

***Fremont-Mills  
Community School District***



**2018-2019  
Student/Parent Handbook**

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# Fremont-Mills Community School District

1114 US Hwy 275

PO Box 310

Tabor, Iowa 51653

Website: [www.fmtabor.org](http://www.fmtabor.org)

**School Mascot:** Knight

**School Colors:** Black and Gold

**School Conference:** Corner

**School Motto:** "Developing the Potential of All"

The following phone numbers will contact you with Fremont-Mills Community Schools:

**712-629-2325 \* 712-629-2335 \* 712-629-6555**

**The fax number is 712-629-5155.**

After calling any of these numbers, you will hear an automated message with directions. Some of the more frequently called extensions are below.

**Elementary Office:** ext. 100

**Elementary Principal:** ext. 101

**High School Office:** ext. 200

**High School Principal:** ext. 202

**Superintendent:** ext. 206

**Nurse's Office:** ext. 453

**Bus Barn:** ext. 404

**Kitchen:** ext. 310

## FREMONT-MILLS MISSION STATEMENT

The mission of the Fremont-Mills Community School District, in a partnership with families and communities, is to develop the potential of all students to become life-long learners and responsible citizens.

## FREMONT-MILLS CORE BELIEFS

We believe all children/students can learn.

We believe all children learn better in an environment they perceive as safe and caring.

We believe the learning process is a shared responsibility of family, school, and community.

We believe a major key in developing student potential is a committed staff.

We believe school, community, and parents should provide opportunities for and encourage a diverse, well-rounded educational experience.

We believe the ability to adapt to new and changing situations is an essential learning and life skill.

# FREMONT-MILLS ELEMENTARY PERSONNEL

## ADMINISTRATION

Superintendent: David Gute

Elementary Principal: Allyson Forney

Secondary Principal: Jeremy Christiansen

Board Secretary/Business Manager: Kirsten Heard

Technology Coordinator: DJ Erkenbrack

## CLASSROOM TEACHERS

Childcare:

Preschool: Breanna Dyche and Michelle Gillespie

Kindergarten: Hannah Forney and Rachel Shirley

First Grade: Tricia Goodman and Erika Mischke

Second Grade: Jackie Eynon and Kelli Forney

Third Grade: Becky Griggs and Tony Louden

Fourth Grade: Ira Gaver and Sheryl Roberts

Fifth/Sixth Grade: Jamie Ewalt, Megan Schaaf, Amberly Steeve, and Sarah Victor

Special Education: Michelle Gillespie, Tracy Malcom, Hilary Miller, Stefanie Shaw, & Chasidy Wederquist

Title I Reading: Hilary Miller and Debra Wake

Talented and Gifted Program: Wendy Gardner

Art: Carrie Hansen

Band: Susan Saker

Vocal: DJ Erkenbrack and Susan Saker

Physical Education: Greg Ernster and Stefanie Shaw

## ASSOCIATE STAFF

Regina Burress

Megan Neumann

Lisa Dodson

Jeff Van Houten

Katie Haggerty

Abby Wederquist

Toni Moreland

## BUILDING PERSONNEL

Secretary: Charlene Morgan

Nurse: Erika Mitchell

Teacher Librarian/Media Specialist: Debra Wake

Custodians: Director Skeet Clapper, Mike Forney, Jason Lemonds

Cooks: Director Teresa Smith, Joyce Drescher, Mindy Raymond, Cameron Pitcher

Bus Drivers: Director Pat Barrett, Paul Bloedel, Bruce DuVal, Etta Gilchrist, Raymond Moreland, Randy Moyer

## GREEN HILLS AREA EDUCATION AGENCY PERSONNEL

School-based Interventionist: Tonya Billingsley

Building Representative: Samantha Wilson

Early Access: Christy Watkins

Early Childhood Consultant: Ami Leath

Speech/Language Pathologist: TBD

Occupational Therapist: Amy Whipp

Physical Therapist: Mary Beth Korver

Audiologist and Audiometrist: Regina Mieska and Melanie Sifford





# OPENING STATEMENTS

## **Equal Educational Opportunity**

The Fremont-Mills Community School District School Board will not discriminate in its educational activities on the basis of race, color, age (except students), national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, age (except students), national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

## **Notice of NonDiscrimination**

The Fremont-Mills Community School District offers career and technical programs in the following areas of study:

- Agriculture Education
- Family and Consumer Science Education
- Industrial Education
- Business Education

It is the policy of the Fremont-Mills Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mrs. Stef Shaw, 1114 HWY 275, Tabor, IA 51653, (712) 629-2325, [sshaw@fmtabor.org](mailto:sshaw@fmtabor.org).

## **Knight Pride Team**

The Knight Pride Team is a school-based problem-solving group of staff members who assist with the education, including the physical, social, emotional, behavioral, and other individual needs of students. The team meets regularly to provide additional support to students who are experiencing difficulty in the educational environment. The team examines the needs, develops and recommends appropriate intervention strategies, and reviews the effectiveness of those strategies for individual students. This team coordinates the structure that assists students, families, and teachers in seeking positive solutions for maximizing student potential. The Knight Pride Team focuses in-depth on one student at a time.

## **Jurisdictional and Behavioral Expectations Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

Good student behavior is expected and necessary to create a safe, orderly, and positive school

environment. Students who disrupt may be disciplined by any staff member. When a student's actions interfere with learning, safety, or orderly school climate, he or she may be moved, removed, isolated, or serve detention. We believe all students can behave appropriately in school. We will not tolerate any student preventing a teacher from teaching and/or any other student from learning.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact school administrators for information about the current enforcement of policies, rules, regulations, or student handbook of the school district.

### **Public Conduct on School Premises**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the educational programs or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.

Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials, and activity sponsors of sponsored or approved activities will not be tolerated.

The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attend a sponsored or approved activity, the individual will be advised that his/her attendance will result in

prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

## **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

# **GENERAL INFORMATION**

## **Legal Status of Students**

If a student's legal status, such as the student's name or the custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The district needs to know when these changes occur to ensure the school has a current student record.

## **School Hours**

Classes are conducted for grades K-12 from 8:15am to 3:25pm. Students are allowed in the building after 7:55am, at which time the school's supervision begins. Students must leave the building prior to 3:35pm unless they are in a supervised activity under the direction of a faculty member.

## **Arrival Procedures**

Buses (which 4-year-olds are allowed to ride) will drop students off in front of the Elementary Building. Buses will enter through the west entrance from Highway 275, drive directly to the elementary entrance to unload students, then exit north towards Jackson Boulevard.

Parents WITH PRESCHOOL-AGE AND OLDER CHILDREN have two options for morning drop-off.

1. Drop students off in front of the High School Building. Parents will enter through the west entrance from Highway 275, drive around the "triangle area" in front of the high school, then exit back to Highway 275. Parents MUST YIELD to school buses at all times while driving around the triangle area.
2. Drop students off at the north entrance of the Early Childhood Center. Parents will enter from the Jackson Boulevard entrance, drive into the parking lot north of the buildings, loop around, and exit north towards Jackson Boulevard.

Parents WITH ONLY PRESCHOOL-AGE CHILDREN will also drop students off at the north entrance of the Early Childhood Center. If you choose to escort your child(ren) into the building, please park in a parking space. Please use only the north entrance/exit on Jackson Boulevard (as opposed to entering/exiting off Highway 275) to access this parking lot so as to lessen the congestion from other vehicles and school buses.

Students can enter the building after 7:55am and proceed directly to their classrooms or to the cafeteria for breakfast.

