

Student & Parent Handbooks 2023-2024



for the schools of the

Fremont-Mills Community School District

The Board of Education of the Fremont-Mills Community School District reserves the right and has the sole discretion to amend and revise any portion of this handbook throughout the school year without notice or publication. The current version was approved by the Board of Education on 07/19/2023.

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 or 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 the District's Superintendent, Mr. Dave Gute, at 1114 US Highway 275, Tabor, IA 51653; telephone 712-629-2325 or email dgute@fmtabor.org.

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**“Education is the most powerful
weapon which you can use to change the world” – Nelson Mandela**

Welcome to our Schools

In this section of the handbook, you will find information that applies to all schools and programs in the Fremont-Mills Community School District.

Fremont-Mills Community School District

CONTACT INFORMATION

Address

1114 US Hwy 275
PO Box 310
Tabor, Iowa 51653

Digital

www.fremontmills.org
F-M App
Facebook and Twitter
@FMCSDKNIGHTS

Phone Numbers

712-629-2325
712-629-6555
fax 712-629-5155

Helpful Phone Extensions

Superintendent: 206
Elementary Office: 100
Elementary Principal: 101
Secondary Office: 200
Secondary Principal: 202
Bus Barn: 404
Kitchen: 310
Nurse's Office: 102

Board of Education

Eli Forney – President
Keith Barber
Marybeth Korver
Todd Morgan
Shannon Smith
Katie VanMeter, Board
Secretary

MISSION STATEMENT

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

OUR CORE BELIEFS

- We believe that all children/students can learn.
- We believe that all children learn better in an environment that they perceive as safe and caring.
- We believe that the learning process is a shared responsibility of family, school, and community.
- We believe that a major key in developing student potential is a committed staff.
- We believe that school, community, and parents should provide opportunities for and encourage a diverse, well-rounded educational experience.
- We believe that the ability to adapt to new and changing situations is an essential learning and life skill.

School Motto

***“Developing the Potential
of All”***

School Mascot: Knights

School Colors: Black and Gold

Activities & Athletic Conference: Corner Conference

School Fight Song

*Cheer, cheer for old F-M High.
Wake up the echoes, don't let them die!
Send our loyal cheer on high;
Shake down the thunder from the sky!
Whether the odds be great or small,
Old F-M High will win over all
While our mighty Knights are marching
Onward to Victory.*

GENERAL INFORMATION

School Safety Plan – Entering the Building

All persons entering the building during school hours must enter via the front doors, register at the main office, and must wear an identification badge visible to everyone. 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.

School Hours

School is in session

Monday: 9:45 a.m. – 3:25 p.m.

Tuesday – Friday: 8:15 a.m. – 3:25 p.m.

Office hours are 8:00 a.m. – 4:00 p.m.

Arrival & Dismissal Procedures

Arrival

Students are allowed in the building after 8:00 a.m., at which time the school’s supervision begins.

Buses will unload in the Lied Parking Lot.

Parent Drop-Off

Enter the school grounds from Highway 275. Students may only be dropped off at the front doors of the building. Dropping off on the north or south side of the building is not allowed. Students need to be ready to exit the car immediately in order to keep the flow of traffic moving. In preparation for exiting the car, students must have their belongings and their backpacks ready. Remember to YIELD to BUSES at all times.

The doors will NOT open until after 8:00 a.m. There is no congregating of students near the front doors. If arrival is earlier than 8:00 am, students need to wait in the vehicle with parents until the doors open.

If parents have an appointment inside the school, please park in a parking stall and enter the building.

Dismissal

Dismissal will begin approximately 3:25 p.m. and end at approximately 3:35 p.m. Teachers will escort elementary students to all dismissal locations. Elementary students are only allowed to be dismissed from the elementary building. They will not be allowed to exit via the high school doors. However, Jr./Sr. High siblings of elementary students are allowed to stand with elementary siblings in front of the elementary doors, unless unexpected concerns arise.

Buses will load in the Lied Parking Lot.

Parent Pick-up

Enter the school grounds from Highway 275. Drive along the sidewalk, and stop in front of the elementary building in the area marked by orange cones. Students are only allowed to enter the vehicle from the sidewalk. Students may not cross the drive at any time.

Definitions

For the purposes of this handbook, the defined words shall have the following meaning:

- *Administrator's title, such as superintendent or principal* - also means that individual's designee, unless otherwise stated.
- *Board* – means Fremont-Mills Board of Education
- *District* – means Fremont-Mills Community School District.
- *Elementary* - refers to grades K-6.
- *Parent* - means "guardian" unless otherwise stated.
- *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.
- *School facilities* - includes school district buildings and vehicles.
- *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.
- *Secondary* - refers to grades 7-12; may be referred to as Jr./Sr. High School.

School Calendar

2023-2024 Fremont-Mills School Calendar

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester 84 Days
 Second Semester 96 Days
TOTAL DAYS/HS
180/1080

CALENDAR LEGEND

Begin	
PD Day	
Quarter	
Conferences	
Holidays	
Vacation Days	

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(9/4)
Thanksgiving Day	(11/23)
New Year's Day	(1/1)
Martin Luther King Jr. Day	(1/15)
President's Day	(2/19)
Memorial Day	(5/27)

Note: Every Monday will be a late start.

