FREMONT HIGH SCHOOL

Student Handbook

May 14, 2026

How to help your student succeed:

- **Ensure your child is in their seat prepared to learn at the start of every class every day.**
- **Check Canvas daily** to see:
    - **Daily assignments and their due dates**
        - If the due date is not clear, contact the teacher **in advance** for clarification.
    - **Observe ancillary materials** on the page (if applicable) such as:
        - **Directions**
            - If the directions are unclear, email the teacher stating precisely what is unclear **in advance of the due date**. This will allow for a proper response in a timely fashion to clear up confusion that would not allow for successful completion.
        - **Examples**
            - Refer to and use the examples **to provide a framework** for correct completion of the remainder of the assignment not completed in class.
        - **Rubrics or scoresheets** (if applicable)
            - Use the rubric to ensure that the assignment has been completed **thoroughly** and **completely.**
    - **Upcoming quizzes or tests**
        - Help prepare the student by
            - Use of flashcards for rote memory practice
                - Stems and DLP skills
                - Biology terms
                - Math formulas
                - Etc.
                    - This should be **completed incrementally throughout the week** dedicating time to portion off the concepts or terms allowing time for repetition and addition of new material nightly.
            - Reading the material aloud to ensure comprehension
            - Practice math and science homework problems to the point that your student can complete every type of problem correctly on their own.
    - **Send an email nightly to each teacher** stating that you have **checked Canvas** and reviewed the material covered in each course and **PowerSchool** for the student's current grade.
        - This should include the **assignment's name** and **due date.**
            - Any questions (see above)
        - **A Summary** of the **type of preparation** for the **upcoming quiz or test** that has been performed at home. (see above)
        - Include a report on the **progress** at home of checked **assignments** for **completion** and **accuracy.**
        - **Check PowerSchool** nightly and **include the grade.**

MISSION STATEMENT:

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

VISITORS:

All visitors must check in the office when entering the building, and present a valid driver's license or state-issued ID. All conferences must be pre-arranged.

SECTION I: ATTENDANCE

STUDENT ATTENDANCE GUIDELINES

To Report Absence: Please call 260-495-9876 or email the office prior to the start of the school day.

Be present every day. To be counted present, students must be in class and engaged in learning every day.

MAKE-UP WORK

It is the student's responsibility to ask the teacher for make-up work through email, Canvas or Rooms. All assignments are due and must be submitted on the due date. For in-school suspensions, out of school suspensions, Fremont High School expects students to make up missed homework, quizzes and tests on time.

Absences

- Absences are counted in the student's absence total.
- Five absences start the habitual absence process.
- Good attendance increases student learning and leads to success.
- All coursework, projects, tests, and quizzes are to be submitted on the due date or before.
- If a student misses a test day, the student should be expected to take the test on the day of return.

If a parent of a student does not send their student to school because of the student's illness or mental or physical incapacity, Indiana code requires parents 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.

COLLEGE VISIT

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

SECTION II: ACADEMICS

CLASS RANK POLICY

The honor of Valedictorian and Salutatorian will be awarded at the end of the third quarter after final grades have been received. To be considered, you must be a full time student for four years and be at Fremont for the last two years. A student's GPA and course work from an accredited high school will be considered in determining a transfer student's rank. At the end of the third quarter, a final class rank will be calculated for all graduating seniors. Grade point averages will be reviewed at four decimal places, or the ten thousandths place. In the event of a tie, the student with the most AP or dual credit courses will receive the honor. If there is still a tie, the student with the most A+'s will receive the honor. Dual credit classes receive the equivalent of one additional grade point. Example: A student receiving an "A" in college algebra will receive five points instead of four points.
Fremont High School weights dual credit courses taught at Fremont High School by Fremont High School staff.

Fremont High School weights dual credits taught at other institutions when the dual credit course is required for the Indiana College Core and the course is unavailable at Fremont High School.
When a student transfers to Fremont High School from an accredited high school, Fremont High School weights transfer dual credit courses from accredited colleges that are equivalent to the weighted dual credit courses offered at Fremont High School.
When a student transfers to Fremont High School from an accredited high school, Fremont High School weights transfer Advanced Placement courses that are equivalent to the weighted dual credit courses offered at Fremont High School when the student scores a 3 or above on the corresponding AP test.
When a student transfers to Fremont High School from an accredited high school, Fremont High School weights transfer International Baccalaureate courses that are equivalent to the weighted dual credit courses offered at Fremont High School when the student passes the corresponding IB test with at least a 4.
Students may audit a high school class as a teacher assistant to avoid diluting their grade point average. Athletes must then have three other credit earning courses while auditing a class to remain athletically eligible.
Students do not have to transfer college credits to their Fremont High School transcript to avoid diluting their grade point average. Athletes must then have three other Fremont High School credit earning courses to remain athletically eligible.

SUMMA CUM LAUDE

The designation of "Summa Cum Laude" recognizes students who have excelled at the highest level by earning exemplary grades in dual enrollment courses. Students who earn a grade point average exceeding 4.0 are acknowledged by a red cord at graduation.