## **Dismissal Procedures**

Buses will park in front of the Elementary Building to load students at the end of each day.

Parents will pick up children OF ALL AGES in front of the High School Building. Parents will enter through the west entrance from Highway 275, drive around the “triangle area” in front of the high school, then exit to Highway 275 as well. Parents MUST YIELD to school buses at all times while driving around the triangle area.

Students will only be allowed to enter through the passenger side of the vehicle (as opposed to the driver’s side). If a parent is parked elsewhere and not driving around the triangle area, the parent will need to physically meet his/her child at the Parent Pickup Area. For safety reasons, elementary students will not cross the driveway unless escorted by a parent/guardian.

**\*\*If at any time (arrival or dismissal) a parent needs to enter the building, please park your car in a designated parking spot and do not leave your vehicle alongside any sidewalk area, including the sidewalks directly in front of the Elementary and High School buildings. The only exception to this relates to handicapped parking needs. There are multiple parking spaces to the south, west, and north of the building.**

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio stations: KMA at 960 AM or KKBZ at 99.3 FM. Notifications are also announced on the following television channels: KETV 7, WOWT 6, KMTV 3, and KPTM 42. Text messaging is utilized for mass notifications.

Missed school days may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

### **Withdrawal from School**

Students planning to move from the district should notify office personnel and get a transfer sheet to be completed by the teacher and signed by the administrator. All textbooks and library books must be returned to school and all school fees paid before records will be transferred.

### **Lunch and Breakfast Programs**

The school district operates a lunch and breakfast program. Students may either bring their own lunch to school or purchase a lunch which includes milk. Monthly menus can be found on the district website or in the district newsletter.

Students are expected to observe proper behavior and good manners during breakfast and lunch. The students are expected to keep the noise at an appropriate level. Breakfast will not be served on late-start days.

A computerized “meal tracker” system is installed in the school district so that students may deposit any amount of money in their account. Breakfast, lunch, and afternoon milk (for students in grades K-2) will be deducted as they use it. Individual tickets are not necessary and parents may, if they so desire, have one “family account” for all of their children, regardless of grade level.

Parents are notified when an individual’s account or a family’s account is getting low. A text message/email is sent to the parent/guardian or a notification of the account balance is sent home with the student. This awareness gives approximately one week to deposit money into their account before

reaching a negative balance. If the account is negative, a student is not allowed to receive ala carte items. See the Student Fee Chart below for a listing of breakfast, lunch, and milk charges.

Negative lunch balances are not encouraged; however, students will be allowed to charge school meals on their account until the balance reaches a **negative \$25 for individuals** or **negative \$50 for family** accounts.

If an account reaches the negative balance limit, the family will be sent a letter and an email indicating the school district, after five school days, will not be able to provide a hot lunch or breakfast until the account balance is reduced under the designated limit. Notes will also be sent home with elementary students.

Should the account not be funded by the date indicated, parents/guardians should be prepared to send a sack lunch with their child or children until the balances are back under the designated limits.

For questions or concerns, please contact the Superintendent’s Office at [\(712\) 629-2325](tel:7126292325).

**School Fees**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact office personnel for a waiver form. This waiver does not carry over from year to year and must be completed annually.

<b>NUTRITION</b>	<b>Grades K-4</b>	<b>Grades 5-12</b>
Breakfast	\$1.75	\$1.75
Lunch	\$2.70	\$2.90
Extra Milk	N/A	\$0.30
Milk for Snack	\$0.30 (Grades K-2 only)	N/A
Ala carte lunch items	N/A	Price varies per item
<b>INSTRUCTIONAL ITEMS</b>	<b>Grades K-6</b>	<b>Grades 7-12</b>
Textbook Fees	\$45.00 per student \$140.00 maximum/family	\$55.00 per student \$140.00 maximum/family
<b>ATHLETICS</b>	<b>Student</b>	<b>Adult</b>
Single Varsity Game	FM students are free w/adult	\$5.00
Single Junior Varsity Game	FM students are free w/adult	\$3.00

Single Junior High Game	FM students are free w/adult	\$3.00
All Activity Pass	FM students are free w/adult	\$125.00

## **STUDENT ATTENDANCE**

### **Compulsory Attendance Iowa Code Chapter 299**

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control.

The board of directors of a public or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

Students under age 16 on September 15th are required to attend school through the remainder of the year after the student's 16th birthday. Failure to do so can result in the child being declared truant and appropriate charges filed with the County Attorney. Violations of a truancy mediation agreement or refusal to participate in a mediation agreement are a simple misdemeanor.

### **Attendance Philosophy**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the full benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood and the workforce. Unexcused absences will not be tolerated. Students must be in school from 8:15am to 3:25pm to be counted as present for a full day.

### **Elementary Attendance**

In elementary school, the parents carry the primary responsibility for helping students develop the habit of regular school attendance. Elementary students are required to be in attendance unless the absence is justified. Consistent attendance is defined as being in school with no more than 10 absences each semester (regardless of whether the absence is considered excused or unexcused).

Students' attendance record will be reviewed at 4 absences (letter to parent), 7 absences (phone call to parent along with a meeting if necessary), and 10 absences (meeting with school personnel to establish a Cooperation Agreement). This Cooperation Agreement is developed by the County Attorney, reviewed by the parent and school personnel, then filed with the County Attorney and the school. If further absences occur, additional meetings will be scheduled with the School Resource Officer and/or the County Attorney to establish a Mediation Agreement.

Elementary tardies will result in the same consequences as absences.

## Secondary Attendance

Student absences will be calculated by periods. Every period a student is late or missed adds up to the total allowed for attendance purposes.

Fremont-Mills High School has a new attendance procedure. The following will take place if a student is constantly absent or truant from school.

1. 4 days absent - Parents will be notified by letter. Mrs. Billingsley will meet with the student regarding attendance.
2. 7 days absent – Another letter will be sent to the parents. A phone call may be made to the parents. Mrs. Billingsley, the SRO, and the Principal will also meet with the student regarding attendance.
3. 10 days absent – A formal meeting will be set up with the School Resource Officer and/or County Attorney. If attendance continues to be a concern, further actions may occur. If there are any questions or concerns, please call Mr. Christiansen or Mrs. Billingsley at 712 629-2325.

## Attendance Appeal Action

This appeal action must be in writing via email or letter, and this must take place within 3 days of each step of the appeal process.

The following reasons for absences are valid: (School administration makes the final decision.)

- Illness, serious illness or death in the immediate family. Doctor notes required.
- Trips approved at least 3 days in advance (unless it will put you over your 10 days).
- Absences need to be pre-approved at least 3 days in advance (Examples: college visits, driver's license, dental and medical treatment.) If an emergency need arises, parents should contact the office.

The following reasons are not excusable absences:

- Truancy, suspension, missing bus, oversleeping.
- Trips not approved in advance.
- Shopping, hunting, fishing.
- Gainful employment other than school approved.
- Personal preparations for dances (Homecoming or Prom) or other social activities.
- Senior Pictures

If a student is going to be absent for any reason besides illness or an emergency, **the absence must be pre-approved**. This can be done by contacting the office with a note, phone call, or email. The note should detail the date, time and reason for the absence. All absences will be classified as "absent-no make-up allowed" until a proper contact is made with the office. If a student is going to miss for a trip, college visit, etc., to name a few reasons, the absence **will only be excused if it is pre-approved through the office**. Nearly all the absences that are pre-approved will be permitted if the student gives prior notice to the office, contact has been made by the parent, and student has all assignments completed before the date(s) of the absence.

