Each spring a screening/round-up session is scheduled for children who will be entering Fremont Elementary for the first time in kindergarten. This provides an introduction for children and parents to the school and staff, the opportunity for screening and additional enrollment information.

STUDENT ATTENDANCE GUIDELINES

Superintendent Determination of Grade Placement
If a student enrolls in school as allowed and has not attended kindergarten, the superintendent shall make a determination as to whether the student shall enroll in kindergarten or grade 1 based on input from the building principal.

Tardiness to School
A student must be on time to school and in attendance every day. Students who arrive after 8:00 a.m. are considered tardy and must be accompanied by a parent to sign them in at the school office. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office. Building Administration will make referrals to appropriate authorities in events of chronic tardiness. This will be enforced on a case by case basis.

Habitual Absence
Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40." The following steps are standard procedures for unexcused absences at Fremont Community Schools, however the superintendent or attendance officer can bypass these standard procedures as they deem fit and contact the department of child services: After 5 unexcused absence days, schools send an attendance warning letter to parents/guardians. After 8 unexcused days, schools schedule a meeting with the family and a school official. After 10 days of unexcused absences, schools may refer families to the county mediation program and per state requirement, the school will report habitually truant students to the local prosecuting attorney.

A student who is habitually absent/truant for ten (10) days or more from school within a school year may be required to provide written proof of either an excused or unexcused absence by a licensed physician upon request of the school building administrator. Chronic absenteeism includes students absent from school for ten percent (10 %) or more of a school year for any reason.
Habitual truants may be ineligible for operator's license or learner's permit.

Excused Absences
Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. These could include:

- Illness verified by note/call/email from parent/guardian
- Illness verified by note from licensed physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences
An unexcused absence is any absence not covered under the definition of excused or exempt.

Exempt
The school may authorize the absence and excuse of a student:

- To serve as a page for or as an honoree of the general assembly, when verified by a certificate of the secretary of the senate or the chief clerk of the House of Representatives.
- To serve on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works. Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election. The student must also verify to the school principal the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
- Who is issued a subpoena to appear in court as a witness in a judicial proceeding.

- Who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to the school principal a copy of the orders to active duty and a copy of the orders releasing the student from active duty.
- Who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol international air cadet exchange program, for the length of the program or emergency service operation for not more than five (5) days in a school year. The student must submit to the school principal appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
- Who participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the school principal. Not to exceed five (5) days. Includes a member of the student's household. The student must be in good academic standing, as determined by the school principal.
- The student is participating in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club. Not to exceed six (6) days. The student must be in good academic standing, as determined by the school principal.

Please note: A student excused from school attendance for the above instances may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

The school principal may authorize the absence and excuse of a student who attends any educationally related non-classroom activity that meets *all* of the following conditions:

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

Duties of Parent

It is unlawful for a parent to:

1) Fail;
2) Neglect; or
3) Refuse;
   To send the parent's child to a public school for the full term as required by law unless the child is being provided with instruction equivalent to that given in public schools.

If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness for incapacity for the school principal or designee not later than six (6) days after the certificate is demanded.

The certificate required under this section must be signed by:

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

Additional Facts About School Attendance

1. Fremont Community Schools believes that students should be in the classroom if they are going to maximize their learning opportunities. If your child will need to be out, check on attendance make-up options.
2. State funding to FCS is directly related to school attendance. School districts normally do not receive funds for a student who is not present.
3. An absence not only is a day not present for instruction, but an unexcused absence may also result in failing grades for incomplete work.
4. Fremont Community Schools expects you to notify your child's school the day you keep your child home sick and provide details concerning the absence, i.e. symptoms, etc.

Military Families

A student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to; a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent or his designee. Fremont Community Schools may grant up to five (5) days of excused absences for Military-Connected families. Conditions in which the school may grant these excused absences include: the excused absence is pre-approved; student is in good standing; student has a prior record of good attendance; missed work is completed and turned in within the school's

allotted time period; and absence is not during standardized testing dates. Please contact your child's school for additional information.

STUDENT ATTENDANCE PROCEDURES

Parents are asked to phone in on the morning of their student's absence by 8:15 AM and explain the reason for the absence. If a phone call is not possible, we request that parents send a note with their student upon their return to school. This note should be given to the student's classroom teacher.

If your student is absent without notification to the school, our attendance secretary will contact you to verify the absence using the numbers that you have provided in your registration packet. This may include contacting emergency contacts if you are not available. This is done for the safety and security of your child.

VIRTUAL LEARNING

Virtual attendance policy:

In order to be counted present for attendance, a student must complete and submit 75% of their daily assignments by midnight the day they are due. In the event there are extenuating circumstances, it is the parent's responsibility to contact their child's homeroom teacher. A student is considered ABSENT if the child has completed less than 75% of daily assignments or they did not submit their assignments by midnight the day they were due. Attendance is separate from grades.

Virtual Interaction:

Each general education teacher will provide a minimum of 3 opportunities throughout the week of direct virtual contact with their students. One of those 3 interactions will be whole class, and the other two may consist of one on one or small group. Specials teachers will have set times in the morning and afternoon where students or parents can have direct virtual interactions as well for questions or clarifications. All teachers are available from 8:00 – 3:00 every day, Monday-Friday to help with any questions or clarification from students or parents.

Virtual Communication:

The Fremont Elementary teachers will be utilizing the REMIND application as a primary tool to communicate directly with parents.

MAKE-UP WORK

Whenever students are absent, parents may request that homework be picked up or sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning before 10:00 a.m. Parents are asked to make their request early in the school day so that teachers have adequate notice to prepare the needed work. Homework can be picked up in the office between 3:00-3:45 p.m. A student will be given one day to make up any work for each day that he/she is absent.

MAKE-UP WORK (SUSPENSION)

For in-school suspensions, out of school suspensions, the student will be given the opportunity to make up missed homework, quizzes and tests. It is the student's responsibility to ask the teacher for make-up work through email, Canvas or Rooms (for Fremont Elementary). All assignments are due and must be submitted on the due date.

RELEASE OF STUDENTS

Teachers are not authorized to release students to parents/adults who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office by the parent or legal guardian.

Students will *only* be released to the person(s) named on their STUDENT INFORMATION UPDATE FORM. Identification (a Driver's License) may be requested prior to releasing the student.

A student must have a written note from a parent if he/she is going home a different way than usual. If a student is taking another student home on his/her bus, *both students* MUST have a note in order for a bus pass to be issued. Please call the office by 2:15 so that proper bus passes can be issued.