HONORS DIPLOMA

The designation of honors diploma recognizes students who have an Indiana Department of Education Honors Diploma designation. Students who meet the IDOE Honors Diploma requirements are acknowledged by a gold tassel at graduation.

TOP TEN PERCENT

The honor of top ten percent will be awarded at the end of the third quarter after final grades have been received. At the end of the third quarter, a final class rank will be calculated for all graduating seniors. Students who meet the IDOE Honors Diploma requirements are acknowledged by a gold tassel at graduation.

CHEATING

The administration shall be informed of the actions in this area. The teacher involved will contact a parent or guardian.

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

COURSE CHANGE: Complete the course change form in the Appendix of this handbook.

Students may not have more than one study hall/staff assistant block in their schedule. Schedule changes will not be made without a completed schedule change request form. This document may be found in the high school office or at www.fremontschoolsin.com."

- Students must be enrolled in at least three courses each term.

COURSE RETAKE POLICY

Students may retake a course when an improved grade would qualify them for a Core 40 Diploma with Academic Honors or Technical Honors. This means that students with a cumulative GPA below 2.8335 (B) can retake any course where they have earned a grade below a B. Students may retake any course where they have earned a grade below a C-. In these cases the higher grade will be used to calculate a student's G.P.A. but both grades will remain on the transcript.

DROPPING A CLASS

Complete the course change form in the Appendix of this document. FHS students schedule a minimum of three full credit courses.

GRADUATION REQUIREMENTS

Follow the link for most up-to-date diploma and graduation pathway information: https://www.in.gov/doe/students/graduation-pathways/diploma-requirements/ or https://www.in.gov/doe/files/9.24.25-HS-Diploma-One-Pager_FINAL.pdf

Fremont Community Schools requires one credit in economics for all three honor seals. Fremont requires two fine arts credits and six credits of a world language for the enrollment honor seal.

EARLY GRADUATION For the high school to consider this request, complete the following steps.

1. Successfully complete the SAT at Fremont High School in the spring of junior year.
2. Successfully complete all requirements for an Indiana Diploma Honors Seal (required for the class of 2029 and beyond).
3. Reasons for this request must be in writing – signed by the student and parent/guardian. See the early graduation request form in the appendix of this handbook.
4. Early graduates must meet the requirements for a diploma and diploma honors seal by the student's last day of attendance.
5. A conference will be held with the student, parent, and school counselor.
6. The school determines the Valedictorian and the Salutatorian from students who compete eight consecutive semesters. Early graduates are not eligible for these awards.
7. FHS considers six semester graduates to be juniors during the entire school year in order to preserve any future eligibility if the student decides to stay an additional year or semester.
8. Show the successful completion of courses and expected completion of courses to meet state and local credit/course requirements.

STUDENTS WITH SPECIAL NEEDS

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 504 Plan or are placed in a special education program will have an IEP – Individual Education Plan.

HOMEWORK POLICY

Do all of your homework and turn in all of your homework on time.

GRADING POLICIES FOR FREMONT HIGH SCHOOL

Fremont High School utilizes a 4.0 scale when figuring grades. The following scale will be used in determining final grades in a class.

A+	99-100%	4.00	C+	78-79%	2.33	D+	68-69%	1.33
A	93-98%	4.00	C	73-77%	2.00	D	63-67%	1.00
A-	90-92%	3.67	C-	70-72%	1.67	D-	60-62%	0.67
B+	88-89%	3.33				F	59%- lower	0.00
B	83-87%	3..00				I	Incomplete	
B-	80-82%	2.67				NC	No Credit	

HONOR ROLL

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

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

NATIONAL HONOR SOCIETY - SELECTION PROCESS

1. Submit class rank list of junior and senior class.
2. From class rank list, determine students who are eligible scholastically.
3. Students who rank 3.5 or above on a 4.0 scale qualify for membership consideration.
4. Students who qualify scholastically are given an activity sheet which they are to complete and return to the advisor(s).
5. The Faculty Council convenes to determine the cut-off rating, which will be used. The Faculty Council will deliberate at least two meetings to determine the cut-off rating.
6. All faculty will have the opportunity to rate all students being considered for the National Honor Society. However, faculty must sign their rating sheets and return to the Faculty Council. The Faculty Council (5 appointed members) will then rate each student in the areas of leadership, service and character. The rating sheets are submitted to the advisors in a plain envelope.
7. The advisors then each tabulate the ratings for each student and double check the ratings.
8. A list (in descending order) of the rating scores for seniors and for juniors is formulated. No names are on the list.
9. Final cutoff is determined.
10. Faculty Council then votes on membership of each individual student.

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

DISCIPLINE/DISMISSAL PROCEDURES FOR THE FOLLOWING VIOLATIONS OF ESTABLISHED AND SELECTION STANDARDS

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

PARENT/TEACHER CONFERENCE

Parent/teacher conferences can be arranged by emailing teachers or by calling 495-9876. Staff emails can be found on the Fremont Community Schools Website and PowerSchool.