Students may be excused from class to participate in school sponsored activities such as field trips, music/speech activities, and athletic contests if advance notification is given and arrangements have been made with the classroom teacher. Each student must complete a field trip form before attending a field trip. However, any time a student misses a class session regardless of the reason for being gone, the student is responsible for all work missed. All work should be made up in advance if at all possible.



*All school sponsored trips must have the field trip slip turned in and signed by parents the day before departure. If the office does not have this the DAY BEFORE, the student will not go on the field trip. It is the responsibility of the student to ensure this is taken care of the DAY BEFORE departure.*

### **Truancy Procedures (skipping school/class)**

Truancy – Absent 1 or more periods, or any portion of a period during school, or part of a day. Inexcusable absences also come under these sanctions.

1 <sup>st</sup> Violation (1 Period)	1 Detention
1 <sup>st</sup> Violation (2 + Periods)	1 detention for each period missed
2 <sup>nd</sup> Violation	1 Saturday In-School Suspension and referred to Knight Pride
3 <sup>rd</sup> Violation	3 days Out of School Suspension Subsequent Violations Student will be treated as a continual violator.

### **Tardy Policy**

Students that are not in class when the bell rings will be considered absent unless they have a pass from another teacher. Those that are late to school will be considered absent and if the reason is deemed unexcused they will receive a detention from the office. They will be given two days to serve the detention. Reminder each period late or absent adds up the the 80 periods allowed for attendance.

1. A student is tardy if he/she is not inside his/her classroom and ready to learn at 8:15am or when the bell stops ringing.
2. When a student is not present in the classroom following 8:15 am or when the bell stops ringing, the teacher will electronically record an absence or tardy in Infinite Campus. Actions of the first 3 tardy offenses will be teacher-managed. Teachers will counsel the student and refer to the tardy procedure after each offense.
3. Once the student has reached the 3<sup>rd</sup> tardy offense, teachers will make parent contact and enter an “excessive tardy” behavior into Infinite Campus. In addition, the teacher may assign the opportunity for relearning. Teacher will notify administration for administrator managed actions.
4. Teachers will make additional parent contract and submit an electronic Infinite Campus behavior referral for the student’s 4<sup>th</sup> and all subsequent tardy offenses.
5. All 1<sup>st</sup> hour tardy offences will follow the district’s attendance policy.

### **Arriving Late / Leaving Early (Elementary and Secondary)**

Any student arriving to school late and/or leaving early must check at the office to obtain an Attendance Slip. The school administration will make the final determination whether the tardy/absence is excused or unexcused. Students at the secondary level will serve detentions for unexcused tardies and unexcused absences for leaving early without permission.

### **Absences and Activities**

Students must attend school for at least half of the school day (by 11 am) in order to attend or participate in an extra or co-curricular event that evening. If the absence is not pre-approved or is not an excusable absence, the student will not be allowed to attend evening events. Appointments scheduled on activity days must be pre-approved a day in advance. Any student who leaves school ill before the end of the day will not be allowed to participate in any extra or co-curricular event that evening. This attendance provision applies to student participation in all extra and co-curricular activities sponsored by the school. If a student misses school the morning or day after a school event, it will be noted. A student who misses two or more mornings or days after school events may face disciplinary sanctions. Students are reminded that participating in extracurricular events is a privilege and good attendance is required of those students who choose to participate in events.

### **Closed Campus**

All students will remain at school during the day and at lunch. Any student who must leave the building during school hours must secure permission and sign out with office personnel. Students are not to be outside the building between classes. Food cannot be ordered by students and/or delivered to the school to be eaten during the lunch period or school day unless the parent brings it. Parents must check in at the HS office at the time of arrival. Any student that is frequently “called” out of the building during this time frame can be subject to Parent/Administration meetings.

### **College Visits**

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 3 school days to visit college campuses with the permission of the guidance counselor and a note signed by the student’s parents. Office personnel must be notified at least 3 days prior to each visit. College visits may be scheduled through the principal or guidance counselor.

## **STUDENT HEALTH, WELL-BEING, AND SAFETY**

### **Child Abuse/Child Neglect**

The Code of Iowa, Chapter 235A.3, requires all school employees to report suspected child abuse or willful neglect. Staff members who have reason to believe or suspect that a child has been abused or neglected are legally responsible to report such information to the Department of Human Services (DHS). The school may notify parents that a report is being made to DHS but is not required by law to do so.

### **School Safety Plan**

The Fremont-Mills Community School District’s Safety Plan was updated in 2018 to help insure the safety of students. This policy requires all visitors to enter the building via the front doors, sign in at the office, and receive a visitor’s badge which is to be on display while in the building. Upon leaving the building, visitors are to sign out at the office. All doors are locked at all times. All visitors must be “buzzed” in by office personnel at the front doors.

### **Emergency Drills**

Periodically, the school holds fire, tornado, and emergency drills, including bus evacuation drills. At the beginning of each year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district’s policies, rules and regulations, may be reported to law enforcement officials.

### **School Nurse**

A registered nurse is on duty half time during the school day for students needing medical assistance. In the absence of the nurse, situations are handled by available staff members.

### **Immunizations/Dental/Vision and Lead Screenings**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Only for specific medical or religious purposes are students exempt from the immunization requirements.

In addition to current immunizations, dental, vision, and lead screenings are required by law for all entering Kindergarten students. Also, vision screenings are required for entering 3rd grade students and dental screenings are required by entering 9<sup>th</sup> grade students. Parents who have questions should contact the school nurse.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. It is policy that all preschool and kindergarten students have a current physical on file with the school nurse.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing emergency telephone numbers of parents as well as alternate persons to contact in the event the school is unable to contact the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be located. Parents must notify office personnel if the information on the emergency form changes during the school year.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Parents must provide written authorization through a signed permission form before medication can be administered. The school must know the medications a student is taking in the event the student has a reaction or illness. All medication must be brought to the office and kept there during school hours. Students are not allowed to carry any type of medication with them during the school day, including to and from school.

Medication is held in a locked cabinet and distributed by the school nurse or individuals trained in administering medication. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number, and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. It is policy for students not to return to school following an illness until they are fever free without medication for 24 hours.

While the school district is not responsible for treating medical emergencies, employees may administer emergency care or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment, if applicable.

## **Recess Excusal Notes**

Recess is an important part of the elementary child's day. We encourage recess participation from all students. A student who must remain indoors because of illness must bring a note from home to give to the teacher. After remaining indoors for recess for three consecutive days, we ask that the student bring an excused note from the doctor. Recess rules are available from any teacher or the elementary principal.

## **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating the student is covered is adequate proof of insurance.

Parents who would like more information about student health and accident insurance should contact office personnel.

## **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) Program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## **Wellness Policy**

A Wellness Policy was adopted by the Board of Education in July of 2006. A copy can be reviewed by contacting school administration. Activities are conducted throughout the year regarding nutrition and wellness. Emphasis is on the development of good health and the prevention of illness.

## **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction by contacting the building principal or school nurse.

## **Health Screening**

Throughout the year, the school district sponsors health screenings for vision, hearing, height, and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

## **Allergens**

Parents must notify school personnel of their child's existing allergies and complete required district forms regarding allergies and reactions. Medical authorities must verify the allergies, specify foods to be omitted from the student's diet if applicable and include acceptable substitutions. In addition, it is the obligation of the student's parent or guardian to ensure that the information in the student's file is kept up-to-date with student health plans and accurate medication.