Note: The district is planning to use remote learning days for snow days when possible this year

Regular Days
 $6.72 \times 142 = 954.24$

Monday Late Start
 $5.13 \times 33 = 169.29$

Early out
 $3 = 11.83$

Parent/Teacher Conferences
 $12 \times 2 = 24$

Total Hours
 1,159.36

August 2023					Student Days/Hours	
M	T	W	Th	F		
21	22	23	24	25	3	18.1
28	29	30	31		7	24.8
September 2023						
				1	8	6.71
4	5	6	7	8	12	24.8
11	12	13	14	15	17	31.5
18	19	20	21	22	22	31.5
25	26	27	28	29	27	31.5
October 2023						
2	3	4	5	6	32	31.5
9	10	11	12	13	37	31.5
16	17	18	19	20	42	31.5
23	24	25	26	27	47	30.4
30	31				49	13.4
November 2023						
		1	2	3	52	18.1
6	7	8	9	10	57	31.5
13	14	15	16	17	62	31.5
20	21	22	23	24	64	390
27	28	29	30		68	414
December 2023						
				1	69	420
4	5	6	7	8	74	450
11	12	13	14	15	79	480
18	19	20	21	22	84	510
25	26	27	28	29	84	510
January 2024						
1	2	3	4	5	86	534
8	9	10	11	12	91	564
15	16	17	18	19	95	588
22	23	24	25	26	100	618
29	30	31			103	636
February 2024						
			1	2	105	648
5	6	7	8	9	110	678
12	13	14	15	16	114	708
19	20	21	22	23	118	732
26	27	28	29		122	756
March 2024						
				1	123	762
4	5	6	7	8	128	792
11	12	13	14	15	133	792
18	19	20	21	22	138	822
25	26	27	28	29	143	852
April 2024						
1	2	3	4	5	146	882
8	9	10	11	12	151	912
15	16	17	18	19	156	942
22	23	24	25	26	161	972
29	30				163	984
May 2024						
		1	2	3	166	1002
6	7	8	9	10	171	1032
13	14	15	16	17	176	1062
20	21	22	23	24	180	1080
27	28	29	30	31		
June 2024						
3	4	5	6	7		

180 Days/1080 Hours Calendar

Aug. 18, 21 & 22 Staff In Service

Aug. 23 first day of School Begin 1st Quarter/1st Semester Early Out at 1:15 PM

Sept. 4 Labor Day (No School)

Oct. 20 End 1st Qtr. (42 Days)

Oct. 26 PT Conf. 8 AM – 8 PM

Oct. 27 No School/Comp Day

Nov. 22-24 Thanksgiving Holiday (No School)

Dec. 22 End 2nd Qtr./End 1st Sem (42 Days/84 Days) Early Out at 1:15 PM

Dec. 23- Jan. 2 Winter Break (No School)

Jan. 3 No School – Teacher PD Day

Jan. 4 Begin 3rd Quarter/2nd Semester

Jan. 15 Martin Luther King Day (No School) Possible Snow Makeup Day

Feb. 16 No School - Teacher PD Day

Feb. 19 President's Day (No School) Possible Snow Makeup Day

Mar. 8 End 3rd Qtr. (44 days)

Mar. 28 PT Conf. 8 AM – 8 PM

Mar. 29 No School/Comp. Day

Apr. 1 No School Spring Break

Apr. 2 No School Possible Snow Makeup Day

May 16 Seniors Last Day

May 19 Graduation 2:00 PM

May 23 Last Day of School 11:00 am Dismissal

May 23 End 4th Quarter/2nd Semester (52 Days/96 Days) Early Out at 11:00 AM

May 24 Teacher PD Day

May 27 Memorial Day

District Staff

Administrators

Superintendent

David Gute

Elementary Principal

Allyson Forney

Secondary Principal

Kurt Hanna

Administrative Staff

Activities Co-Directors

Greg Ernster

Owen Pitt

Taylor Sudmann

Business Manager

Katie VanMeter

Dean of Students

Chelsey Zimmerman

District Learning Coordinator

Tony Loudon

Food Services Director

Teresa Smith

Food Services Secretary

Val Greenfield

Homeless Education Liaison

Stefanie Shaw

Maintenance Director

Dan Blackburn

School Nurse

Erika Mitchell

School Resource Officers

Ashton Luke, D.A.R.E.

Logan Roberts

Student Supports

Kyle Fichter

Technology Director

AEA Technology Support Services

Transportation Director

Curtis Riley

Support Staff

Bus/Van Drivers

Curtis Riley, director

Paul Bloedel

JC Chambers

Tamara Gorden

Tony Loudon

Randy Moyer

David Ward

Facilities Maintenance

Dan Blackburn, director

Mike Forney

Erik Minikus

Cameron Pitcher

Food Service

Teresa Smith, director

Joyce Drescher

Cameron Pitcher

Mindy Raymond

Corinne Schoening

ANNUAL NOTIFICATIONS

Abuse and Harassment of Student by District Employee: Level I and II Investigators

The Fremont-Mills 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 Kurt Hanna as Level I investigators. The school district's Level II Investigator is Kevin Aistrope, Fremont County Sheriff.

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 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.

Administrative Scope of Authority

Students have the opportunity and the right to use the school as a means of self-improvement and individual growth. In doing so, they are expected to conduct their affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights. Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental constitutional safeguards, student conduct in the school. In exercising this right, the building administration, working with the teaching staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by board policies and administrative regulations

pertaining to the various aspects of student rights, student conduct, and student discipline.