POSTSECONDARY DUAL ENROLLMENT POLICY

Fremont Community Schools believes that students who are capable of and wish to pursue college level work while in high school be permitted to do so. A student in grades 9 through 12 may enroll in dual credit courses at Fremont High School. The English, math, science, social studies, and world language departments offer dual credit courses at Fremont High School. Students may request dual credit courses during the scheduling process offered annually through the guidance office. Many of the programs at the IMPACT Institute also offer dual credit. A representative from the contracted college or university will meet with each dual credit class at the beginning of the semester and enroll the students for college credit. Some dual credit courses require tuition. Tuition is the responsibility of the student and their families.

High school students may pursue dual credit courses not on Fremont High School campus. Students (with parents) must complete a form declaring the dual credit courses that will appear on the official student transcript prior to the first day of class. Declared dual credit courses will be used to calculate a GPA and class rank. All dual credit courses taken during the school day and during the school year will count toward a student's GPA and class rank. Students need to be aware that many colleges do not award A+'s. Dual credit courses that are online or not on Fremont High School Campus must be pre-approved for dual credit by the high school guidance and administration. Tuition is the responsibility of the student and their families.

*Indicate on the off-campus dual credit form if a dual credit course is to be used for athletic eligibility.

*Some dual credit courses require minimum PSAT, SAT, ACT, or other college placement exam scores to receive college credit.

Opportunities to take the AccuPlacer, college placement exam, will be available at the high school. The PSAT is administered every year to sophomores in the fall and is funded by the state. Juniors may take the PSAT to reach minimum dual credit scores and qualify for the National Merit Scholarship.

***Athletes attending Trine University** must enroll in at least 1 class at Fremont High School and at least ten hours at Trine University to be considered eligible by the IHSAA.

IMPACT INSTITUTE

Attending IMPACT INSTITUTE is a privilege and a serious commitment from students and parents. Students must be enrolled in two classes at Fremont High School with IMPACT to maintain athletic eligibility. These programs offer students a valuable, real-world experience that demands real-world responsibility. All students attending IMPACT at Kendallville are required to ride the bus from Fremont High School every day. Students are allowed to drive to IMPACT for field trips or to have a vehicle service at IMPACT. These exceptions require a signed permission slip from IMPACT. Excessive absences or tardies could cause a student to be removed from the special program and scheduled for a full day at Fremont High School. Dismissal from a program may require the student to pay the balance of the tuition reimbursed to FCS. Most programs at IMPACT are a full year commitment. After a student is enrolled, they cannot drop an IMPACT course. All students enrolled at IMPACT INSTITUTE will be included in the Fremont High School random drug testing pool.

Attendance at Fremont High School must be a priority. The calendar at Fremont Community Schools does not always coincide with the IMPACT INSTITUTE. If Fremont High School has a planned vacation and IMPACT is in session, students are expected to attend IMPACT. Yellow bus transportation will be provided. If Fremont High School is in session while IMPACT is on vacation, students in IMPACT are expected to be at Fremont High School and stay through their scheduled classes. Students that miss the bus to IMPACT are required to be at Fremont High School at 8:00am.
Student safety is a priority at Fremont Community Schools. If Fremont High School is cancelled or delayed because of dangerous weather conditions, students should consider IMPACT cancelled. The weather at IMPACT may be more severe than at Fremont. Listen to the radio or check the program's website for their current status. If IMPACT is cancelled and Fremont High School is in session, students are expected to attend Fremont High School by 11:20am on a regular schedule and 12:20 when Fremont is delayed 2-hours.

Attending an alternative program is a privilege. Students must be enrolled in two classes at Fremont High School to maintain athletic eligibility. Excessive absences or tardies could cause a student to be removed from the special program and scheduled for a full day at Fremont High School. Students are required to be in class 5 minutes after the IMPACT bus unloads at Fremont High School.
***Athletes attending IMPACT** must enroll in at least 2 classes at Fremont High School to be considered eligible by the IHSAA.

SECTION III: STUDENT CODE OF CONDUCT

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

Maintaining good discipline within the schools is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with the school staff.

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

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

School transportation is a privilege in the state of Indiana. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from

conduct that will offer a hazard to themselves, their fellow students or the general public; and to refrain from violating federal, state or local law, or the requirements of the transportation guidelines.

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

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

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

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

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

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 their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities and promote student achievement. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

LEVEL 1: CONFERENCE/PARENT CONTACT

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

LEVEL 2: ACTION OPTIONS

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

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

LEVEL 3: IN-SCHOOL ALTERNATIVES

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

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

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

LEVEL 5: ALTERNATIVE CONSEQUENCES/PROGRAMS

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

LEVEL 6: EXPULSION MEETING/EXPULSION

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

GROUNDS FOR ANY TYPE OF DISCIPLINARY CONSEQUENCE(S)/ACTION APPLY WHEN A STUDENT IS:

a) On school grounds or transportation immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
b) Off school grounds at a school activity, function, or event; or
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 the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 13: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        3. The student has been instructed in how to self-administer the prescribed medication.
        4. The student is authorized to possess and self-administer the prescribed medication.
14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
15. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
16. Possessing, using, distributing, purchasing, or selling tobacco 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 during school hours an electronic device, a Cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
31. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
   - places the targeted student in reasonable fear of harm to the targeted student's person or property;
   - has a substantially detrimental effect on the targeted student's physical or mental health;
   - has the effect of substantially interfering with the targeted student's academic performance; or
   - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school principal/designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school principal/designee. This report may be made anonymously.
5. The school principal/designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school principal/designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

C. CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Fremont Community Schools Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:
(1) either:
(A) promotes, sponsors, or assists in; or
(B) participates in; or
(2) requires as a condition of membership or continued membership;
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.
Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.
The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

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 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. 35-31.5-2-86:
    - 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 begin as soon as reasonably possible after the student's suspension.