STUDENT WITHDRAWAL FROM SCHOOL

Parents should contact and/or visit the school office if they intend to withdraw their child from Fremont Elementary School. This must be done prior to the actual date of withdrawal. All outstanding financial obligations must be met before the student is withdrawn. This includes textbook rental, meal account debts, and library books. All textbooks and other school issued materials

must be returned. Upon request, Fremont Elementary School will disclose education records to officials of another school district in which a student seeks or intends to enroll.

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 consequence, but the legal consequences as well, should this occur in our school system.

"Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and student should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

Sexting is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law.

Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs will be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

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

STUDENT CODE OF CONDUCT INFORMATION

Fremont Community Schools has high expectations for all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior. Maintaining good discipline within the schools is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with the school staff. Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the Principal or the Principal's designee. Fremont Community Schools does not discriminate on the basis of race, gender, economic status, handicapping condition, national origin or any other personal characteristics in regard to disciplinary actions against students.

School transportation is a privilege in the state of Indiana. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided. Students have the responsibility to:

- ensure that their conduct contributes to a safe and orderly atmosphere while being transported
- refrain from conduct that will offer a hazard to themselves, their fellow students or the general public
- refrain from violating federal, state or local law, or the requirements of the transportation guidelines.

Examples for most rules are provided. Fremont Community Schools has a "graduated system of discipline". Minor rules have a lesser penalty for a first time offense than a more major offense. As the severity of the offense or rule increases, so does the discipline imposed. The graduated system of discipline does **not** apply to possession on school grounds of firearms, destructive devices, and deadly weapons. If the student violates the law, law enforcement agencies will be involved depending on the severity of the offense. Parents will also be contacted.

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

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

1. Discuss the situation with your son/daughter and the teacher. If you are not satisfied, then;
2. Request a conference with the teacher, student and Principal. If you are not satisfied, then;
3. Contact the Superintendent's Office and speak with the Superintendent/designee.

STUDENT CODE OF CONDUCT

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. A violation by a student of a rule listed in this Code is subject to a range of disciplinary

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

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

LEVEL 2: ACTION OPTIONS
Staff members may refer a student to the school counselor or other staff. The student may be placed in time out for one-half day or less, be assigned detention, be given school/community services or be denied participation in school or extracurricular.

LEVEL 3: IN-SCHOOL ALTERNATIVES
A school administrator may place the student in an in-school suspension program for one-half day or more. The student may be placed in a specially designed in-school class or program.

LEVEL 4: OUT-OF-SCHOOL AND/OR BUS SUSPENSION
A student may be suspended from the bus and/or the school for up to ten (10)days.

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

LEVEL 6: EXPULSION MEETING/EXPULSION
For serious misbehavior, the Principal may request that a student be expelled from school. An expulsion is the denial of a student's right to attend school or school-sponsored activities. In some cases, as an alternative to an expulsion, an Expulsion Examiner may place the student in an alternative program outside of the home school setting.

Please note: The Principal reserves the right to assign more severe consequences if an incident warrants such.

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

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

GROUNDS FOR SUSPENSION OR EXPULSION:

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

c. Setting fire to or damaging any school building or property.
d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Battery: Knowingly or intentionally touching another person in a rude, insolent, or angry manner.
4. Battery by Body Waste: Knowingly or intentionally in a rude, insolent, or angry manner placing body waste and/or bodily fluids on another person.
5. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
6. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
7. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
8. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
9. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
10. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
11. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
12. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
13. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 13: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building Principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        3. The student has been instructed on how to self-administer the prescribed medication.
        4. The student is authorized to possess and self-administer the prescribed medication.
14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
15. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
16. Possessing, using, distributing, purchasing, or selling tobacco and nicotine products of any kind or in any form. For the purpose of this policy "use of tobacco" shall mean all uses of tobacco and nicotine products, including but not limited to, packets, cigars, cigarettes, pipes, snuff, chewing tobacco, electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems.
17. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
18. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
19. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
20. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
21. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

22. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
25. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
26. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
27. Engaging in pranks that could result in harm to another person.
28. Using or possession of gunpowder, ammunition, or an inflammable substance.
29. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property
    b. engaging in sexual harassment of a student or staff member
    c. disobedience of administrative authority
    d. willful absence or tardiness of students
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes
    f. violation of the school corporation's acceptable use of technology policy or rules
    g. violation of the school corporation's administration of medication policy or rules
    h. possessing or using a laser pointer or similar device
30. Possessing or using on school grounds (or on the bus during a school sanctioned field trip) during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is <u>not</u> violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
31. Any student conduct rule the school building Principal establishes and gives publication of it to all students and parents in the Principal's school building.

B. Bullying

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

BULLYING RULES

<u>Rule One:</u>

We will not bully other students.

<u>Rule Two:</u>

We will help students who are bullied.

<u>Rule Three:</u>

We will make it a point to include all students who are easily left out.

<u>Rule Four:</u>

When we know someone is being bullied, we will tell a teacher or an adult at home.

Bullying by a student or groups of students against another student or with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

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

Students who believe that they are being subjected to bullying should report the matter to the school Principal or designee immediately. Students, staff, and/or parents who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee immediately. School personnel will investigate all reports of bullying.

Immediate disciplinary consequences will be administered for students who bully others. Consequences will apply when a student is:

(1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
(2) on the school bus / transportation; or
(3) off school grounds at a school activity, function, or event.