Allergens such as peanut/tree nut and natural rubber latex can be airborne, therefore triggering an anaphylactic reaction just by inhaling the allergen. As a public school building, Fremont-Mills cannot

guarantee an allergen-free environment for students nor an allergen-free area in our school. However, we ask parents and guardians in our school community for cooperation and support to make our school as safe as is reasonably possible in this regard. Due to the number of children allergic to airborne allergens we solicit parental support for the following:

**\*When sending snacks to school for classroom events, DO NOT send nuts, products containing nuts, or food items processed in a facility that may contain peanut dust. Additionally, it is requested NO HOMEMADE FOOD ITEMS be brought to the building for snacks, including class parties and birthday treats. Please send only prepackaged items that have been checked and are free of allergens that may cause anaphylactic reactions. Parents and teachers will sign a form indicating the pre-packaged item is allergen-free (to the best of their knowledge) prior to serving the snack.**

Also, while we cannot mandate or dictate what students bring in their “sack lunch” from home, we do request that parents/students consider food items that are free of peanuts and peanut dust. It should be stressed that minute amounts of certain foods like peanut when ingested, touched or inhaled, can be life threatening. Children have had skin reactions just from simply contacting residual peanut butter on tables wiped clean of visible material. Therefore, protection of the anaphylactic child requires the school to exercise reasonable control over all food products, not only those directly consumed by the anaphylactic student. Because we cannot guarantee sack lunches are “peanut free”, students bringing sack lunches from home will sit with their class at a “sack lunch” table.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Allyson Forney and Jeremy Christiansen as Level I investigators. The school district’s Level II Investigator is Kevin Aistrop.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities

have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes the following: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the superintendent's office.

## **STUDENT ACTIVITIES**

### **Assemblies**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain respectful on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. For students in grades 7-12, an advance makeup form must be completed prior to the field trip. If a student has more than 10 absences in a semester, the student may be excluded from field trips and would be required to stay at school.

While on field trips, students are guests and considered representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Elementary students must return a note prior to the field trip, signed by the student's parents, designating parent permission to attend the field trip. All students are expected to attend the field trips unless disciplinary actions are taken that prevents a student from attending. Siblings in different grade levels or out of school are not allowed on field trips. Parent volunteers are often needed and organized by classroom teachers.

### **School Sponsored Student Organizations**

School sponsored student organizations are those which are recognized by the school district and board. Participation in these organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

## **Dance Policy**

In grades 7-12, all dances will take place on the last school day of the week. Most of the time they will fall on Friday nights. The one exception will be Prom, which will fall on a Saturday night in the spring. All dances will have a policy of "once you leave, you are out." There will be no re-entrance.

If the dance is for Junior High students, then no high school students will be allowed; if it is a high school dance, no student from 8<sup>th</sup> grade and down will be allowed to attend the dance. All individuals attending the dance will be students from the Fremont-Mills School District at the time of the dance, unless the following interview exception is used:

--An individual who is not enrolled at Fremont-Mills can attend the dance with the approval of the Principal and is not more than 3 years removed from high school. This can be done by setting up an interview with the Fremont-Mills Principal that takes place at least one week before the dance takes place. After the interview the principal will make a decision and inform the individual and/or his/her date from Fremont-Mills with a decision.

## **Activity Bus**

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is considered a privilege that may be taken away if deemed necessary.

Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

## **Fundraising**

Students may raise funds for school activities upon approval of the principal and school board. Funds raised remain in control of the school district. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Organizations that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Incoming kindergarten students have until September 1 to complete paperwork. Open enrollment may result in loss of athletic eligibility for students open-enrolling. Families interested in open enrollment must contact the superintendent for information and forms.

## **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's record during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary.

## **Dress Code**

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Items that are prohibited:

- Clothing advertising or promoting items illegal for use by minors, including, but not limited to, alcohol, tobacco, drugs
- Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks or making reference to prohibited conduct or similar displays
- Shoes with cleats (except for outdoor athletic practices)
- Clothing with cut armpits (Armholes cannot be more than 3 inches below armpit)
- Unlined mesh, sheer, or see-through attire
- Headwear including hoods, hats, bandanas, sweatbands, stocking caps, do-rags, scarves and visors
- A-shirts (ribbed T-shirts that are normally worn underneath shirts)
- Undergarments that are visible to others, including boxer shorts
- Chain-drives or other wear that could be dangerous to self and others
- Jeans with holes at or above thumb length when arms are at sides
- Slippers and roller shoes

In addition:

- Shirts must cover cleavage.
- Straps must be more than two fingers wide or covered by another shirt
- Shirts must touch the pant line at all times, including when seated
- Shorts and skirts must be at or below the thumbs when arms are at sides

Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed will be required to change their clothing or leave school. Students who leave school will be counted absent until they return. Students may also be assigned a detention or Saturday School.

## **Internet**

Technology is a vital part of the school district curriculum and is a requirement by the State of Iowa Core Curriculum and 21<sup>st</sup> Century Learning Skills, so the internet and other electronic devices will be made available to employees and students. Appropriate and equitable use of the internet/electronic devices will allow employees and students to access resources unavailable through traditional means.

The internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Information appears, disappears, and changes constantly, so it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students are under teacher supervision, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other student records.



Employees and students will be instructed on the appropriate use of the internet and electronic devices. Parents will be required to sign a form acknowledging their understanding of the Internet Acceptable Use Policy and regulations, along with their compliance with the policy and regulations and understanding of the consequences for violation of policies and regulations.

Individual student accounts and electronic mail addresses may be issued to students. It is a goal to allow teachers and students access to the rich opportunities on the internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demand for each terminal. If a student already has an electronic mail address, the students may, with the permission of the supervising teacher, be permitted to use the address to send and receive email at school.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references, and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

**Restricted Material** - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

**Unauthorized Costs** - If a student gains access to any service via the internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the internet are subject to the following consequences:

**First Violation** - A verbal and written "First Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy kept with the building principal. The student may lose all school laptop and unsupervised network privileges for a minimum period of 30 days.

**Second Violation** - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy kept with the

building principal. The student may lose all school laptop and unsupervised network privileges for up to twelve months.

### **Bring Your Own Technology**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Students will be allowed to bring their own technology devices to school to assist their learning experiences. Students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

Bring Your Own Technology (BYOT): "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connected devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

Responsibility to keep the device secure rests with the individual owner. Fremont Mills Community Schools will not be held liable for any device stolen or damaged. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal items. It is recommended that decals and other custom touches are used to physically identify your device from others. For purposes of identification, students should record serial numbers of these devices in a safe location. Please use a protective case for your device.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Internet Acceptable Use Policy (AUP). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests or used for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.

- The student complies with teachers' requests to shutdown the device or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

### **Cell Phones**

Cell phone usage (including Apple Watches) by elementary students is prohibited at school between the hours of 8:00am and 3:30pm unless specific permission is granted by a teacher or administrator. Cell phone usage will be allowed at the secondary level during passing times and lunch periods only unless directed otherwise. Instructional time begins at the beginning of a class period and goes to the end of the class period according to the bell schedule. Cell phone violations will be treated as outlined in the Disciplinary Actions portion of this handbook. In addition, any devices used by students to contact people outside of school, including parents, without permission will be at risk of being disallowed. Communication by students to parents/guardians during school hours is only allowed with permission from teachers or administrators.

### **Disruptive Toys**

Usage of items that are disruptive to the learning environment, including but not limited to hacky sacks, yo-yos, laser pointers, personal CD players, MP3 players/iPods, tablets, and other electronic devices will not be allowed. Violations will be treated as outlined in the Disciplinary Actions of this handbook.