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

1) The dates of the suspension
2) The student's misconduct.
3) The action taken by the principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel
    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and 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 35-47-1-5IC 34-31-4-1

SECTION V: GENERAL INFORMATION

ACCIDENTS

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

ANNOUNCEMENTS

Daily announcements are available on PowerSchool.

APPEARANCE AND DRESS

Dress and appearance are an individual matter until it disturbs the normal school or classroom atmosphere in which learning takes place. The Board of School Trustees and the Administration believes that the proper dress and proper grooming are the responsibilities of every pupil attending Fremont High School. The Superintendent and the Principal are charged with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the school.

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

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

A. All clothing should be neat and clean. No student will be permitted to dress or appear in any manner that is unhealthy, obscene or distracting. Clothing or attachments to clothing which promotes or advertises drugs, alcohol, tobacco, sex, and/or gangs (inclusive of clothing, colors, symbols) will not be allowed.

C. In certain extra-curricular activities, the school retains the right to impose specific dress and grooming requirements as a condition of participation.

D. Overall neatness and cleanliness should be a common goal for all.

Examples of unacceptable dress:

1. If undergarments show then inappropriate. Bare shoulders must be covered.
2. Bare midriff shirts or tops.
3. Any clothing with holes or rips in an area above the knee.
4. Hats, hoods, headbands, head bandannas, or visors in the school building.
6. Shorts may be worn to school as long as they meet the following criteria. Shorts must be at least mid-thigh in length. (Use this test: standing up straight, let your hands fall to your side. Shorts should come past your fingertips.) Students should assume the responsibility of policing themselves in regard to following these guidelines or the policy of shorts will be revoked.
7. Any clothing which may be considered to be a disruption, unsafe, or unhealthy within the educational process.

8. No sunglasses.
9. Pajama Pants may not be worn on any normal school day (excludes promotional dress up days)

ATHLETIC ELIGIBILITY

Our students gain from athletics those important qualities and characteristics essential for the development of a well-rounded individual. If you are transferring from another high school your parents and you will need to complete an IHSAA Athletic Transfer form obtained from the Athletic Director's office.

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

***Athletes attending IMPACT** must enroll in at least 2 classes at Fremont High School to be considered eligible by the IHSAA.

***Athletes attending a university** must enroll in at least 1 traditional class at Fremont High School and at least ten hours at Trine University to be considered eligible by the IHSAA.

CAFETERIA

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dish-washing area.
3. Leave the table and floor around you in a clean condition for others.
4. All food shall be eaten in the cafeteria because of sanitation regulations.
5. Lunch guests are not permitted.
6. Lunch hour is closed. All students are expected to stay in the cafeteria during the lunch hour.

CELL PHONE POLICY/PERSONAL ELECTRONIC DEVISES

Cell phones, smart watches, and other personal electronic devices are prohibited in the school during the school day. Secure all such devices in the locker or in the student's/parents vehicle or at home during the hours of 7:55 a.m. to 3:00 p.m. daily. Turn off the device when secured in the student's locker. The school is not responsible for theft, loss, damage, or vandalism. Any Infraction of this policy will result in immediate confiscation of the complete device including battery and memory card. The student will serve a detention and receive the phone at 4:00pm. The student may be sent to in-school suspension. Continual violation of this policy may result in out-of-school suspension. Students may use the office phone to communicate with parents and parents may contact the office if they need to communicate with their student.

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

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

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

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

CHANGE OF EMAIL ADDRESS AND CHANGE OF PHYSICAL ADDRESS

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

COURTESY AND MANNERS

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

DANCES

1. Dances end at 11:00 p.m.
2. All school rules apply.
3. Admission will not be allowed after approximately 15 minutes into the dance.
4. Once a student leaves the dance they will not be allowed to return.
5. Pre-approved guests must have a completed guest approval form and valid ID.
6. Normal school dress is expected at all dances.
7. Tickets are pre-sale.
8. Middle school students are prohibited from attending high school dances.
9. Present a valid ID and dance ticket at the door to gain entry.