C. Gang Activity and/or Gang Related Activities

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

Gang activity is identified as, but not limited to:

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

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

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

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devises are considered to be a firearm under this rule:
   - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
   - the frame or receiver of any weapon described above
   - any firearm muffler or firearm silencer
   - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
   - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
   - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
   - an antique firearm
   - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
   - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Possessing a Deadly Weapon

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

F. Unlawful Activity

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

G. Legal Settlement

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

SUSPENSION PROCEDURE

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

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

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

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

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

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

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

EXPULSION PROCEDURE

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

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

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

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

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

The individual conducting an expulsion meeting:

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

RIGHT TO APPEAL

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

PARENTAL RESPONSIBILITY/LIABILITY

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

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

LEGAL REFERENCE: IC 20-33-8.1 et seq.
IC 35-47.5-2-4
IC 35-41-1-8
IC 35-47-1-5
IC 34-31-4-1

USE OF ISOLATED TIME OUTS AND RESTRAINTS

The Fremont Community Board of School Trustees believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or isolated time out to protect a student from causing harm to themselves or to others. Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

CHOICES AND CONSEQUENCES (DISCIPLINE)

Although human behavior is complex, most experts agree that children and youth usually break rules, misbehave, or challenge authority for one of four basic reasons:

1. To signal for attention
2. To exercise or gain power
3. To retaliate
4. To cry for help

Who's on our school's discipline team? Everyone! Discipline is too big a job for a single administrator. Today, every adult in the building *and* every parent must help to make and keep our school safe and orderly classrooms provide progressive consequences for persistent or escalating infractions. A sequence of progressive disciplinary actions may include, but are not limited to such steps as the following:

1. Verbal reminder

2. Verbal reprimand
3. Change of seating
4. Isolation
5. Loss of privileges
6. Parent conference
7. Detention
8. Removal from class (student sent to the office with a DISCIPLINE NOTICE)
9. In-school suspension *
10. Out-of-school suspension **
11. Expulsion

Note: Corporal punishment is not an option.

* Students serving ISS may not be allowed to participate in extra-curricular activities on the day(s) they serve their ISS.

** Students serving OSS will not be allowed to participate in extra-curricular activities for the duration of their OSS.

SEARCH AND SEIZURE POLICY

Authorized school personnel may conduct a search of a student, locker, book bag, student possessions/belongings if they have reasonable suspicion for a search**.** A certified dog and the handler may be used to initiate a search.

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

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

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

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

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

GUN-FREE SCHOOLS ACT OF 1994

State law requires local education 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. 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 whether 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, crossbow and arrows.

The above applies when a student is:

a. On school ground 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 a school parking area.

SEXUAL HARASSMENT/DISCRIMINATION

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

Sexual harassment is unwelcome conduct of a sexual nature and is prohibited. It includes unwelcome sexual advances request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. FCS also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A formal, written policy is available for student and/or patron review in each school Principal's office and the school district superintendent's office. A student, parent, or staff member should report any suspected violation to administration immediately.

TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Fremont Community Schools (hereafter, "the School") recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st-century technology and communication skills.
To that end, we provide access to technologies for student and staff use.
This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school grounds including school buses.

- The School's network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- The School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users, *both students and staff*, of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

The School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.
As new technologies merge, the School will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

The School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

The school may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, the School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

The School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices Policy

Student should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours---unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online, some is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there---and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.
If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if at school; parent if using the device at home) immediately.

Cyberbullying
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use
User will:
- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if user sees any threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect my safety and others' safety.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use:
User will not:
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain email.
- ✓ Plagiarize content found online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone met online, in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for user.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability
The School will not be responsible for damage or harm to persons, files, data, or hardware.
While the School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
The School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Suspension from school and school-related activities
- Legal action and/or prosecution

COMMUNICATION AND DISTRIBUTION OF MATERIALS BY STUDENTS/COMMUNITY ENTITIES

Regular communication between school and home is encouraged and welcome. In an attempt to keep our "lines of communication" open, we invite you to either call the school or e-mail your child's teacher with questions and/or concerns. Teacher e-mail addresses may be found on our school's website.

Our weekly newsletter, the EAGLE CHATTER, is sent via email to parents or, if requested, is sent home with students on Fridays. This newsletter provides families with important upcoming event dates, school and community activities, and the lunch and breakfast menus.

Fremont Elementary School reserves the right to determine what information about extra-curricular activities taking place in our community, which invite/involve our students, shall be made available to our students. Fremont Elementary School neither endorses nor sponsors many of these events, or do we endorse the views of the organization sponsoring the event. The school does not require you to attend or participate in these events. Organizations will also be responsible for making their own copies of information fliers and/or memos.

BICYCLES

Bicycles are to be parked in the racks provided on the north side of the gymnasium immediately upon arrival on school property. Students are responsible for locking their bicycles and are encouraged to register their bikes with the Fremont Police Department. Students are to walk their bikes when crossing with the School Safety Patrol. **We also *strongly* recommend students wear helmets when riding.** Skateboards, roller blades, and shoes with wheels are prohibited on school grounds.

SCHOOL BUS

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 to 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 his/her 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 or lay on the floor 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 students 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 they do 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 others' 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, stay at least ten (10) feet away from 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 hairspray, fingernail polish, etc., may be carried, but <u>not</u> used inside/on 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) day 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 of 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.

CAFETERIA

The school cafeteria offers students hot, nutritious breakfasts and lunches each school day

A computerized, debit card system is used for the accounting of breakfasts and lunches. Each student will have an identification card with a bar code. (Lost or damaged cards must be replaced for $1.00) Breakfast/Lunch money may be placed in your child's account in advance. Parents are responsible for keeping their child's account current. As balances become low, as a reminder, students are given notice in the form of a slip to take home to parents so that their account can be replenished. If students do not have enough money in their account for the lunch for that day, they will receive an alternative lunch selection (ie: peanut butter sandwich, or cheese sandwich if necessary due to allergies, and a milk) in place of the regular menu items, until the account balance is current.

Those students who receive reduced lunches need to have at least $0.40 in their account daily. Students who receive free lunches do not need to have a balance in their account. Students who pay full price must have a daily balance of at least $2.30 in their account.

Parents are encouraged to replenish students' lunch accounts using our online payment system, www.myschoolbucks.com. This website also allows parents to check balances and view when students have made a purchase.

We encourage all students to purchase a hot lunch. Parents who opt to pack a student's lunch are encouraged to pack healthy and nutritious foods that do not spoil easily. Soft drinks and other carbonated beverages are not permitted. Students who bring lunches from home may purchase milk in the cafeteria. Students in grades first through fourth may use the cafeteria microwave to warm up solid foods only (chicken nuggets, pizza, hotdogs, and etcetera). Soups or foods that contain liquid are not permitted to be warmed up (soups, raviolis, chili, and etcetera). Parent(s) / Guardian(s) who wish for their child to have soup or food that contain liquid are encouraged to warm that food before school and place it into a thermos for easy consumption during lunch.

No outside food from restaurants is permitted, nor are cafeteria food items allowed to be taken out of the cafeteria. We also discourage parents from "picking up" their child(ren) to take them out for lunch. Prior approval from the Principal is necessary.