### **Food and Drink**

Food items and drinks are not to be taken beyond the high school multi-purpose area at any time. The snack machine is in operation before 8:15am and after 3:30pm. If a member of the staff finds any student with open pop or food beyond the multi-purpose area at any time, he or she is permitted to confiscate and destroy the merchandise immediately. Please see that all pop and juice bottles, as well as any other garbage are put in their proper place or the privilege will be taken away. A clean school is a reflection of the people who attend the school.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may

be reported to law enforcement officials.

Federal gun free schools legislation shall be followed in enforcing this item. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary, or poison gas. This policy shall include look-a-likes.

### **Student Searches**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings, lockers, and desks may be searched or inspected. A search will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- Student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student
- The sex of the student
- The nature of the infraction
- The emergency requiring the search without delay

A student's locker, desk, and personal belongings (purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Items in violation of school district policies, rules, or regulations found in student lockers, desks, or personal belongings will be confiscated. Illegal items may be given to law enforcement officials.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

## **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. There shall not be any items taped or displayed on the outside of student lockers. Anything displayed on the inside of the locker shall be in good taste and will be hung by magnets. Tape cannot be used in or on the lockers. There shall be no pop, juice, food, or other such items stored in lockers or desks.

It is the responsibility of each student to keep his/her assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker or desk are charged to the student.

Although school lockers and desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the desk or other space. Periodic inspections of all or a random selection of lockers, desks, or other spaces may be conducted by school officials in the presence of the student or another individual.

## **Care of School Property**

Students are expected to take care of school property including lockers, desks, chairs, books, laptops and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Students will be assessed a fee for needed repairs of lockers, desks, chairs, books, laptops or other school equipment. If damages are beyond repair, the student will be assessed replacement costs.

## **Public Display of Affection**

Inappropriate public display of affection will not be allowed on school grounds. Public display of affection is defined as the physical display of affection toward another while in the view of others, including but not limited to...holding hands, kissing, hugging, touching, or close clinging to another. Any students displaying inappropriate affection will meet with the administration to discuss the issue. If the problem exists after an initial meeting, a mandatory meeting will take place with the parent/guardian.

## **Hallways**

Students are not permitted in hallways during class hours. They must have a pass to be in the halls while classes are in session. Students may obtain a hall pass from their teacher or the principal. Students are not permitted in hallways during evening activities such as sporting events, concerts, dances, etc.

## **Driving to School/Parking Lot**

Driving to school is a privilege. Anyone found to be driving too fast or unsafely may lose his or her privilege to drive and park on school property for a specified time. Students may not leave school grounds during school hours without parent and administrative permission. Leaving school grounds without permission will result in loss of driving/parking privileges on school grounds.

Students may not go to the parking lot or cars without permission from the principal during school hours. Failure to get this permission will result in loss of driving/parking privileges on school grounds.

## **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source. The district may require professional counseling or an evaluation prior to admittance back to the school's regular program.

## **Initiations, Hazing, Bullying, or Harassment**

Initiations, hazing, bullying, or harassment, and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Bullying is a specific type of aggression in which (1) the behavior is intended to harm or disturb, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power; with a more powerful person or group attacking a less powerful one. This asymmetry of power may be physical or psychological, and the aggressive behavior may be verbal (name calling, threats), physical (hitting), or psychological (rumors, shunning, or exclusion).

Harassment is a behavior which has the effect of humiliating, intimidating, or coercing someone through personal attack. It is behavior that will make someone uncomfortable or embarrassed and cause emotional distress. It frequently occurs when one person wants to exert power or control over another person. Harassment may be intentional with a person targeted personally or it may be unintentional. What matters is how the person receiving the behavior perceives it to be.

Students who feel they have been bullied or harassed OR students witnessing such an event should:

Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

1. What, when and where it happened
2. Who was involved
3. Exactly what was said or what the harasser did

4. Witnesses to the harassment
5. What the student said or did, either at the time or later
6. How the student felt
7. How the harasser responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, age, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities

Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment

Sexual harassment includes, but is not limited to:

Verbal, physical or written harassment or abuse

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications

suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment based upon factors other than sex includes, but is not limited to:

Verbal, physical, or written harassment or abuse

Repeated remarks of a demeaning nature

Implied or explicit threats concerning one's grades, job, etc.

Demeaning jokes, stories or activities

### **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in the Forms of Disciplinary Action section in this handbook, discipline may include the loss of class credit.

### **Dual Enrolled Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least three days before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Expectations**

Student athletes and scholars are and will be held to a higher standard. As a student athlete and scholar, students are representing themselves, their family, and the school district at all times. Each

student athlete and scholar will read and sign this handbook and turn into his/her coach or sponsor before participation is granted. Each parent will also sign this document with the student to ensure everyone has read and understood the handbook. Your signature is not a statement of agreeing with the policy; it is a signature stating you have read and understand the rules in place for the student athletes and scholars at Fremont Mills.

## **Grading**

Semester Grades – If a student fails a course for the semester, the student is ineligible for 30 calendar days in the activity he or she participates in. This time does not start until the first official playing date for that sport or activity. This consequence will follow the student through open enrollment and through high school as it is governed by the IHSAA and IGHSAU.

3 Week Grade Checks - Grades will be checked every three weeks. If a student has an "I" at that time he/she will be ineligible for 7 calendar days. At the end of the 7 days, the eligibility list will be updated and if the student continues to have an "I" in the same class(es), he/she will remain on the list and be ineligible for another 7 days. This same procedure will again take place after the 7 days until the new 3 week grade check occurs. The goal of the 3 week grade check is to help students stay up to date in the classroom so they do not have to experience the state mandated 30 days at the end of the semester.

## **Ineligible Students**

If a student is ineligible, he or she may not be able to join a sport or activity that is already in progress to "work" off the ineligibility period. If a student is already out for that sport or activity, he/she may stay involved with that activity and serve his/her time.

## **Code of Conduct Policy**

If a student has had a code of conduct violation, the following consequences are in place. The offenses stated below are for the student's entire career at Fremont-Mills High School, not just one year. A Code of Conduct Violation includes but is not limited to: underage drinking and smoking, any time a student is involved with law enforcement (not including traffic violations), conduct detrimental to Fremont-Mills including social media activity, and excessive school absences. Theft or vandalism of school property/on school property of a dollar amount of \$100 or more will fall under the code of conduct policy set forth by the Fremont-Mills School District. Law enforcement does not need to be involved for this to be code of conduct.

### **1<sup>st</sup> Offense**

Student will sit out one third of that activity's season. This punishment could overlap another activity depending on the time of year when it takes place. This punishment is based off of varsity activities, but includes any activity during that time frame. *For example, a football player has a violation; he would sit out 3 Varsity games and whatever JV games would fall in that time frame.*

### **2<sup>nd</sup> Offense**

Student would sit out 3 calendar months from the time the school district becomes aware of the situation. This punishment could overlap another activity depending on the time of year when it takes place. This includes any activity during that time frame.

### **3<sup>rd</sup> Offense**

If a student has a 3<sup>rd</sup> code of conduct violation during their junior high or high school career, they would sit out one calendar year of activities at Fremont Mills High School.



# FORMS OF DISCIPLINARY ACTIONS

Students may be disciplined in a variety of ways according to the severity and the number of occurrences of the offense. Discipline may be in the form of loss of privileges, removal from class, missed recesses, detention, conferences, parent contact, suspensions, expulsions, etc.

## Elementary Detentions

The Elementary Detention Policy requires students in grades 4-5-6 to serve an after-school detention if and when students have more than one late assignment in any given week. The week does not run Mondays through Friday; rather, it runs Thursdays through Wednesdays. After-school detentions will be held on Thursday afternoons from 3:30 to 4:00/4:30 in the Quiet Room with adult supervision. The 30 minute or 60 minute detention time is dependent on the amount of late work a student has had during the week.