DRIVING RULES AND REGULATIONS

Students who drive a motor vehicle to school must:

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

DISTRIBUTION OF MATERIALS

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

DRUG & ALCOHOL TESTING PROGRAM

Fremont Community Schools has a responsibility to ensure the safety, health, and well-being of students, faculty, and staff. Drug, alcohol, and tobacco use in the school presents a threat to the safety, health, and well-being as well as the quality and efficiency of our educational programs. FCS practices Random Drug, Alcohol, and Tobacco Screening along with Reasonable Suspicion Drug, Alcohol, and Tobacco Screening with the goal of providing a healthy, safe, and secure drug-free environment for all students and staff. The purpose of the drug, alcohol, and tobacco testing program is:

- To provide students with a tool to combat the effects of peer pressure and say NO to drugs, alcohol, and tobacco products.
- To improve the educational environment.
- To encourage students to develop lifelong habits that demonstrate the positive character traits of responsibility and trustworthiness that will make them productive citizens.
- To encourage students who use drugs, alcohol, and/or tobacco products to participate in an effective education/counseling program.

Random Student Drug Testing refers to the practice of randomly testing students to detect the recent use of illegal drugs, alcohol, and nicotine. Random student drug testing may either be mandatory or voluntary and all students in the drug testing pool have an equal chance of being selected for testing.

Participants/Enrollment

FCS's drug, alcohol, and tobacco testing program applies to all students grades 5-12 who participate in any extra-curricular or athletic activity, attend IMPACT, other career technical education programs, drive to and/or from school, or voluntarily agree to be randomly tested. Extra-curricular and athletic activity programs are an integral part of FCS's student experience; these activities are considered a privilege offered to students which necessitates the need for the students to meet the high standards set by FCS. Driving to school is also a privilege granted to students under conditions that include operating the vehicle in a safe and legal manner. If selected, students must submit to FCS's testing process or driving privileges will be revoked. Parents can also voluntarily enroll their students into the drug, alcohol, and tobacco testing program by signing a consent form at school registration or upon request.

Selection and Notification Procedure

The number of individuals to be tested on a given date will be determined by school administration. A random list of students will be generated from the testing pool by the Corporation Technology Director. This list will be given to the designated agency testing personnel. An administrator shall locate each individual selected for testing and escort them to the appropriate collection site at the request of the designated testing personnel. Parents/Guardians of students will be notified after their child has been randomly selected and tested.

Drug Testing Procedure and Test Results

Drug testing will be conducted by a contracted agency. They will provide a staff member trained in the process of collecting urine and/or oral fluid to come onsite to the school for drug screen collection. Each sample collected will be tested for but not limited to cotinine (nicotine metabolite), ethanol (alcohol), amphetamines, barbiturates, benzodiazepines, cocaine, opiates, phencyclidine (PCP), cannabinoids, LSD, anabolic steroids, K2 spice and/or synthetic cannabinoids, or any other substance which is defined as a controlled substance unless pursuant to a legal prescription. Results will be provided to school personnel within 24 hours. All positive tests will be verified through a certified laboratory before notifying parent/guardian and student of any positive results.

A refusal to provide a specimen is a violation of the FCS drug testing policy and will result in the same consequences as a positive test.

Parents/Guardians will be notified of all results whether positive or negative. Parents/Guardians of students testing positive will be notified within 24 hours of FCS receiving the results. Parents of students who refuse to test will also be notified.

Testing results will be kept in a confidential file separate from the student's educational records. Results will only be disclosed to the administrative personnel who have a need to be informed in order to implement or oversee implementation of the policy or consequences for violating the policy.

Consequences of a Positive Test

This program seeks to provide needed help for students who have a verified "positive" test result. The student's health, welfare, and safety will be the reason for preventing student from participating in athletics, extracurricular activities, attending IMPACT, and restricting them from driving to and from school.
If a verified positive test result is due to medication prescribed to the participant, the student or their parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

Level 1
Positive Test Results of any form of tobacco/nicotine products (including but not limited to any kind of electronic cigarettes or products containing nicotine or cotinine) or Conduct Deemed Detrimental. For a verified positive of any form of tobacco products, the principal/designee will meet with the student and their parent/guardian at a school corporation facility. Students will be required to complete an online substance abuse course and meet with the corporation counselor to discuss counseling and assistance agencies that parents may want to contact for additional help. A follow-up test will be requested by the principal/designee after such an interval of time that the substance previously found would normally have been eliminated from the body. The student will submit to drug tests for one year after their first positive test result at the request of the building principal.

Level 2
For a verified positive drug test or second verified positive result for tobacco/nicotine products, the principal/designee will meet with the student and their parent/guardian at a school corporation facility. Students will be required to complete an online substance abuse course and meet with the corporation counselor to discuss counseling and assistance agencies that parents may want to contact for additional help. A follow-up test will be requested by the principal/designee after such an interval of time that the substance previously found would normally have been eliminated from the body. The student will submit to drug tests for one year after their first positive test result at the request of the building principal.

Level 3
In the event a student has a verified positive drug test for a second time or third verified positive result for tobacco/nicotine products or they refuse to test, their driving privileges will be suspended for one year and will need to have a negative drug, alcohol, and nicotine screening test before their driving privileges will be reinstated. If the student attends IMPACT/other career technical programs they will be suspended from attending for one year and will need to have a negative drug, alcohol, and nicotine screening before being able to return. They will be unable to attend any school sponsored functions for one year. They must seek drug, alcohol, and/or tobacco addiction certified counseling and submit to one year of drug testing.