Alcohol-, Drug- and Tobacco-Free Campus

All of the Fremont-Mills' facilities support an alcohol-free, drug-free and tobacco-free environment. Students, staff, and visitors are prohibited from consuming or being under the influence of alcohol; illegal drugs; or tobacco in any form, including smoking or vaping, anywhere on the grounds, or in any of the district's buildings or vehicles.

Asbestos Notification

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.

Board of Education Policies and Procedures

The board policies and procedures cited in this publication are for reference only. They appear in full text in the Board's manuals and are a matter of public record. Full board policies referenced in the handbook are available to review through the superintendent's office.

Bullying/ Harassment

The Fremont-Mills Board of Education has designated the Dean of Students, Mrs. Chelsey Zimmerman, and Mr. Kyle Fichter, Student Supports as the district's investigators of allegations regarding bullying and harassment. *Please see the Conflict/Bullying/Harassment section of this handbook for more information.*

Child Abuse Reporting

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 Health and Human Services (HHS). The school may notify parents that a report is being made to HHS but is not required by law to do so.

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.

Excessive Absences Procedure:

<i>5 days</i>	Auto-generated letter to parent
<i>10 days</i>	Auto-generated letter to parent School Resource Officer or other school personnel will contact parent.
<i>15 days</i>	Meeting with School Resource Officer and school personnel. Cooperative Agreement will be established. The Cooperation Agreement is developed by the County Attorney, reviewed by the parent and school personnel, then filed with the County Attorney and the school.
<i>Beyond 15 days</i>	If further absences occur that violate the Cooperation Agreement, additional meetings will be scheduled with the School Resource Officer and/or the County Attorney in order to establish a Mediation Agreement.

Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the superintendent. The complete text of the law and additional information is available on the Iowa Department of Education's website:
www.iowa.gov/educate.

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 business manager.

Equal Education Opportunities / Notice of Non-Discrimination

The Fremont-Mills Community School District School Board will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or socioeconomic status (for programs) in its educational programs and its employment practices. 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, and 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 on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or socioeconomic status (for programs) in its educational programs and its employment practices. 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.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact David Gute, 1114 HWY 275, Tabor, IA 51653, (712) 629-2325, dgute@fntabor.org.

Family Education Rights and Privacy Act (FERPA)

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

They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records request.)
- The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by fall registration to the principal. The objection needs to be renewed annually. Directory information: name, address, telephone listing, date and place of birth, email address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness, and other similar information.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the School District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent,

guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Homeless Education Liaison

Homeless children and youth must have equal access to the same free and appropriate public education as their non-homeless counterparts, (McKinney-Vento Homeless Assistance Act: Title VII-B; Every Student Succeeds Act (ESSA)).

Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21
- A child who lacks a fixed, regular, and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason;
 - is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations;
 - is living in an emergency or transitional shelter;
 - is abandoned in a hospital
- A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
- Includes youth who have run away or youth being forced to leave home.

The Fremont-Mills CSD will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The Fremont-Mills Board of Education has designated Mrs. Stefanie Shaw as the Homeless Liaison for homeless children and youth. Please contact Mrs. Shaw with questions and/or family concerns at sshaw@fmtabor.org.

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 school nurse.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school

district upon parent request. Upon initial open enrollment, students may be ineligible for varsity competition for 90 school days (summer school not included) unless an exception applies under Iowa Code Rule 281-36.15. Families interested in open enrollment must contact the superintendent of their resident district for information and forms.

Parent Notification-Highly Qualified

Parents in the Fremont-Mills Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, along with the current licensure of staff. Parents may request this information by contacting the business manager.

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, or 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.

School Fees-Waiver Policy

Students whose families meet the income guidelines for free and reduced priced 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.

School Video Cameras

The Fremont-Mills Schools have several cameras that assist in monitoring the school building, grounds, and buses. The cameras will assist the administration in providing a safe environment for students and a positive building climate. Cameras scan inside and outside premises, entrances, and hallways. The cameras will digitally record events twenty-four hours a day.

Statement of Jurisdictional and Behavioral Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Fremont-Mills Community 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 this 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.

Use of Law Enforcement-K9 Unit

Fremont-Mills Community School District reserves the right to bring in K-9 units to search lockers and parking lots for contraband materials.

CONFLICT / BULLYING / HARASSMENT PROCEDURES

This section outlines policy and procedures for students, families, and staff relating to Conflict, Bullying, and Harassment.

This section will help you identify the following:

- Legislative Requirements for Schools relating to Bullying and Harassment
- Definitions of Conflict, Bullying, and Harassment
- Differences and Similarities of Conflict, Bullying, and Harassment
- Steps to take if a child has been involved with a Conflict, Bullying, or Harassment Situation
- Investigation Procedures related to Conflict, Bullying, or Harassment Situations under the Iowa Code and Fremont Mills Board Policy

Resources used in developing this section:

- [Fremont-Mills School Board Policy](#), all policies
- [Fremont-Mills School Board Policy 104.R1](#), specific to procedures related to Conflict, Bullying, and Harassment (filing a complaint, investigation process, decisions, protection against retaliation or false complaints, etc.)
- [Iowa Code 280.28](#), Iowa Legislation related specifically to Bullying and Harassment
- [Iowa Department of Education webpage](#), specific to Bullying and Harassment
- [Iowa Association of School Boards](#)
- [StopBullying.gov](#)
- [SafeAtSchool.ca](#)

Legislation and District Policy Relating to Bullying and Harassment

Iowa Code 280.28

The board of directors of a school district shall adopt a policy declaring bullying and harassment in schools, on school property, and at any school function, or school-sponsored activity regardless of its location, in a manner consistent with Iowa Code 280.28.