## Secondary Detentions

Detentions for Junior High and High School students will take place before and after school each day. Morning detention will run from 7:45-8:10. After-school detention will run from 3:35-4:00. Students assigned detention from the office or a teacher must make up the time with morning or after-school detentions.

Also, students making up time for excessive absences or unexcused absences must also make up the time in morning or after-school detention. The student must serve the detention with the teacher in charge of detentions for that week rather than serving it with the teacher who assigned him/her the detention. Making up time will only be allowed through morning and after-school detentions or through Saturday School.

## Expulsion

Expulsion proceedings are administered by the Board of Directors. If a student presents a serious and/or continued violation of conduct as identified in this handbook or in Board Policy, the student may be expelled from school. The Superintendent of Schools or duly authorized designee may recommend to the Board of Directors that the student be expelled for the remainder of the semester in which the violation took place or the remainder of that semester plus the following semester. Only the Board of Directors may readmit any student expelled from school by the Board of Directors.

## Elementary Disciplinary Actions

\*ISS for elementary may refer to loss of grade level privileges or spending time in an ISS room, depending on severity of behavior. If ISS/OSS is assigned, student may be assigned community service hours.

\*\*Discipline steps may be bypassed due to the severity of student actions.

Meetings/conferences/hearings may include the following people: student, parent, teacher, bus driver, classroom associate, counselor, school-based interventionist, principal, superintendent, board members.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	Notes
<b>General Classroom or Hallway Misconduct</b>	Warning with documentation.	Loss of partial recess with documentation. Student conference with principal and teacher. Teacher contact to parent.	Loss of full recess. Principal contact to parent.	ISS with parent conference. Referral to Knight Pride for informal behavior plan.	*Behavior will be monitored according to plan. If negative behavior continues, a Knight Pride meeting with

					parents will be held to discuss alternate options to student's school day.
<b>Misuse of Electronic Devices/Toys</b> <b>Misuse of Cell Phones</b>	Warning with documentation.	Loss of partial recess with documentation. Teacher contact to parent. Item confiscated and returned at end of school day.	Loss of full recess. Principal contact to parent. Item confiscated and returned only to parent.	ISS with parent conference. Loss of item use in school.	
<b>Arguing/Fighting without injury</b> <b>Inappropriate Physical Behavior (not fighting)</b> <b>Cheating/Plagiarism</b> <b>Insubordination (refusal to follow direction)</b> <b>Use of Profanity/Foul Language</b>	Loss of partial recess with documentation. Student conference with principal and teacher. Teacher contact to parent.	Loss of full recess with documentation. Principal contact to parent.	*Immediate ISS up to 2 days. Parent meeting. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Referral to Superintendent . Knight Pride meeting with parent.	
<b>Bus Misconduct</b>	Warning with documentation by the driver/monitor.	Loss of recess with documentation. Possible assigned seat. Student conference with principal. Parent contact.	*ISS up to 2 days. Possible assigned seat or other bus-related consequence. Parent meeting. Referral to Knight Pride for informal behavior plan.	*ISS up to 5 days. Possible suspension from bus up to 3 months.	*Loss of bus-riding privileges may occur at any time, depending on severity of student behavior.
<b>Obscenities directed at another individual</b>	Loss of full recess with documentation. Student conference with principal and teacher. Teacher contact to parent.	*Immediate ISS up to 2 days. Parent meeting. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Referral to Superintendent. Knight Pride meeting with parent.	*Immediate ISS/OSS up to 10 days. School Board Hearing with possible expulsion.	
<b>Fighting/Assault</b> <b>Harassment</b> <b>Threats of Violence</b>	Loss of full recess with documentation. Student conference with principal and teacher. Teacher contact to parent.	*Immediate ISS/OSS up to 2 days. Parent meeting. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Referral to law enforcement (if applicable) and Superintendent. Knight Pride meeting with parent.	*Immediate ISS/OSS up to 10 days. School Board Hearing with possible expulsion.	
<b>Theft/Vandalism</b>	*Immediate ISS/OSS up to 5 days. Parent	*Immediate ISS/OSS up to 10 days. Parent			*Student will be held accountable to return stolen

	conference. Referral to law enforcement (if over \$100) and superintendent.	conference. Referral to law enforcement. School Board Hearing with possible expulsion.			property and/or make payment for damages or loss of items.
<b>Illegal Items on School Grounds</b> (Alcohol, Drugs, Tobacco, Weapons, including look alike...)	*Immediate ISS/OSS up to 5 days. Parent conference. Referral to law enforcement and superintendent.	*Immediate OSS up to 10 days. Parent conference. Referral to law enforcement and superintendent. School Board Hearing with possible expulsion.			
<b>Bullying</b>	*Immediate ISS/OSS up to 5 days. Parent conference. Referral to county attorney and law enforcement (if applicable) and superintendent.	*Immediate OSS up to 10 days. Parent conference. Referral to county attorney and law enforcement. School Board Hearing with possible expulsion.			

## Secondary Disciplinary Actions

\*If ISS/OSS is assigned, student may be assigned community service hours.

\*\*If student is involved in extra-curricular activities, he/she is subject to additional consequences as specified in the Code of Conduct.

\*\*\*Discipline steps may be bypassed due to the severity of student actions.

Meetings, conferences, hearings may include the following people: student, parent, teacher, classroom associate, counselor, school-based interventionist, principal, superintendent, board members.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	Notes
<b>General Classroom and Hallway Misconduct, Cheating, general use of Profanity, and Insubordination</b> (refusal to follow direction)	Staff Assigned Detention. Teacher and/or staff member present will contact parents.	Parent contact, office referral. Monday morning detention or parent visit.	ISS with parent conference. Referral to Knight Pride for behavior plan.	OSS or parent shadow day.	*Behavior will be monitored according to plan. If negative behavior continues, a Knight Pride meeting with parents will be held to discuss alternate options to student's school day.
<b>Misuse of Electronic Devices, Cell Phones, Toys</b>	Warning with documentation.	Staff assigned detention or loss of partial recess with documentation. Item confiscated and returned at	Full detention or loss of full recess with teacher contact to parent. Item confiscated and returned only to parent.	Loss of item use in school	

		end of school day.			
<b>Bullying and Harassment</b>	Immediate staff assigned detention or loss of partial recess with documentation. Student conference with principal and teacher. Teacher contact to parent.	Immediate full detention or loss of full recess. Parent meeting. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 3 days. Referral to law enforcement (if applicable) and Superintendent. Knight Pride meeting with parent.	*Immediate ISS/OSS up to 10 days. School Board Hearing with possible expulsion.	
<b>Use of Profanity/Foul Language or Obscenities directed at another individual</b>	Immediate full detention. Student conference with principal and teacher. Teacher contact to parent.	*Immediate ISS/OSS up to 2 days. Parent meeting. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Referral to Superintendent. Knight Pride meeting with parent.	*Immediate ISS/OSS up to 10 days. School Board Hearing with possible expulsion.	
<b>Fighting/Assault, including Threats of Violence</b>	*Immediate ISS/OSS up to 3 days. Parent conference. Referral to law enforcement (if applicable) and superintendent.	*Immediate ISS/OSS up to 10 days. Referral to law enforcement. School Board Hearing with possible expulsion.			
<b>Theft/Vandalism</b>	*Immediate ISS/OSS up to 3 days. Parent conference. Referral to law enforcement (if over \$100) and superintendent.	*Immediate ISS/OSS up to 10 days. Parent conference. Referral to law enforcement. School Board Hearing with possible expulsion.			*Student will be held accountable to return stolen property and/or make payment for damages or loss of items.
<b>Illegal Items on School Grounds</b> (Alcohol, Drugs, Tobacco, Weapons, including look alike...)	*Immediate OSS up to 5 days. Parent conference. Referral to law enforcement.	*Immediate OSS up to 10 days. Parent conference. School Board Hearing with possible expulsion.			