Federal assistance is available for income-qualifying families. Applications for free/reduced-priced lunches will be included in your child's informational packet or from the Elementary Office. If your child is eligible for free lunch, he or she may receive free lunch and/or breakfast as a meal. However, if your child only orders milk without a meal, the milk must be paid for.

WELLNESS POLICY

As required by the law, the School Board establishes the following wellness policy for Fremont Community Schools as part of a comprehensive wellness initiative:

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop students' healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall provide:
   a. Nutrition education in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
   b. Nutrition education promoting the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

B. With regard to physical activity, the Corporation shall provide:
   a. A sequential, comprehensive physical education program for students in K-12 in accordance with the physical education academic content standards adopted by the state.
   b. Planned instruction in physical education that will offer a wide range of physical activities meeting the needs, interests, and abilities of all students including males, females, students with disabilities, and students with special healthcare needs.
   c. Thirty (30) minutes of active recess daily for elementary students outdoors as weather permits and indoors in inclement weather.
   d. Encouragement to families to provide physical activity outside the regular school day, such as outdoor play at home, promoting walking and biking to school.

C. With regard to school-based activities the Corporation shall provide:
   a. At least thirty (30) minute lunch period daily for students to eat.
   b. Students, parents, and other community members access to the school's physical activity facilities outside the normal school day.
   c. An electronic identification and payment system, therefore, eliminating any stigma of students eligible to receive free and/or reduced meals.
   d. Encouragement to students to increase their consumption of healthful foods during the school day by creating an environment that reinforces the development of healthy eating habits.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established.

A. The Food Service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as to the fiscal management of the program.
B. The guidelines for Free and Reduced priced meals for reimbursement are not less restrictive than guidelines issued by the U.S. Department of Agriculture (USDA).
C. Students will be permitted to leave the cafeteria during meals to obtain water from a drinking fountain if water isn't offered in the cafeteria.

School Meals

1. Meals served through the National School Lunch and Breakfast Programs shall:
   A. Be appealing and attractive to children
   B. Be served in clean and pleasant settings
   C. Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations
   D. Offer a variety of fruits and vegetables
   E. Offer whole grain breads
   F. Serve only low-fat (1%), fat-free milk, fat-free flavored milk
2. Breakfast

A. Schools will, to the extent possible, operate the School Breakfast Program
B. Schools will, to the extent possible, utilize methods to serve school breakfast that encourages participation.
C. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program
D. Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles

Free and Reduced-Priced Meals
Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price meals.

Meal Times and Scheduling:
A. Will schedule meal periods at appropriate times, lunch should be scheduled between 10:30 and 1:00 p.m.
B. Will not schedule tutoring, club, or organizational meetings or activities during mealtime unless students may eat during such activities.
C. Will provide students access to hand washing or hand sanitizer before they eat during such activities.

Qualifications of School Food Service Staff
Qualified nutritional professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutritional professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their level of responsibility.

Sharing of Foods and Beverages
Schools will discourage students from sharing their foods or beverages with one another during meals, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages
All foods and beverages sold individually outside the reimbursable meal program (including those sold through a la cart (snack) lines, vending machines, student stores, or fundraising activities) during the school day will meet the nutrition and portion size standards. Schools will be encouraged to limit the sale of beverages to water, 100% juice and milk. Healthier options will be offered for all non-lunch foods consumed by students from midnight to half an hour after the close of the school day.

Fundraising Activities
1. The sale of food items must meet nutrition requirements approved through the Alliance for a Healthier Generation. They need to be put through the Smart Snack Calculator, printed and kept on file.
2. The standards do not apply during non-school hours, on weekends, and at off-campus fundraising events.

3. The state of Indiana allows 2 fundraisers a year per school. These 2 fundraisers may be exempt from the Smart Snack Guidelines.

Accompaniments such as cream cheese, salad dressing, and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar, and sodium added to foods by accompaniments, which can be significant.

Rewards
Schools will encourage the use of non-food and non-beverage items as rewards and recommend staff use physical activity as a reward when feasible.

Celebrations
Schools should limit celebrations that involve food during the school day to no more than one (1) party per class per month. Each party should include no more than one (1) food or beverage that does not meet nutrition standards for foods and beverages sold individually.

Wellness Promotion
Principals will encourage staff to model healthy behaviors by requesting they refrain from consuming unhealthy foods and beverages in front of students and encourage staff to share their personal physical activity experiences with the students. Schools will not promote unhealthy advertising of foods and beverages on school property and in the selection of curriculum schools will make efforts to select material/illustrations free of unhealthy information.

Closed Campus
Students are not permitted to leave school grounds during the school day to purchase food or beverages.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines to implement this policy. The Superintendent shall appoint a Corporation Wellness Committee that includes parents, students, representatives of the school food authority, educational staff, including physical education teachers, school health professionals, members of the public, and school administrators to oversee the development, implementation, evaluation and periodic update, if necessary of the wellness policy.

The appointed Corporation wellness committee shall be responsible for accomplishing the following:
A. Assess the current environment in each of the Corporation's schools.
B. Measure the implementation of the Corporation's wellness policy in each of the Corporation's schools.
C. Review the Corporation's current wellness policy.
D. Recommend revision of the policy as necessary.
E. Present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of the wellness policy implementation Corporation-wide, and the areas for improvement, if any that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining these goals established in the policy.

The Superintendent shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. The wellness policy will be posted on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

CLASSROOM PARTIES

Your child's classroom will have three (3) holiday parties throughout the school year; Halloween, Christmas, and Valentine's Day. Teachers will send home information about these special events with your student, including healthy snacks requested. Because food allergies, and other health issues, are on the rise**, all food-related treats must be store-bought and in the original container (with ingredients label)** for the health and safety of our students.

BIRTHDAY TREATS

Fremont Elementary School acknowledges each child's birthday during the morning announcements. To ensure that instructional time is not lost and the health of children with food allergies is not compromised, food treats to celebrate birthdays may not be distributed in the classroom. Small, non-edible treats, such as stickers, pencils, etc. may be distributed. (Please see your child's teacher for other suggested items.) Parents desiring to celebrate their child's birthday are highly encouraged to donate a book to our school library as part of our Birthday Book Program. Please see our School Librarian for more information. (Gum is not allowed as a treat.)