“Bullying” and “Harassment” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived “trait or characteristic of the student” and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with a student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Fremont Mills Board Policy for Bullying and Harassment Investigation Procedures Code No. 104.R1

This Fremont Mills Board Policy provides an overview of the following:

- Complaint Filing
- Investigation Procedures
- Decision Making
- Protection against Retaliation or False Complaints

CONFLICT/BULLYING/HARASSMENT DEFINED

Conflict Defined

Conflict is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It's usually an inevitable part of a group dynamic. Both parties have power to influence the situation.

Bullying Defined

Bullying is a persistent pattern of unwelcome aggressive behavior that often involves an imbalance of power, and/or the intention to harm or humiliate someone.

Characteristics of a bullying situation include:

- An imbalance of power;
- The intent to harm;
- Repetition or a worsening situation over time;
- The distress of the child or teen being bullied, often including fear or terror;
- Enjoyment of the effects on the child or teen being bullied by the person (people) doing the bullying;
- The threat (implicit or explicit) of further aggression.

Harassment Defined

Harassment is unwelcome behavior, in the form of prohibited discrimination, when the actions are based on the target's membership in a legally protected class including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status under the Iowa Civil Rights Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act/Americans with Disabilities Act, or other applicable non-discrimination law.

Harassment may be so severe or pervasive as to create a hostile educational environment for the target of the conduct.

Conflict is NOT Bullying

In general, the majority of inappropriate behavior in schools falls under conflict. Students have general misbehavior with their classmates and friends without any intent to harm each other and are able to work through the situation without further related situations occurring. Situations such as these will be referred to as “conflict”. When characteristics bulleted above are present in the conflict, investigations will be conducted to determine if the situation falls under bullying or harassment.

<https://www.safeatschool.ca/plm/interrupting-bullying/simple-strategies/conflict-vs-bullying>

Please refer to the document “*How do we distinguish between CONFLICT vs. RUDE vs. MEAN vs. BULLYING vs. HARRASSMENT?*” found in the appendix of this handbook

STEPS TO TAKE IF AN INDIVIDUAL HAS BEEN A VICTIM OF BULLYING

STEP 1 - Report the Incident

District Staff who Witness or Learn of Bullying

If an incident is witnessed by staff, intervene immediately.

- Separate and ensure safety for all students involved.
- Model appropriate behavior and stay emotionally objective.
- Promptly report the incident of suspected bullying or harassment to building administration.

If an incident is reported to staff, intervene if applicable and promptly report the incident of suspected bullying or harassment to building administration.

Students and Parents

Students and parents should report incidents of suspected bullying or harassment to building administration. Please understand that not all incidents are witnessed by district staff. It is acceptable and appreciated for students and parents to communicate these concerns with building administration.

STEP 2 - File A Complaint

Once an incident of suspected bullying or harassment has been communicated with building administration, a written Complaint must be filed.

- A Complaint form can be found [HERE](#), on the school's website, the FM app, and other social media.
- Once completed, deliver the written complaint to building administration
 - via Email,
 - Face-to-Face Delivery, or
 - Delivered to building secretary
- A Complaint shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

STEP 3 - District Creates a Safety Plan for students as needed

Building administrators will develop an interim safety plan as necessary to ensure student safety and well-being while the complaint is investigated and resolved.

STEP 4 - Investigation Begins

Once a written Complaint is filed, an Investigation begins. (*See Investigation Procedures.*)

All situations reported to building administration will be responded to appropriately and promptly. The District has set 5 school-business days as the goal for completion, but in certain situations, the investigation could take longer.

INVESTIGATION PROCEDURES

Investigator Designated

The Superintendent designates a building administrator to take responsibility for all investigations. The Dean of Students will be responsible for handling all formal complaints alleging bullying or harassment. A secondary investigator, usually the building principal, will also be made aware of reported complaints. If a conflict of interest exists or there is a need to assign an alternate investigator, the Superintendent will do so.

Investigator's Communication to Parents

The Investigator will promptly communicate to parents of the Complainant and Respondent and inform them of the reported complaint. If the Complainant or Respondent is under 18 years of age, parents are allowed to attend the investigatory meetings/interviews of their child but are not required to do so. It is the District's responsibility to keep parents informed of these meetings/interviews and work with parents to keep open, ongoing communication.

Investigator's Responsibilities

1. Promptly inform the superintendent and building principal of the complaint.
2. Promptly communicate to the parents of the Complainant and Respondent.
3. Review and follow all district policies in conducting the investigation.
4. Use District forms specific to the investigation procedures. (The "Investigation Checklist" can be found in the appendix of this handbook.)
5. Conduct a neutral, reasonable, and impartial investigation in a timely manner. The District completion goal is within a five school-business day time period, but in certain situations, an investigation could take longer to complete.
6. Use interview techniques appropriate to the age, physical and mental status, and other characteristics of the students involved.
7. Document interview questions prior to interviewing a witness to ensure validity of all witness interviews.
8. Use the Investigation Interview Notes Template, especially the Q&A format when interviewing witnesses.
9. Have all witnesses write down what they saw or heard on a witness statement form.
10. Remind the complainant, respondent, and each witness of the District's strict no-retaliation policy and who they can contact if they believe they have been subject to retaliation.
11. Gather and consider relevant evidence, including documents, electronic communications, and other information.
12. Document interactions with students, staff members, and other adults relating to the investigation in writing.
13. Give fair consideration to the evidence and witnesses presented by both parties.
14. Make findings on disputed facts by weighing all evidence and making credibility determinations

to determine whether District policy has been violated. State findings with specificity in a written report.