Athletes
All positive test results on athletes will be reported to the building athletic director. The building level athletic director will administer the appropriate action in accordance with the guidelines concerning violation of the training rules code. Any athlete refusing to provide a specimen will voluntarily remove themselves from all FCS athletic teams for 1 calendar year pending submission to a test.
Please see the Athletic Policy Handbook for a complete list of consequences.

FREE/REDUCED LUNCH PROGRAM

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

HALL PASSES

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

HEALTH POLICIES

Immunization Requirements

Upon initial enrollment in the School Corporation, parents must show either that their child has been immunized or that a current

religious or medical objection is on file. All immunization requirements are due by the first day of school.

Minimum immunization requirements for high school students:

5 doses of DtaP/DTP/DT/ vaccine (4 doses acceptable if the 4th dose was given on/after the 4th birthday)
4 doses of Polio vaccine (3 doses acceptable if 3rd dose of like vaccine administered on/after the 4th birthday)
3 doses of Hepatitis B vaccine
2 doses of MMR vaccine
2 doses of chickenpox (varicella) vaccine **or** written physician history of disease
1 dose of Tdap given on/after 10 years of age
1 dose of meningococcal vaccine (MCV4)
2 doses of hepatitis A vaccine.
2nd dose of meningococcal vaccine (MCV4) for students entering 12th grade.

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

CARE OF EMERGENCY ILLNESS OR INJURY

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

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

CLINIC ROOM

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

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

HYDRATION AT SCHOOL

During the school day, students may carry water in a clear, colorless plastic bottle.

INTERNET / NETWORK USE

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 emerge, 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 education 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. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy
Students 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. 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 education 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 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 the safety of myself and others.
- ✓ 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 mail.
- ✓ 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

LOCKER INFORMATION

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

Students are issued an individual locker on order that they will have a secure place to store school supplies and coats.

1. Never switch or share lockers with another student.
2. Inform the principal if you feel your combination is known by another student.
3. Do not use the locker for food storage.
4. Avoid bringing large sums of money and other valuables to school .The school is not responsible for lost or stolen articles.
5. Do not jam lockers or tamper with locks.

MEDICATION POLICIES in compliance with Indiana State Codes:

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

In case a student needs medication at home as well as school, your pharmacist will give you duplicate, labeled containers upon request. Acetaminophen (Tylenol type) is available from the clinic for occasional use with parent permission. For any questions on the state regulations please contact the school nurse.

SEARCH AND SEIZURE POLICY

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

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

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

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

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

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

INDIANA CODE 20-33-8-32 Locker Searches

(a) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:
   1) that locker; or
   2) the locker's contents.

(b) In accordance with the rules of the governing body, a principal/designee may search:
   1) a student's locker; and
   2) the locker's contents; at any time.

(c) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
   1) at the request of the school principal; and
   2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

Automobile

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

Student's Person/Book Bag/Possessions or Belongings

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

TELEPHONE CALLS

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

TEXTBOOKS

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

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

1. Erase any type of marks, lines, drawings, etc., before returning books.

2. Check the number of the book to be sure it is the same book assigned.
3. Report any damages done to the books as a result of any unusual circumstances.

Textbook Charges on lost or damaged textbooks:

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

APPENDIX

Application for Senior Work-Based Learning or Internship

Name: _____Email: _____

Date of Birth: _____ What is your career objective:_____

What activities, sports, etc. have you participated in during high school?

_____

Will you be able to provide your own transportation? _____

Do you have a driver's license? _____

Have you discussed and informed your parents concerning the objectives and activities involved in the WBL program? _____

Circle One: WBL or Internship

6 Credits in Business, FACS, CTE taken:

_____

Job or Internship Secured: Supervisor's Name:

_____

Career Interests:

_____

Continuing Education Goals (Circle one):

Business and Industry Program

Two Year College

Four Year College

Military

Apprenticeship

Employment

Other: _____

If you are selected for the WBL program, what types of training do you prefer? Indicate the type of work site you prefer. Please feel free to list possible companies for which you would like to work.

1st Choice_____ Company _____

2nd Choice_____ Company _____

3rd Choice_____ Company _____

I understand that this is an application to be a part of the program, and that more paperwork will follow including program rules and procedures and the training agreement. All paperwork is necessary in order to be approved to be a part of the I.C.E/Internship program. I can be denied entry into the program and removed from the program dependent on the program rules and procedures.

Student Signature: _____ Date:_____

Parent Signature: _____ Date:_____

Fremont High School

Schedule Change Request Form

Student Name_____Current Grade_____

ANY COURSE DROPPED AFTER 10 SCHOOL DAYS, MAY RESULT IN A FAILING GRADE COUNTED IN YOUR GPA

After June 1st changes to a student's schedule, for any quarter, will be made only for the following reasons:
(*Please check the reason that applies)*

_____Errors made by the school in developing the master schedule
_____The need for the school to balance class sizes
_____Medical reason with required documentation
_____Failure of a course required for graduation
_____Request to take courses required for an Indiana Diploma Seal
_____A student requests to attend the full year rather than pursue early graduation
_____Change to a more appropriate level of a course per teacher/parent/counselor agreement.
_____Decision to pursue dual credits.