SCHOOL CLOSINGS/DELAYS

During the school year, it may become necessary to delay, dismiss students early, or cancel school completely because of weather or other unforeseen reasons. If these conditions arise, the following radio and television stations will carry the announcement:

Radio Station: **WLKI FM 100.3**
Television Stations: **WANE 15 (Local Cable Channel #2)**
WPTA 21 (Local Cable Channel #4 and #8)

You can also sign up at WANE.com to received texts when Fremont Schools are delayed or closed. Fremont Community Schools will only delay school due to weather and/or unforeseen or unavoidable circumstances. At times, it may be necessary to extend a delay to three (3) hours in hopes of road conditions to improve. **On 3-hour delay days, students will attend for one (1) hour later in the afternoon which means student dismissal at the elementary would be at 4:00 p.m. instead of 3:00 p.m. Buses will still transport students as usual – just one (1) hour later, as well**.

Upon occasion, it may be necessary to close school earlier (i.e. severe inclement weather). Students should know in advance where they are to go in case of an early dismissal. Past experience has shown that a large number of students are not informed by parents concerning where they are to go in case of emergency closings. Phone lines become overloaded, parents cannot call in, and students cannot call out. The time it takes to make contact delays the time that buses could be on the road and could endanger the lives of students and drivers alike. Parents need to make the decision before their children begin the first day of school each fall. This allows our phone lines to remain clear for emergency calls.

SCHOOL HOURS

The regular school day for students begins at 8:00 a.m. and ends at 3:00 p.m. **Students should not arrive on campus before 7:40 a.m., unless they are eating breakfast at school, then they may enter at 7:30 a.m. at door H-3 or E8.** At 7:40 a.m. the front doors will be unlocked, the back doors will be opened, and students will be allowed in the building. Students should proceed directly to their classrooms and wait outside the door in an orderly line. At 7:50 a.m. students will be allowed into their classrooms and be under the direct supervision of their teacher. The tardy bell will ring at 8:00 a.m. Students who arrive to school late must check in at the office and obtain a pass to class. Parents need to sign in their children if they arrive late.

7:30 a.m.	Breakfast Drop Off at Door H-3 or E8
7:40 a.m.	1st Bell/School Building Opens/Door E-1
7:50 a.m.	(Students allowed to enter classrooms)
7:55 a.m.	Breakfast Ends
8:00 a.m.	2nd and Final Bell (Students are tardy after this bell)
3:00 p.m.	Student Dismissal (All elementary grade levels)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged. Regular parent conferences will be held for all students in October and an additional conference will be held for at-risk students before the end of the third quarter. In addition, parent conferences will be held at other various times. If the teacher feels a conference is necessary, he/she will contact the parent. If for any reason a parent wishes to have a conference with the teacher, the parent should contact the teacher at school.

When parents have concerns or issues to discuss, they are encouraged to **contact the classroom teacher first**. If the situation is not resolved, parents may address the concern with the Elementary Principal. Teachers, administration, and parents share common goals of creating the best learning experiences for students.

EMERGENCY DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes and procedures with their students. Emergency evacuation routes and procedures are posted in each classroom.

PARENT / ADULT VOLUNTEERS

We recognize and appreciate the role that parents play in our education process. We encourage parents to become involved in our school through various opportunities. Parent Volunteers help individual teachers and students with lesson review, photocopying, etc., along with special school-wide activities. Other duties may include chaperoning field trips and/or helping with classroom parties. If you are interested in either role please fill in the appropriate information on the form included in the registration packet and return to your child's teacher.

The safety of our children is a priority at Fremont Community Schools. It is our policy to administer criminal history checks for any person working with our children. You will be required to complete an application. The information is kept confidential at all times. Once results are received, the Principal will review and determine recommendations to the Superintendent and School Board of Trustees. FAILURE TO INCLUDE REQUESTED INFORMATION WILL PREVENT YOU FROM SERVING AS A VOLUNTEER AND/OR ROOM PARENT.

BACKGROUND CHECKS

There are two kinds of background checks that are needed. To be in your child's classroom, please fill out the Limited Criminal History check form. This is good for one year and must be completed each school year that you would like to be in the classroom. Please contact the office should you have any questions.

The second background check is more extensive and additional time should be allowed for processing. It can be completed at your expense through Safe Hiring via the Fremont Community Schools website. Typically, these are valid for three years provided that the yearly Limited Criminal History check is approved on a yearly basis.

EDUCATIONAL FIELD TRIPS

Teachers plan trips away from school that support the curricular objectives. All student emergency information must be updated prior to a field trip. A signed permission slip by a parent or guardian must be returned in advance/prior to the trip. Students are expected to exhibit excellent behavior as they represent Fremont Elementary away from the school.

A limited number of chaperones may be asked to accompany the class on the trip. Chaperones are asked to follow school rules and accept the responsibility of following the procedures set by the teachers. All chaperones and students are expected to travel to and from the field trip location via school transportation. Parents are not permitted to take their child away from the school group at any time while on the field trip. A list of **Chaperone Guidelines** will be provided to parents who volunteer to accompany a class.

Parents serving as chaperones on educational field trips will be invited by the classroom teacher(s) and will be required to be approved through an extensive (full) criminal history check (at the parent's expense), if they will be leading a group(s) of students/parents.

STUDENT FEES

Students may need to bring money to school to pay various fees during the school year (ie: textbook rental, lunch, field trips, Scholastic Book Orders, etc.). It is requested that separate checks be written for each item. Unless specified differently, checks should be written to Fremont Elementary School. The purpose of the check or cash should be clearly marked on the check or money envelope along with the student's name.

FUNDRAISING

Fremont Elementary and the PTO sponsor several fundraisers throughout the school year. School-wide participation is welcomed and encouraged, but is strictly voluntary. The money raised will help pay for supplies, supplemental educational opportunities, and additional school programs. Soliciting or fundraising projects from outside organizations should not be conducted in the school.

STUDENT GRADING

Grading periods are divided into four, 9-week increments. Progress Reports will be sent home at midterm. Report cards will be issued one week after the end of the 9-week grading period. Report cards should be signed by a parent(s) and returned to school. The final report card will be sent home with students on the last day of school.

We encourage parents to review your child's report card with your child. Please feel free to contact your child's teacher at school if any questions/concerns arise.

GRADING SCHEDULE

Students will receive their report cards during the week following the end of each grading period. Progress reports will be issued at the midpoint of each grading period. Grade reports and progress reports must be signed by a parent/guardian and returned to the student's homeroom teacher. A team effort between home and school can help students continue to work up to their potential and to experience success.