FOUNDED DECISIONS

Steps Needed after an investigation has been completed

1. Ask the Complainant what can be done to make him or her feel safe.
2. Minimize changes to the Complainant's school day.
3. Establish a safety plan for the Complainant if appropriate.
4. Establish a behavior contract for the Respondent if appropriate.
5. Create a follow up plan with the Complainant and Respondent to ensure concerns have been resolved and no new conduct in violation of District policy is occurring.

CONFIDENTIALITY

What does an individual have the right to know?

What does an individual NOT have the right to know?

All school situations relating to conflict, bullying, and harassment fall under student privacy laws and confidentiality rules. Reasonable measures will be taken to treat information relating to the investigation with sensitivity and discretion, maintaining confidentiality to the fullest extent possible. The complaint and identity of the Complainant, Respondent, or Witness will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Therefore, detailed information about the investigation along with disciplinary or other actions taken with respect to one student cannot be provided to other individuals, including parents.

DISTRICT ACADEMICS & SERVICES

Assemblies

Throughout the year the 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.

Citizenship

Being a citizen of the United States, the State of Iowa, and 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, audiometrist, and special education consultants. 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 receive services.

Infinite Campus

Students may check their academic progress via the Internet or the district's app by utilizing the Infinite Campus Portal. Students and parents may access scheduling information, report cards, transcripts, current term grades, announcements, and attendance information through the Infinite Campus Portal. Parents and students can request login information through the building secretary.

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 the administration. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principals or the superintendent.

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 with 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.

Referral Services, e.g., At-Risk Students

All schools within the Green Hills Area Education Agency operate a child study team. The main purpose of the child study team is to act as an in-house problem-solving group of professionals who develop educational strategies to help children learn. At Fremont-Mills, this team is called *The Knight Pride Team*. If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the Knight Pride Team may be utilized to develop plans or refer the child for further educational support. The Knight Pride Team focuses in-depth on one student at a time. To inquire about Knight Pride, contact the building principal.

Teachers make every effort to provide students with a successful classroom experience. A teacher may make use of a wide range of classroom accommodations to individualize learning. To coordinate efforts, adaptations will be shared with the child's parents throughout the year. Accommodations may range from reading tests, providing shortened assignments, giving longer time to complete tests, or developing behavior plans.

A child who requires specific accommodations may have a special accommodation plan written, such as a 504 Plan or Individualized Education Plan (IEP). Any questions about qualifications or benefits from an accommodation plan should be directed to the administration.

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 the journey to a high school diploma. SBI's work primarily with counselors and administrators as a liaison between parents, students, and the school.

In addition, the SBI supports all students, PK-12th grade, 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

State Mandated Assessments

The state of Iowa requires all students PK-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 in the areas of reading and math. Data from these assessments is analyzed and used for instruction. The Iowa Statewide Assessment of Student Progress (ISASP), formerly known as Iowa Assessments, continues to be required and will be given to students in grades 3-11 each spring.

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.

The following special services and professionals may be available to students: Autism/Behavioral Resource Team, Guidance Counselor, Hearing and Vision Support, Occupational Therapist, Physical Therapist, School Psychologist, School Social Worker, Special Education Consultants, and Speech and Language Clinician. At some time during the year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for a student.

Title I Reading

Title I Reading exists at the K-6 level. This program provides fundamental skills 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 and can be reviewed upon request.

DISTRICT PROCEDURES

Alcohol, Drug or Tobacco Use by Students

Students are prohibited from, regardless of the quantity, possessing or attempting to possess; using or attempting to use; consuming; procuring; distributing; or purchasing any of the following substances: any beverage containing alcohol; any tobacco product, including vapor/e-cigarettes; marijuana, including products derived from marijuana; steroids; any controlled substance or illegal drug; or imitation and look-alike drugs.

The wrongful, extreme, or improper use of an otherwise legal substance, such as sniffing glue, taking non-recommended amounts of over-the-counter medications, or taking medicine prescribed for another person, is prohibited. Any possession of drug paraphernalia, including any equipment, products, and materials or any of their parts that are designed or intended for packaging, storing, repackaging, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance or imitation controlled substance is also prohibited.

The Fremont-Mills School Board prohibits substances defined above on school property, on school transportation, on school-sanctioned trips or events, or during off-campus assignments e.g. work release. A student who engages in prohibited substance use or possession (as defined above) may be subject to administrative responses pursuant to the disciplinary procedures found in the appendix of this handbook.

Fremont-Mills Community School District is dedicated to providing all students with a healthy learning environment that is free from alcohol, tobacco, including electronic nicotine delivery systems, and illegal substances. Fremont-Mills Community School District provides proactive opportunities and strategies that are designed to educate students about the harmful effects of the use of illegal drugs, tobacco, and alcohol, and the misuse of legal drugs and other legal substances. Fremont-Mills CSD works cooperatively with other county agencies to provide assistance and support for individuals to engage in positive behavioral interventions, receive counseling and referral services, provide a safe, healthy learning environment for students and staff, and take appropriate action when individuals are found to be in violation of this policy. Fremont-Mills CSD provides supports and assistance for all students in need including school-based substance abuse counselors and information on community resources.