Briefly describe the schedule change you are requesting_____

_____

The following signatures must be obtained before a schedule change will be made:

Student signature_____Date_____

Parent signature_____Date_____

Teacher signature (original course)_____Date_____

Teacher signature (new course)_____Date_____

Counselor signature_____Date_____

Early Graduation Form

Student_____Birth date_____

Current credits earned_____ Diploma Seal_____

SAT composite score _____ Math _____ Verbal

ASVAB Score_____

Other test score _____

State recognized certification _____

Employment_____ Enlistment _____ Enrollment_____

List specific required courses needed graduate:

_____

_____

_____

_____

_____

Briefly explain your plans for after high school and why graduating at the end of your junior year will assist you in these plans.

_____

_____

_____

_____

_____

_____ _____

Student Signature Date

_____ _____

Parent Signature Date

_____ _____

School Counselor Signature Date

NON-TRADITIONAL COURSE APPROVAL FORM

Student Name_____ Date_____

1. Non-traditional courses are defined as any course not taught at FHS by a Fremont Community School licensed teacher, such as online high school courses, courses on a university campus, and online courses through a university.
2. All non-traditional courses are enrolled by school counselor approval.
3. Online courses may require tuition paid by the student.
4. Online high school courses must be completed by the end of the quarter.
5. Grades for non-traditional courses may be included in a student's GPA unless otherwise approved.

Before applying for an online course:

1. A student must pass all courses in the preceding quarter to be eligible to enroll.
2. All previous online courses must be complete with a grade of C- (70%) or above.
3. A student must be present 95% of the school days.
4. Families are responsible for all online school and university policies.

Name of non-traditional course you wish to take:_____

Online school or university:_____

Reason: _____

Student cell phone number (for communication with online instructor):_____

Will this course be used for athletic eligibility? Yes No

Will this course be used as a graduation requirement? Yes No

The above signed student and parent/guardian take full responsibility for the completion of the course. All parties agree to abide by the online school and University code of conduct. If taking any course through a University, both parent and student have read the following POSTSECONDARY ENROLLMENT POLICY and understand that these courses can affect high grade point average and class rank.

Fremont Community Schools believes that students who are capable of and wish to pursue college-level work while in high school be permitted to do so. A student in grades nine through twelve may enroll in dual credit courses at Fremont High School. Student may request dual credit courses during the scheduling process offered annually through the school counseling office. Many of the programs at the IMPACT Institute also offer dual credit. Some dual credit courses require tuition. Tuition is the responsibility of the student and their families. **Please remember that all athletes taking courses at Trine University must be enrolled in a minimum one traditional course at FHS every term to maintain athletic eligibility.**

Student Signature_____ Date_____

Parent Signature_____ Date_____

Counselor Signature_____ Date_____

EQUAL EDUCATIONAL OPPORTUNITY

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

SEXUAL HARASSMENT/DISCRIMINATION

It is the policy of the Fremont Community Schools Board of Trustees to provide 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, requests 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.

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: 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.

1. The right to request the amendment of the student's education records that the parent or eligible student believes is 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.
2. 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.)
3. 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

COURSE CHANGE POLICY

After June 1, changes to a student's schedule for any quarter will be made only for the following reasons:

- Errors made by the school in developing the master schedule
- The need for the school to balance class sizes
- Medical reason with required documentation
- Failure of a course required for graduation
- Request to take courses required for a Core 40 with Academic Honors Diploma
- A student requests to attend the full year rather than pursue seventh-semester graduation
- Change to a more appropriate level of a course per teacher/parent/counselor agreement
- Decision to pursue dual credits. **Any student registering for classes to be taken on a university campus who plans to participate in FHS athletics should refer to the Student-Athlete handbook for eligibility requirements. Please see the Athletic Director before registering for courses.**

Students may not have more than one study hall/staff assistant block in their schedule. Schedule changes will not be made without a completed schedule change request form. This document may be found in the high school office or at www.fremontschoolsin.com."

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

HOMEWORK POLICY

The FCS Board of School Trustees recognizes regular, purposeful homework as an essential component of the instructional process in the Fremont Community Schools. Homework should provide preparation for future class assignments. Meaningful homework should be purposeful, efficient, personalized, doable, and inviting. It is not to be assigned as punishment for students for disciplinary reasons. In general, homework assignments will be completed for the following day; however, long range assignments and/or special projects should provide students with an opportunity to develop and refine research and ability to work independently.

Teachers will be responsible for:

1. Teaching independent study skills

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

Students will be responsible for:

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

Parents will be responsible for:

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

GRADING POLICIES FOR FREMONT HIGH SCHOOL

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

Fremont High School utilizes a 4.0 scale when figuring grades. The following scale will be used in determining final grades in a class.