GRADING SCALE

99-100%	A+	93-98%	A	90-92%	A-
88-89%	B+	83-87%	B	80-82%	B-
78-79%	C+	73-77%	C	70-72%	C-
68-69%	D+	63-67%	D	60-62%	D-
59%-lower	F	Satisfactory	S	Unsatisfactory	U

3RD AND 4TH GRADE HONOR ROLL

Outstanding 3rd and 4th grade academic achievement is recognized through our Honor Roll. Students are selected for either the "All A's" Honor Roll or the "A/B" Honor Roll. ALL graded subject areas, (including Art, Music and Physical Education), are counted towards the achievement of both Honor Rolls. Awards will be presented at the end of each grading period by the grade level teachers and Principal at a ceremony open to all parents.

BUG AWARDS

Outstanding Kindergarten through 2nd graders are recognized with the Kiwanis sponsored "BUG" Awards, Bringing Up Grades. Achievement criteria is determined by the teachers of the grade level. Awards are presented at the end of the grading period and students are honored at an end of the year pizza party.

ATTENDANCE AWARDS

Fremont Elementary School is proud to recognize students who have made the outstanding effort to attend school each day. Perfect Attendance will be recognized at the end of every quarter and is awarded to students who have attended school all day, every day with no excused or unexcused absences, no tardies and no instances of leaving early from the school day.

HOMEWORK

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

In general, homework assignments will be completed for the following day; however, long range assignments and/or special projects provide students with an opportunity to develop and refine research and ability to work independently. Parents should refer to each grade levels' specific homework policies. Copies will be provided at "Meet the Teacher Night" or sent home during the first week of school.

Teachers will be responsible for:

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

Students will be responsible for:

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

Parents will be responsible for:

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

HOMEWORK AND PARENTS

In the early grades, homework provides an opportunity to involve parents in the education of their children in a positive way. Parental motivation and support are the two most important factors in determining whether a child will do well in school. It is important for parents to know how much of an impact they can have on their children's achievement. With homework, parents have an opportunity to help their children succeed in school. The more parents provide positive support, the better their children will achieve.

FCS RETENTION POLICY

The Fremont Community Schools Corporation has an important obligation to inform all parents of their child's school achievement, including strengths and weaknesses. Part of the process of implementing the corporation's policy on grade level retention is to identify students who are failing in reading/language arts and/or math and to provide additional help that will assist students in improving in these areas. The primary goal of student retention at any grade level is to give students a year to grow and to master the academic skills of their current grade level before advancing to the next level.

Prior to, but no later than the first day of the fourth and final 9-week grading period, the teacher must request and hold a parent conference to discuss student performance. At this conference the teacher must be prepared to share classroom/assessment data, RTI documentation, and student work to support their possible retention recommendation. Present also at this or any other retention conference will be the building level administrator (ie: Principal) and/or Guidance Counselor / Student Service Director.

Attendance shall not be used as a determining factor unless proven that it has a significant impact on student performance. At no time will a student be retained due to behavior or maturity concerns. Additionally, 511 IAC 6.1-5-10 prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

Pursuant to Senate Enrolled Act (SEA) 1students must be proficient readers before moving to 4th grade. Third grade students who do not pass the IREAD-3 (*Indiana Reading Evaluation And Determination) assessment* and do not meet one of the "good cause exemptions" must be retained for the following school year.

Good Cause Exemptions:

- The student was subject to retention and has retained in grade 3 for one (1) school year.
- The student has an intellectual disability or the student's individualized education program specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate.
- The student is English learner who has received service for fewer than two years and the committee consisting of:
    - The student's parent;
    - A building level administrator or designee
    - A classroom teacher of service
    - An English learner teacher of record, if one exists; and
    - An English learner district administrator, if one exists; determines that promotion is appropriate based on the implementation of research based instructional practices outlined in the student's individual learning plan.
- The student received a score of proficient or above in grade 3 math on statewide summative assessment.
- The student:
    - Has received intensive intervention as determined by the department in reading for two (2) or more years; and
    - Was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

LOST AND FOUND

All misplaced and "found" items should be placed in the lost and found box in the entrance lobby. The school cannot assume responsibility for students' personal belongings and items lost. Any item not claimed at the end of each semester will be donated to a local charity. Please mark all items such as coats, jackets, sweaters, and lunch boxes with your child's name. Proper marking will reduce losses.

PERSONAL ITEMS

Students are not permitted to bring toys, fidgets, trading cards, athletic items, electronic equipment, or any non-essential personal items onto school property unless authorized to do so by a staff member. Fremont Elementary is not responsible for lost or stolen personal items. Pets may only be brought to school with the consent of both the Principal and classroom teacher and must be brought to/from school by an adult. Student should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours---unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. **Students are not permitted to bring cell phones on school-related trips. Cell phones will be confiscated and the office will hold all cell phones until the end of the day when students may go to the office to pick them up.**

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, chairs, playground equipment, and other school property issued to them. Students will be expected to pay for property that is lost or damaged.

RECESS

Students at Fremont Elementary School have daily outside recess unless the outside temperature and/or wind chill is 20 degrees or below or the weather is inclement (ie: rainy, windy, etc.). In the event of inclement weather, indoor recess will be held in the classrooms.

Parents must be sure that their child comes to school dressed appropriately for the weather. Parents who desire their child to remain indoors following an illness are required to send a doctor's note requesting that their child be permitted to not participate in recess.

SCHOOL SAFETY PATROL

The Town of Fremont provides a Safety Patrol/Crossing Guard at the SR120 and Coldwater St. intersection to assist our children in crossing the street when arriving or departing our school. Their hours are 7:00 a.m. to 8:30 a.m. and 2:45 p.m. to 3:15 p.m. A second Safety Patrol/Crossing Guard is located in front of the high school on Toledo St./SR120 for morning arrival and afternoon dismissal. A third patrol is located at the West St. and E. Renee Dr. intersection. The patrols are there to provide for the safety of your children. Please remind them that they are to obey the patrols' directions at all times.

STUDENT DROPOFF AND PICK-UP

Parents are asked not to drop off their children before 7:40 a.m. (or 7:30 a.m., if eating breakfast), as there will be no adult supervision before that time. When dropping off and picking up children at the Elementary School, please follow these guidelines:

For the safety of your child(ren), only cars with official Fremont car pick-up cards will be allowed to pick up children. If the assigned pick-up number is not available or visible, you may be asked to go to the office for pick up. If your child is not typically a car rider, please place the numbers that were sent home and this letter in your glove compartment. There may be circumstances in which you will need them.