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 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 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 when ingested, touched, or inhaled can be life threatening. Therefore, protection of a child with anaphylaxis requires the school to exercise reasonable control over all food products, not only those directly consumed by the student with the allergy. Because we cannot guarantee sack lunches are "peanut free" students bringing sack lunches from home may sit with their class at a "sack lunch" table. If there are no student allergens, a "sack lunch" table is not necessary.

Animals/Pets

Students must get prior approval from their classroom teacher before bringing any type of animal to school. Animals and pets are not permitted on school grounds. Pets that are certified as therapy dogs can be on school grounds and at events with prior approval.

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 and parent pick-up is complete. 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.

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.

A fee will be assessed 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.

Concerns/Chain of Command

If a parent or student has a concern relating to an experience with a teacher, coach, or situation at school, they need to follow the chain of command listed under board policy.

The parent or student is urged to follow this procedure:

- Step 1: Contact the student's teacher (or coach, sponsor, etc.) to discuss the problem and possible solutions.
- Step 2: If the concern is not resolved, contact the building principal for assistance.
- Step 3: If the concern is not resolved, request a meeting with the building principal, student, and teacher.
- Step 4: If the concern is not resolved, contact the superintendent for assistance.
- Step 5: If the concern has still not been resolved, request to address the Board of Education.

If the procedure alone is not followed in order, the parent or student will be directed back to the chain of command process.

Emergency Drills

Periodically, the school holds fire, tornado, emergency drills, and 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 are subject to disciplinary action.

Emergency Form

At the beginning of each school year, parents must file a 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 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.

Food Service

The school district operates a lunch and breakfast program. Students may either bring their own lunch to school or purchase a lunch which includes one milk. Monthly menus can be found on the district website and F-M app. Breakfast will not be served on late-start days.

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. A computerized "meal tracker" system is installed at 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.

Meal Charges

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, or a notification of the account balance is sent home with the student. If the account is negative, a student is not allowed to receive extra mains, or a la carte items. *See the School Fees Chart in the Appendix 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 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.

Fundraising by Students

Organizations 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.

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 individuals may be reported to law enforcement officials.

Federal Gun-Free School Zones Act 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 receive of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary, or poison gas. This policy shall include look-alikes.

Inclement Weather

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

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 that day 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. Missed school days may have to be made up at a later date.

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 must notify the school district. The district needs to know when these changes occur to ensure the school has a current student record.

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.

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. 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. All parents are invited and encouraged to attend these conferences with their student.

Personal Property at School

Students are discouraged from bringing extra money, toys, electronic devices, or items of value to school. Items that are disruptive to the learning environment should not be brought to school. The school will not assume responsibility for lost, broken, or stolen valuables.

School Fees

See the "School Fees" document in the Appendix

Telephone Use During the School Day

Generally, students will not be allowed to use the school phone during school hours. 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 in the Building

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

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.

HEALTH SERVICES

Health Screenings

Hearing and vision screenings are scheduled yearly. 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.

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 Kindergarten students. Also, vision screenings are required for 3rd grade students and dental screenings are required for 9th grade students.

Injury or Illness 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. If necessary, the school will contact emergency medical personnel, and attempt to notify the parents where the student has been transported for treatment.

Insurance, HAWK-I 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. Parents are urged to call 800-257-8563 (toll-free) or go to www.hawk-i.org for more information.

Medications

Students may need to take prescription or non-prescription medication during school hours. Parents must provide written authorization through a permission form signed by the doctor 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.

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 for athletics.

School Nurse

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

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.

LIBRARY / MEDIA CENTER

The school library is open to students and staff during school hours. If the librarian is busy with another class, students in grades 7-12 may use the self-check-out on the south front corner of the library desk. Students are asked to return checked-out books within two weeks. They may bring the book back to renew it if they wish to keep it for a longer period. If a book is lost, the student will pay \$5.00 to help with replacement costs. The money is returned if the book is found by the student or by staff. Students may search for a book in the library by using Destiny. The link is on the library page of the school website.

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

TECHNOLOGY

Cell Phones

Cell phone usage (including Apple Watches) by elementary students is prohibited at school between the hours of 8:00 a.m. and 3:30 p.m. unless specific permission is granted by a teacher or administrator. Secondary students may use their cell phone during passing times and lunch periods only, unless directed otherwise. Instructional time begins as soon as the bell rings and does not end until the bell rings to pass to the next class. 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 during school hours is only allowed with permission from teachers or administrators. At no time can a video be taken during a class unless previous permission is given from the teacher.

Electronic Devices

Electronic devices including, but not limited to, iPads, laser pointers, video cameras, cameras, and walkie-talkies are not permitted to be used in the school building without approval from the administration. These articles cause distractions to the learning environment of the school. Any electronic device that is intentionally or unintentionally brought into the classroom will be confiscated and given to the building principal. Students who have multiple offenses will be subject to disciplinary actions. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will result in the same procedure as the cell phone policy. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

Student-Owned Technology

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.

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.

Fremont-Mills Community Schools will not be held liable for any device stolen or damaged. Responsibility to keep the device secure rests with the student. If a device is stolen or damaged, the event will be handled by the administration the same as other personal items. It is recommended that devices are personalized to physically identify your device from others, and use a protective case for the device. For purposes of identification, students should record serial numbers of these devices in a safe location.

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 who bring their own technology to school, 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 shut down 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.

Technology & the Internet

Technology is a vital part of the school district curriculum and is a requirement by the State of Iowa Core Curriculum and 21st 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.

Technology Consequences

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:

- 1st 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.
- 2nd 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.