## STUDENT SCHOLASTIC ACHIEVEMENT

### Iowa Core Standards

The Iowa Core Standards provide Iowa schools a guide to delivering instructional content that is challenging and meaningful to students. The standards identify the essential concepts and skill sets for English Language Arts, Mathematics, Science, Social Studies, and 21st Century Learning Skills (Civic Literacy, Financial Literacy, Technology Literacy, Health Literacy, and Employability). The Iowa Department of Education and its partners have and will continue to provide guidance and assistance to Iowa's school districts and teachers in incorporating these skills and concepts into their local curriculum.

The goal of the Iowa Core Standards is to ensure Iowa students are engaged in rigorous curriculum. You can find information on all Iowa Core Standards at the website, [www.iowacore.gov](http://www.iowacore.gov).

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of administration. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principals or the superintendent.

### **Citizenship**

Being a citizen of the United States of Iowa and of the Fremont-Mills Community School District entitles students to special privileges and protections as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

### **Green Hills Area Education Agency**

Green Hills Area Education Agency provides many services for students in the Fremont-Mills School District. Available consultants include a school psychologist, school-based interventionist, early childhood consultant, speech and language pathologist, occupational therapist, physical therapist, audiologist, and audiometrist. These services are provided to children from birth to age 21. Students may be referred to the clinicians by parents, teachers, or other professionals. Parent permission must be received in writing before a full evaluation is completed and before the child can be placed in therapy.

### **School-Based Interventionist**

Fremont-Mills implements an intervention program for students who may be at-risk of not graduating from high school. The School-Based Interventionist (SBI) is housed at the district to assist students, parents, and staff on their journey to a high school diploma. SBI's work primarily with counselors and administrators as a liason between parents, students, and the school.

In addition, the SBI supports all students, PK-grade 12, to be successful in school. Referrals for SBI services can be made by parents or teachers by contacting school administrators, teachers, or the SBI directly. The SBI will visit with students individually or in a small group and will meet with students a time or two, on a monthly basis, or on a weekly basis, as needed. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at [smcphillips@ghaea.org](mailto:smcphillips@ghaea.org) or 712-366-0503.

### **Title I Reading**

Title I Reading exists at the K-8 level. This program provides extra help in the area of reading for students performing under proficiency by the state guidelines. Many motivational and reinforcing strategies are utilized to help the student during remediation develop a positive self-concept and a feeling of responsibility. The Title I teacher works with students in the classroom as well as individually, depending on the needs of students. Students, parents, and teachers annually review the Title I Parent Compact which is part of the Title I Parent Involvement Policy. Credentials of professional staff are on file at the superintendent's office. Upon request, parents may review those files.

## **Talented and Gifted Program**

Fremont-Mills offers various opportunities for students qualifying for Talented and Gifted (TAG) services. Some of these opportunities include accelerated pull-out programs, enrichment activities, online college courses, AP courses, and subject mentoring. The teacher works with students individually and with classroom teachers to expand the regular program. A more thorough description of the TAG Program is on file and can be reviewed upon request through the superintendent.

## **Library**

The school library is available to students during school hours. The library is a place for study and research. Students are expected to conduct themselves as if they were in class while in the library. Students are allowed to check out library books for their academic or leisurely reading. Checking out library books from school is considered a privilege. Students who fail to follow the rules will have library privileges revoked. Students will be required to pay for lost or damaged books.

A more thorough description of the Library Program is on file and can be reviewed upon request through the superintendent.

## **Elementary Grading Scale**

100-98 – A+  
97-93 – A  
92-90 – A-  
89-87 – B+  
86-83 – B  
82-80 – B-  
79-77 – C+  
76-73 – C  
72-70 – C-  
69-67 – D+  
66-63 – D  
62-60 – D-  
59 and below – F

## **Secondary Grading Scale**

100-98 – A+  
97-93 – A  
92-90 – A-  
89-87 – B+  
86-83 – B  
82-80 – B-  
79-77 – C+  
76-73 – C  
72-70 – C-  
69-below - I for Insufficient  
Missing 4 or more assignments is Unsatisfactory

Insufficient means a student has not completed the work at the level needed to show competence in the discipline. This could mean the assignment was not turned in on time or it was insufficient work. In regards to assessments, the student will have 5 school days to retake a test in which they receive an "I". This time must be arranged by the student before or after school. If a student receives an "I" on daily work, he/she has 1 day to improve his/her grade.

## **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in before/after-school detention, mandatory study hall, loss of class credit, and an "I" in the class.

## **Report Cards**

Elementary uses standard-based report cards. Grades K-6 have standardized report cards for English Language Arts, Math, and Science. Additional subjects will be added to the report cards as we continue to learn more about Iowa Core. Copies of elementary report cards are available to review through the classroom teacher or principal.

Secondary students receive traditional report cards at the end of each quarter and semester. Traditional report cards will affect students' GPA and transcripts. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

## **Assessment**

The state of Iowa requires all students K-3 to be assessed with a state-approved universal screener in the area of reading three times a year. Fremont-Mills gives a universal screener to all PK-6 students in the fall, winter, and spring. Data from these assessments is analyzed and used for instruction. Iowa Assessments (formerly known as Iowa Tests of Basic Skills) continue to be required and will be given until further direction from the state is received. Iowa Assessments are given in the spring.

Additional testing in Math and other subject areas are conducted throughout the year. Notice will be given to students when the various tests are to be administered.

## **Secondary Honor Roll and Academic Honors**

The school district honors students who excel academically. Secondary students receiving a grade point average of 3.5 and higher qualify for the A Honor Roll. Those receiving a grade point average of 3.0 and higher qualify for the B Honor Roll.

Those students on the honor roll during a quarter's time will be honored with a certificate and recognition in the local newspaper. The staff members sincerely believe that any child performing at a high academic level deserves recognition and congratulations!

## **Adding/Dropping Classes**

Students who wish to add or drop a class must do so within 3 days after the start of the semester. The teacher of the class being added/dropped, the principal, and parent's permission are necessary to add or drop a class. Exceptions can be made on a case-by-case basis by the principal.

## **Dual Credit Courses**

There are opportunities for students to take college courses through various educational institutions. These courses are offered and transmitted through either the ICN or over the Internet. Students taking these classes will earn both high school and college credit. These courses cannot take the place of required courses offered at Fremont-Mills without the high school principal's approval. Course offerings will be provided to the students during course registration prior to the start of each semester.

Grades from dual credit courses will count on a student's G.P.A.; however, the classes will have a higher weighting than high school classes. The following weighting will be used:

A=5.0

B=4.0

C=3.0

D=2.0

In order to qualify to take a dual credit class, students must meet the following guidelines:

Seniors: 2.75 G.P.A. or a 3.0 earned the semester previous to taking the class

Juniors: 3.25 G.P.A. or a 3.5 earned the previous semester

Sophomores: 3.75 G.P.A. and principal approval

Freshmen: Identified as TAG and principal approval

All students must have parental and principal approval to take college courses.