Arrival

- Vehicles should enter the south parking lot from the east, West Albion Street (near the town park / water tower) and exit to the west on West Street (near the baseball field).
- Once your child is safely on the sidewalk and you are able, please follow cars ahead or use the passing lane(s) and exit so that the next set of cars may drop off.
- Parents should **never** leave their vehicle unattended, unless they are using the LANE 3 for drop off in the morning. If you are using LANE 3 in the morning, PLEASE WALK YOUR CHILD(REN) TO THE SIDEWALK.
- ALL SIDEWALKS CONNECT, students can be dropped at any sidewalk and safely walk to their entry door.
- Upon arrival, parents are not permitted to walk their children to the classrooms. Parents must say their goodbyes in the front foyer or in their vehicle.
- If students are coming for breakfast, they must enter at H-3 (If walking out front to school), the door between the elementary school and high school or they may enter door E8 if being dropped off by a vehicle on the south side of the elementary. These doors open at 7:30 a.m. If students arrive before 7:40 a.m. and are not eating breakfast, they will be allowed to enter at this door as well and wait in the cafeteria until admittance to the Elementary School is allowed (7:40 a.m.).
- Visitors or students arriving after 8:00 AM or after dismissal should enter the main doors (E1)

Dismissal

- Each student will receive 3 "official" Fremont cards with his/her number (in envelope). Anyone who picks up a child must display a card in their car (please hang from your rearview mirror).
- Vehicles should enter the south parking lot from the east, West Albion Street (near the town park) and exit to the west on West Street (near the baseball field).
- It is recommended that each child place one number card on his/her book bag to use until the number is remembered. If your child is not available when you arrive at the car pick-up area you may be asked to park in a designated area. This helps prevent excessive delays while teachers relocate children to the right place.
- Car riders will be dismissed on the south side of the elementary building at 3:00 pm, exiting their grade level hallways Drive slowly through the parking lot toward the designated car pick-up / drop off area.

- Supervising staff will cross reference assigned pick-up numbers on approaching cars to the list of students. Students will be staged as their number is called in their respective hallway and then those students will be escorted as they exit the building to their vehicle.
- Walkers / Walk-ups will be exiting the building through the east side of the gym doors (E4). We ask parents and guardians to park alongside the road (State Road 120) or across the street (Coldwater Street). NO PARENT / VISITOR PARKING IS ALLOWED IN THE NORTH PARKING LOT DURING DISMISSAL.

While waiting in THE DISMISSAL line...

- Please remain in your vehicle as you will need to move up frequently, your child will be escorted into your vehicle.
- Please pull up as far as you can and close to the car in front of you, a staff member will walk your child(ren) to your vehicle.
- Please form a continuous line, LANE 1 and LANE 3 are used to load students and LANE 2 and LANE 4 are to be used as passing lanes.

As always, a "Transportation Information Form" must be completed and on file with the office. A note is to be provided if your child will be a car rider. Please make sure you are calling into the office for emergency changes only. Calls should be received by 2:15 p.m.

If you need to pick up your child before the normal dismissal time, please send a note to your child's teacher and call the office. When you arrive at school to pick up your child, the office staff will call your child down to the office. We are not able to call children down to the office until you arrive to pick them up except for emergency and extenuating circumstances.

- BUSSES ONLY will be located in the FRONT PARKING LOT for arrival and dismissal (2:30-3:15).

STUDENT SERVICES

INTEGRATED ARTS
(Specials)

All students receive art, library, music, physical education, science, spanish (2-4), and keyboarding (2-4) classes throughout the academic year.

SCHOOL GUIDANCE COUNSELOR / STUDENT SERVICE DIRECTOR

Fremont Elementary School's Guidance Counselor / Student Service Director is available to address concerns of students, teachers, and/or parents. The counselor works to facilitate each student's success by supporting and consulting with teachers and administrators. The counselor communicates and collaborates with parents and families, provides appropriate individual and group counseling, provides classroom guidance, and makes appropriate contacts and referrals to community service agencies. The counselor also works with the administration and teachers to plan and implement the standardized testing program.

SPEECH THERAPIST

Fremont Elementary has a full-time Speech Therapist who works with students enrolled in speech or language therapy. Teachers or parents may make referrals at any time during the school year. Forms are available from the Speech Teacher. Students who are enrolled in Speech have an Individual Educational Plan, which is created by the speech therapist and parents. All decisions about placement or programming are made with parental consent.

SCHOOL PSYCHOLOGIST

Fremont Elementary School is a member of the Four-County Special Education Cooperative that provides psychological testing for our students.

STUDENTS WITH SPECIAL NEEDS

In striving to meet the educational needs of all students, Fremont Elementary recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. Special services may be delivered to students in their regular classrooms or in a small group program in a resource room.

Teachers who believe that a child would benefit from special education services should first contact the child's parent/guardian with their concern(s). General education interventions will be planned and implemented. Parents may also request that their child be evaluated for special services. Parents are involved at every point in the process, and all placement and programming decisions are made with the parent's consent.

Students who qualify for a special education program will have an IEP – Individual Education Plan. Students who qualify for a 504 Plan will have special accommodations in the regular education classroom.

Program for High Ability Students

Mission:

We, the Fremont Elementary community, believe that each child will be provided with the opportunities to learn, meet with success, and become lifelong learners. We support each child's improvement across the curriculum in writing, reading, and math skills. Our focus is to assist students in becoming responsible and productive citizens in an ever-changing world.

High Ability Mission:

Fremont Elementary recognizes its responsibility to identify high ability students in an on-going and systematic process. We are committed to providing an environment which encourages all students to maximize their potential.

Definition:

High ability students are those that perform, or show potential of performing, at a level substantially beyond the rest of their peer group inside our school.

Indiana Code of High Ability:
IC 20-36

Identification:

*Screening data
- Reading Level
- Northwest Evaluation Association (NWEA) Reading (2-4) at or above 95th percentile
- Northwest Evaluation Association (NWEA) Math (1-4) at or above 95th percentile
- State Assessment Results
- Naglieri Nonverbal Ability Test (NNAT) (90th percentile or higher)

*Teacher recommendation

Students will be identified annually in the fall by using the said criteria above. Dependent upon student growth and performance, students that are identified could vary from year to year based on data collected in the fall (example: a student who qualified as a first grader may not qualify as a second grader).