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 before the child boards the vehicle and after the child leaves the vehicle, 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. The driver has 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 in 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 Procedures (located in the appendix) for details.

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

1. Bus Driver
2. Transportation Director
3. Building Principal
4. Superintendent
5. School Board

Transporting Students in Private Vehicles

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of an administrator and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements.
- The driver possesses a valid drivers' license.
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa.
- Parents of the students to be transported have given electronic or written permission.

The school district assumes no responsibility for those students who have not received the approval of the administration and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent.

Use of Video Cameras on School Bus

The F-M CSD has authorized the use of video cameras on school district buses. The video cameras will be used to monitor students' behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content may be used in a student disciplinary proceeding. The contents of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for the use in a student discipline proceeding or other matter as determined necessary by the administration.

Education is the first step for people to gain the knowledge, critical thinking, empowerment and skills they need to make this world a better place

SECONDARY SCHOOL
Student & Parent
Handbook
2023 - 2024



Fremont-Mills
Community School District

The Board of Education of the Fremont-Mills Community School District reserves the right and has the sole discretion to amend and revise any portion of this handbook throughout the school year without notice or publication. The current version was approved by the Board of Education on 07/19/2023

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 or 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 the District's Superintendent, Mr. Dave Gute, at 1114 US Highway 275, Tabor, IA 51653; telephone 712-629-2325 or email dgute@fntabor.org.

Fremont-Mills Jr. & Sr. High School

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STATEMENT OF JURISDICTIONAL AND BEHAVIORIAL EXPECTATIONS

Statement of Jurisdictional and Behavioral Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Fremont-Mills 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 this 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.

GENERAL INFORMATION - SECONDARY

Bell Schedules

Regular				
0	7:00 – 8:00			
1 st	8:15 – 9:00			
2 nd	9:03 – 9:48			
3 rd	9:51 – 10:36			
4 th	10:39 – 11:24			
Advisory	11:27 – 11:46			
5 th	11:46 – 12:59			
A	Lunch	11:46 – 12:11	Class	12:14 – 12:59
B	Class	11:49 – 12:33	Lunch	12:36 – 12:59
6 th	1:02 – 1:47			
7 th	1:50 – 2:35			
8 th	2:38 – 3:23			
Academic Tables		3:25 – 4:00		
Extra-Curriculars		4:00 – ...		

9:45 Late Start				
1 st	9:45 – 10:22			
2 nd	10:25 – 11:02			
3 rd	11:05 – 11:42			
5 th	11:46 – 12:59			
A	Lunch	11:46-12:11	Class	12:14-12:59
B	Class	11:46-12:31	Lunch	12:34-12:59
4 th	1:02 – 1:35			
6 th	1:38 – 2:11			
7 th	2:14-2:47			
8 th	2:50 – 3:23			
Academic Tables		3:25 – 4:00		
Extra-Curriculars		4:00 – ...		

1:15 Early Out				
0	7:00 – 8:00			
1 st	8:15 – 8:42			
2 nd	8:45 – 9:12			
3 rd	9:15 – 9:42			
4 th	9:45 – 10:12			
6 th	10:15 – 10:42			
7 th	10:45 – 11:12			
8 th	11:15 – 11:42			
5 th	11:46 – 12:59			
A	Lunch	11:46-12:11	Class	12:14-12:59
B	Class	11:46-12:31	Lunch	12:34-12:59
Advisory	1:02 – 1:15			

School Hours, Secondary

School hours for secondary students are

Monday: 9:30 a.m. - 3:30 p.m.

Tuesday – Friday: 8:00 a.m. - 3:30 p.m.

These hours could be extended until 6:00 p.m. or later for those involved in extra-curricular activities or for those students attending an academic table.

Students may not be in the school building after 3:30 p.m. unsupervised. If a student is involved with an extra-curricular activity, they are to be with the supervising adult. If the extra-curricular event begins at a later time, the student must leave the building and return at the time of the activity.

School Materials and Supplies

Students are expected to have with them on a daily basis the necessary supplies to be successful in their classes. At the secondary level, each course has its own material and supply recommendations. Some teachers may require the student to have very specific supplies.

In addition to academic supplies, students are strongly encouraged to have their own supply of Kleenex and hand sanitizer. A list of suggested and required school materials and supplies can be found in the appendix of this handbook.

Secondary School Staff

Administrative Staff

Secondary Principal

Kurt Hanna

Athletic Co-Directors

Greg Ernster

Owen Pitt

Taylor Sudmann

Secondary School Counselor

Quentin Ragland

Secondary School Secretary

Judy Foster

Faculty

Agriculture

Amy Head

Art

Gail Younts

Business

Sarah Schaaf

English Language Arts

Alicia Callahan

Molly Murphy

Sarah Schaaf

Foreign Language, Spanish

Larissa Kierscht

Health Occupations

Molly Crom

Industrial Arts

Dan Blackburn

Librarian/Media Specialist

Debra Wake

Math

Rebecca Edwards

Owen Pitt

Music, Instrumental

Susan Saker

Music, Vocal

Julie Armstrong

Physical Education

Greg Ernster

Taylor Sudmann

Science

Steve Baier

Molly Crom

Mike Younts

Social Studies

Vandy Spellman

vacancy

Special Education

Kyle Fichter

Tracy Malcom

Stefanie Shaw

Talented and Gifted

Wendy Gardner

Paraprofessional Staff

Raven Childers

vacancy

AEA – Green Hills Staff

Audiologist & Audiometrists

Regina Mieska

Melanie Sifford

Deaf/Hard of Hearing

Mollie Frazier

Occupational Therapist

Kelsey Owens

Physical Therapist

Patsy Schimmel

School-based Interventionist

Tonya Billingsley

Special Education Representative

Samantha Wilson

Speech/Language Pathologist

Tracey Lorang

Mary Wilson

ACADEMICS - SECONDARY

Academic Tables

Academic Tables are offered Monday through Thursday after school until 4:00 p.m. for any student who is missing homework, needs extra help in coursework from F-M staff and/or peer tutors, or is doing Credit Recovery. Students are strongly encouraged to use this time to speak one-on-one with their teachers.