### **Concurrent Enrollment**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 to the institution offering the course for tuition. Cost of books fall to the student. The school pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for dual credit. Students who fail the course or fail to receive credit in a course paid for by the school district must reimburse the school district for all costs directly related to the course. Students are responsible for the costs of all books needed to complete the course. Students are also required to pay the cost of the class if the student's grade is not passing. Students may not skip a course in HS to take the same college course. Example, if High School Comp is offered, then the student must take the HS Comp course before College Comp I or II.

### **Online and Advanced Placement Classes**

There are opportunities for students in grades 9-12 to take classes online. Both high school level classes and advanced placement classes are available online. Students wishing to take these classes must have the high school principal's approval.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation to the high school principal at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the principal and two letters of recommendation from staff members. The Board of Education will have final approval for any early graduation. Students who graduate early become alumni of the school district and are not allowed to participate in remaining school activities, including senior activities, except graduation ceremonies.

### **Graduation**

Students in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are



serving discipline consequences at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. Students will be responsible for the rental or purchase of their cap and gown.

## **SCHOOL/HOME RELATIONS**

### **Parental Involvement**

Parental involvement is an essential component of the success of the education program. Parents will be provided with a number of opportunities that will empower them with the knowledge and skills necessary to nurture their child's learning and growth, both in the classroom and in their larger social environment. Parents are encouraged to initiate and discuss educational issues with administrators, teachers, and staff members.

When concerns arise relating to your child's school experiences, parents are encouraged to follow the chain of command listed under board policy. Talk directly to the staff member you have a concern about. Typically, the chain of command follows this order:

- Classroom Teacher
- Building Principal
- Superintendent
- School Board

When concerns arise relating to your child's bus transportation, the chain of command follows this order:

- Bus Driver
- Transportation Director
- Building Principal
- Superintendent
- School Board

### **Parent/Teacher Organization**

The Parent/Teacher Organization (PTO) meets monthly. Parents and teachers are welcome to join the organization at any time. The organization welcomes members and does not mandate attendance at monthly meetings. Volunteers are always needed and appreciated. Contact the building principals for additional information.

### **Parent/Teacher/Student Conferences**

Parent/Teacher/Student conferences are scheduled twice a year. These conferences allow students, teachers, and parents a formal time to reflect on academic achievements. Attendance at conferences is encouraged. It is a time for parents, teachers, and students to discuss student strengths and concerns. Meaningful communication between parents and teachers can provide a strong foundation for student success in school.

### **Assignments for Elementary Classrooms**

Each year, much thought is put into assigning elementary students to classrooms. During the process of creating class lists, multiple factors are considered such as the following: ratio of boys and girls; personalities, behaviors, social, emotional, and academic needs of students; relationships between students, parents, and teachers; student friendships as well as personality conflicts; and daily schedules. With that in mind, we ask that parents respect the choices made as much as possible. Parent requests are not necessary; however, in a critical situation, parents may request a meeting with the elementary principal to discuss any concerns relating to the upcoming school year. These meetings must be held prior to May 1. Final decisions concerning requests are made by the elementary principal. Finalized class lists will be sent home with students at the end of the school year if possible.

## **Communications to and from School at the Elementary Level**

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

# **TRANSPORTATION**

## **Buses and Other School District Vehicles**

Bus transportation for district-resident students is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

The school district offers transportation for students in grades K-12. The school district offers one-way transportation for preschool students who are four-years-old. Transportation is not provided for three-year-old preschool students. School transportation does not relieve parents from the responsibility of supervision until such times as the child boards the vehicle and after the child leaves the vehicle at the end of the school day, nor does it relieve students from the responsibility to behave in an orderly and safe manner in the vehicles. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver and monitor while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver and monitor have the ability to discipline a student and may notify the parent and principal of a student's inappropriate bus conduct. The driver, sponsor, and chaperones are to follow the school district policies, rules and regulations for student violations. Violation of school vehicle rules may result in suspension of school vehicle riding privileges and/or subjection to other disciplinary measures at the discretion of building administrators. Persons riding in school district vehicles shall adhere to the following rules.

The driver and monitor are in charge of the riders and the vehicle, and they are to be obeyed promptly and respectfully.

Riders must be at the designated loading point before the arrival time.

Riders must wait until the vehicle comes to a complete stop before attempting to enter.

Riders must keep head, hands, and feet inside the vehicle.

Aisles must be kept cleared at all times.

Riders shall load and unload through the right front door. The emergency door is for emergencies only.

Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.

Riders may be assigned a seat by the driver or monitor.

Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.

Riders must stay in their seat while the vehicle is in motion.

Classroom conduct is to be observed by students while riding the vehicle.

Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.

Riders must not throw objects about the vehicle nor out the windows.

Roughhousing on the vehicle is prohibited.

Riders must refrain from crowding and pushing.

All rules, regulations, and policies pertaining to the Fremont-Mills School District are

enforced. Refer to Disciplinary Actions for details.

## **MISCELLANEOUS ISSUES**

### **Animals/Pets**

Students must get prior approval from their classroom teacher before bringing any type of animal to school. Animals and pets are not allowed at any extracurricular activities.

### **Beverages at School**

The Wellness Policy, adopted July 2006 by the School Board, prevents students from drinking pop during lunch hours. If students are found to be drinking pop during lunch, the student will be asked to discard the beverage. On special occasions approved by building administrators, students may be allowed to bring pop to school.

### **Biking to School**

Bicycles may be ridden to school, but on arrival at school, they must be parked at the bike rack until departure time. Departure for bike riders will be after the buses leave. Riding a bicycle to and from school is considered a privilege. Students who fail to follow the rules will have the privilege of bike riding revoked. The school will not assume responsibility for lost, damaged, or stolen bicycles. Skateboards, rollerblades, and roller skates are not to be ridden on school property during the school day.

### **Birthday Treats**

Birthday treats may be brought to school and shared with classmates. Students must get prior approval from their classroom teacher before bringing treats. The District's Food Allergen Policy must be followed and parents must sign a form stating the name of the food item brought to school.

### **Lost and Found**

A lost and found collection is maintained at both the elementary and the secondary buildings. Items not collected will be donated to charities.

### **Party Invitations**

Parental cooperation and courtesy is respectfully requested when sending party invitations to school for distribution. Invitations at the elementary level will not be distributed at school unless every student (or all boys or all girls) in the classroom is to receive one. Too often, the students who are not included become upset, and it is not our intention to ever be the cause of such feelings.

### **Personal Property**

It is encouraged that students not bring extra money, toys, electronic devices, or items of value to school. The school will not assume responsibility for lost, broken, or stolen valuables.

### **Students Receiving Gifts**

Administrators and staff members respectfully request that gifts not be delivered to school for elementary students. Examples of gifts include, but are not limited to, balloons, flowers, stuffed animals, etc. Parental cooperation and courtesy are requested with this issue. Too often, the students who do not receive gifts become upset, and it is not our intention to ever be the cause of such feelings.

### **School Parties**

The elementary school observes holidays throughout the school year including, but not limited to Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. In addition, students may receive special recognition on their birthday. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused. Students who are absent on the day of the party

cannot arrive at school just to attend the classroom party. A minimum attendance of one-half day is required. Please contact the building principal with special concerns.

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours will not be called to the telephone. Office personnel will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Arrangements for after-school activities need to be made before students come to school. Students are not allowed to use the telephones in the building without permission from their teacher, principal, or building secretary.

### **Visitors/Guests**

Visitors to the school grounds must check in at the office. Visitors will only be allowed if they are family members of the student and are over the age of 18. Special arrangements for visitors can be made with classroom teachers or the principal.