Eligibility of transfer students previously identified in another district as high ability will receive services if:
- *Criteria used by former school is similar to FES
- *Screening of the student using district criteria qualifies them

Appeal Process:

If a parent or teacher feels that a student should qualify for the program or a student has exited the program and wishes to re-enter, an appeal may be submitted.

The appeal process is as follows:

1. The parent or teacher must submit in writing the reasons for the appeal to the Academic Coach or designee and provide two adult signatures (parent and current classroom teacher) showing support for the appeal. (Re-entry only: The parent / guardian must put in writing the reasons he/she wants their child to re-enter the program and what they have done to show they should be allowed to re-enter).

2. The Academic Coach will meet with the principal, guidance counselor, and classroom teacher to review assessment materials and classroom work.

3. The Academic Coach will respond in writing within thirty instructional days from the date the appeal was received with one of the following findings:

a. Recommendation for entry into the High Ability program
b. Recommendation for student to remain in the regular program and not participate in the High Ability program

Students Receiving Services and Not Meeting Expectations:

The Academic Coach or designee will conference with the student and parent(s)/guardian(s) in an effort to develop an intervention strategy for the student to remain in the program. If, after using the intervention strategy, the Academic Coach feels that the student is still not meeting expectations of the program, the student will be dismissed from the program.

Program Exit Provisions:

A parent may withdraw their child from the program with a signed letter stating reasons for withdrawal.

STUDENT USE OF SERVICE ANIMALS

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

In accordance with the laws, Fremont Community Schools recognizes that Service Animals can play a role in a student's education and the facilitation of a student's independence. Therefore, an appropriately trained Service Animal, under the control of its handler, may be allowed in school. The health, safety, and educational rights of others are also important concerns. With this in mind, it is important the School be notified before any animal is brought on School property, prior approval is given by the School, and proper procedures are followed in accordance with this policy. Indiana Code § 16-32-3-1.5 defines a "Service Animal" as an animal trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric Service Animal, or an autism Service Animal. To be considered a Service Animal, the animal must be trained to perform tasks directly related to the student's disability.

INITIAL PROCEDURE

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

SCHOOL HEALTH CLINIC

The health clinic for elementary students is located in the elementary building. There is a nurse and/or health aide on duty during most regular school hours. If a student becomes sick or injured, he/she will be sent to the health clinic. If after observation, the illness or injury appears to warrant contact of a parent, reasonable effort will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home as usual.

For emergency purposes, enrollment data and an annual health update form are to be filled out each year and should be kept current. If changes are made in employment, telephone numbers, or alternate contacts during the school year, please come into the elementary office and notify us of the changes.

HEAD LICE

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons: Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice. Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

MEDICATION

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:

- 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 at school.
- 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 and time of day the medicine is to be administered.
- In case your child needs medication at home as well as school, your pharmacist will give you a duplicate, labeled container upon request. Acetaminophen (Tylenol type) is available from the clinic for occasional use, if a permission slip is received by a parent. For any questions on the State regulations, please contact the School Nurse.
- **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.**
- **Students in grades K-8 may not take home any medication from school. This includes all prescription and non-prescription medications that are sent to school with your child. The parent must pick up the medication from school or authorize in writing that someone 18 years or over may pick up and bring home the medication. The law *does allow* your child to bring medication to school.**
- 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.
- Herbal medications need a signed medication permit AND a prescription from the physician. Most herbal medications can be given at home.

IMMUNIZATION AND PHYSICAL REQUIREMENTS

Indiana code IC 20-8.1-7-10 states that no students will be permitted to attend school without proof of the following immunizations or that a current religious or medical objection is on file. **All immunization requirements are due by the first day of school**.

KDG –Grade 4:

- 5 doses of DtaP/DTP/DT/ vaccine (4 doses acceptable if the 4th dose was given on/after the 4th birthday)
- 4 doses of Polio vaccine (3 doses acceptable if 3rd dose of like vaccine administered on/after the 4th birthday)
- 3 doses of Hepatitis B vaccine
- 2 doses of Hepatitis A vaccine
- 2 doses MMR vaccine (measles, mumps, rubella)
- 2 doses of varicella (chickenpox) vaccine **or** physician written documentation of history of chickenpox disease (including month and year of disease).

  - All immunizations must meet the minimum interval requirements to be valid.

Note: A physical examination by a doctor will be required for each child entering kindergarten. A physical examination by a doctor will be required of each child entering first grade unless the student attended kindergarten at Fremont Elementary School.

Guidelines for keeping sick children at home:

- Fever in the past 24 hours (oral temperature should be below 100F for 24 hours without the use of fever-reducing medication);
- Vomiting or diarrhea in the past 24 hours; and,
- Infections requiring antibiotics need a physician note with date child may return to school.

Your child may come back to school when he or she has been free of the above symptoms for 24 hours with no medication. Please contact the school nurse if you have questions or are not sure if your child should be kept home from school.

TELEPHONE USE

Telephones in the building are for school business only. Students are only allowed to use the telephone in the elementary office and only for limited circumstances. Permission from a teacher must be obtained before coming to the office.

VISITORS

For the safety and security of students and guests, **all** visitors must report to the office upon arrival at Fremont Elementary School. All visitors are required to show either a driver's license (or state issued ID card) to gain access beyond the front foyer area. As part of the process to increase and enhance security, drivers' licenses (or state issued ID cards) will be scanned by office staff or

by using a self-management kiosk technology. This system then issues a Visitor's Pass and informs staff of potential safety concerns, further ensuring the safety of all students and staff. Upon departure, visitors are asked to return to the office to check out.

Parents are always welcome and encouraged to visit Fremont Elementary School. If you would like to visit your child's classroom, we ask that you make prior arrangements with the teacher, whenever possible. Parents are not to simply accompany their children to the classroom without prior permission. Parents are not to accompany their children to the playground during recess time. Students are not permitted to bring student guests to school.

PESTICIDE USE AT SCHOOLS

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

Advance parent and staff notification is only required for individuals who have added their names to the pesticide notification registry. If you would like to be notified in advance of pesticide application you must be registered ***in writing*** requesting that your child/children's name(s) be placed on the registry. Please send your written request to your child's school Principal. While most applications require advance notice, it is not necessary if there is an immediate health threat or if treated areas are completely away from student-occupied buildings and grounds, and/or if the application is made more than 48 hours before a scheduled school day.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

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

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR FREMONT ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record(s) that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or

transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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