PROGRESS REPORTS/ MID-TERM GRADES

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

STUDENT ATTENDANCE GUIDELINES

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/email/call from parent/guardian
- Illness verified by note from licensed physician (required after 10 absence days)
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

MAKE-UP WORK (ILLNESS VERIFIED, FUNERAL)

It is the student's responsibility to ask the teacher for make-up work through email and Canvas. Make-up work should be completed during an interval equal to the days of Illness verified or funeral absence. Example: A student is absent due to a verified absence for three days, a student would have three days to make-up work after returning to school. If a student misses a test day and was present for the review, the student is expected to take the test on the day of return.

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 Remind (for Fremont Elementary). All assignments are due and must be submitted on the due date.

Unexcused Absences

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

- Unexcused absences are counted in the student's absence total.
- Five absences start the habitual truancy process.
- Absences cause grades to go down.
- All coursework, projects, tests, and quizzes are to be submitted on the due date or before.
- If a student misses a test day, the student should be expected to take the test on the day of return.

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 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 will 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.**

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:

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

Exit Interviews; Withdrawal from School

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

(1) the student, the student's parent, and the principal agree to the withdrawal;
(2) the student provides written acknowledgement of the withdrawal that must include a statement that the student and the student's parent understand that withdrawing from school is likely to:
    1. reduce the student's future earnings; and
    2. increase the student's likelihood of being unemployed in the future.
(3) The student's parent and school principal each provide written consent for the student to withdraw from school
(4) The withdrawal is due to financial hardship and the individual must be employed to support the individual's family or a dependent, illness, or an order by a court that has jurisdiction over the student.

LATE TO SCHOOL CHECK-IN PROCEDURE

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

LEAVING SCHOOL DURING THE DAY

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

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

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

from the office before returning to a classroom.

TARDINESS POLICY

Fremont High School holds the student accountable to be in class on time and be prepared to participate in the classroom activities. A student is expected to be in their seat of the classroom before the classroom bell ready for the beginning of class. The classroom teacher records tardiness. The first two tardies are at the discretion of the teacher. Habitual tardiness will result in the teacher referring the student to the office. An outline of the consequences is listed below: Each tardy referral will be accumulative for the entire course. The first referral – detention, second referral – detention, third referral – one block of In-School-Suspension, fourth referral – 1 day of In-School Suspension, fifth and any additional – 1 day to multiple days of out of school suspension. A parent conference will be recommended after the fourth and sixth referrals. Failure to serve detentions will result in further disciplinary actions.

DROPPING A CLASS

A student may drop a course in the first ten days of the grading period with no penalty and no indication on the transcript.

If a student is passing a course and wishes to drop that course in the first thirty five days of the grading period, the student will need to complete a schedule change form signed by the teacher, parent, student, and school counselor. The student's transcript will reflect a withdrawal passing (WP). WP does not affect a student's GPA.

If a student is not passing a course and wishes to drop that course in the first thirty five days of the grading period, the student will need to complete a schedule change form signed by the teacher, parent, student, and school counselor. The student's transcript will reflect a withdrawal failing (WF). WF counts as an F in the student's GPA calculation.

Schedule change forms are located in the appendix of this student handbook.

A student must carry three full credit courses at all times.

ASSEMBLIES

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

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

CLOSING OF SCHOOL

When the weather is very bad and roads are slippery, check local news outlets after 6:00 a.m. for school closings/delay information.

CLUBS AND ORGANIZATIONS

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

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

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

DANCES

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

1. All dances will end at 11:00 p.m.
2. Improper behavior will be viewed the same as if it were during the school day.
3. Admission will not be allowed after approximately 15 minutes into the dance.
4. Once a student leaves the dance they will not be allowed to return.
5. Only members of the Fremont High School student body will be allowed to attend a dance unless otherwise announced.
6. Normal school dress is expected at all dances.
7. Sponsoring organizations are to make prearrangements for music and any public address system needed at least two weeks prior to dance.
8. All ticket sellers and other help needed are to be furnished by the sponsoring organization. Each organization needs to complete a ticket sales form after the dance. These may be obtained from the principal.
9. Middle school students will not be allowed to attend high school dances nor will high school students be allowed to attend middle school dances.

EMERGENCIES

Fire:

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

Tornado:

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

END OF DAY

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

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

LOST AND FOUND

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

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.

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 levels 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 and 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 the 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.

FREMONT COMMUNITY SCHOOLS 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 in 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:
    1. 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.
    2. 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.
    3. Physical Activity- The Corporation will provide
        a. Thirty (30) minutes of active recess daily for elementary students outdoors as weather permits and indoors in inclement weather.
        b. 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:
    1. Provide at least thirty (30) minute lunch period daily for students to eat.
    2. Provide students, parents, and other community members access to the school's physical activity facilities outside the normal school day.

3. Use an electronic identification and payments systems, therefore, eliminating any stigma of students eligible to receive free and/or reduced meals.
4. With regard to nutrition promotion, the Corporation shall encourage 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 wellbeing, 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
   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

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.

MEDIA CENTER

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