A teacher may require a student to attend an academic table. Administrators and teachers will work with students to schedule this time on a week-by-week basis. Students are required to go to academic tables if the administrator is given the student's name. Students **MUST** attend an academic table before attending practice. Students may participate in a game or other school activity without consequences. If a student misses a required session, the student must make up the session.

Advanced Placement Courses Online

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.

Career and Technical Programs

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

- Agriculture Education
- Business Education
- Health Occupations
- Industrial Education

Cheating Policy

Students are expected to always do their own work unless given alternative directions from a teacher.

A person is considered involved in cheating whether giving information or receiving information or using electronic devices to gain academic advantages. No student is allowed to borrow another student's original or copies of assessments, practice work, projects, reports, or research papers because of the potential that the receiving student will use the material to gain an inappropriate advantage not allowed to other students. Any student involved in any form of cheating, such as copying homework, cheating on tests or assignments, stealing a test, giving out test answers between classes, plagiarizing* from any resource, etc. may be dealt with in the following manner:

A referral is written and given to the principal and dean-of-students. Parents will be notified. In addition, consequences will be issued as follows:

- 1st Offense – Student will have one opportunity to redo the assignment or assessment (or an

alternate form) for a maximum of 50% credit. This will be done before or after school with the teacher of the class in which the cheating occurred.

- 2nd Offense – Student will receive a 0 with no opportunity to redo and will serve 1 day of ISS. During ISS, the student must pass an academic honesty course with an 80%.
- 3rd Offense – Student will receive a 0 with no opportunity to redo and will serve up to 5 days of ISS. In addition, the student along with a parent will be required to meet with the principal, dean-of-students, and the SRO before the student can return to class.
 - If all offenses have occurred in the same course and calendar year, student will forfeit credit for the current semester of the course.
- 4th Offense – Student's case will be presented to the Board of Education for consideration of expulsion.

All offenses carry for the current school year.

If cheating is on an assessment, students will be placed on Code of Conduct, which means ineligible to participate in extracurricular activities. The "CH" code in Infinite Campus may be used to document that the student cheated on the assignment. Additional consequences are at the discretion of the principal.

***Plagiarism Defined**

Plagiarism includes:

- Direct copying of the work or ideas of another source and submitting it as the student's own. Other sources include: copying from the work of another student or adult, copying from an electronic or print source, or copying translations from electronic translators (foreign languages courses). AI technology is considered another source and turning in work completed by AI technology is considered plagiarism.
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism.
- Documentation that cannot be verified or does not match the Works Cited list.
- Work turned in on the final due date without any evidence of research or creative process or that is obviously inconsistent with student's previous work.

If a student's work is flagged for plagiarism, and the percentage of the plagiarized work exceeds 20%, the consequences outlined in this cheating policy will be enforced. If the percentage of plagiarized work is less than 20%, the student may be required to revise the work at the teacher's discretion.

Course Changes

Changes in a student's course schedule must be made within 3 days after the start of the semester. The student must receive permission from the parent, and the principal or guidance counselor in order to change their schedule. The teacher(s) of the class being added and/or dropped must sign the course change form. The teacher of the dropped class signs the Course Change form indicating that all course materials have been returned. Exceptions can be made on a case-by-case basis by the principal.

Course Failure

Students who fail a required course must retake the course prior to graduation. Students should set an appointment with their guidance counselor to reschedule the failed class.

Juniors or seniors who fail a course may have the opportunity to take the course through an alternative curriculum. Students will schedule these classes through the guidance counselor or an administrator.

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.

Grade Mark Values

The following mark values will be used for high school level classes grades 9-12.

A+ = 4.000	A = 4.000	A- = 4.000
B+ = 3.000	B = 3.000	B- = 3.000
C+ = 2.000	C = 2.000	C- = 2.000
D+ = 1.000	D = 1.000	D- = 1.000
	F = 0.000	

College level classes are valued at:

A+ = 5.000	A = 5.000	A- = 5.000
B+ = 4.000	B = 4.000	B- = 4.000
C+ = 3.000	C = 3.000	C- = 3.000
D+ = 2.000	D = 2.000	D- = 2.000
	F = 0.000	

Grading Policy

Grade Calculations

The Jr. & Sr. High School's grading policy emphasizes the importance of the student's mastery of content knowledge while at the same time, promoting good academic behaviors such as doing homework and studying. It is important that the course grade is an accurate measurement of the student's proficiency in the content; therefore, the student's performance on assessments is weighted at 90% of the course grade. The

student's practice work and/or participation is weighted at 10%.

Infinite Campus uses the terminology: **In-progress Grade** and **Posted Grade**.

The **Posted Grade** is the grade of record. It is what appears on the student's transcript and is used to calculate the student's grade point average. Posted Grades will be calculated only after the close of the grading period: quarters for Junior High, semesters for Senior High*. The Posted Grade is *not* what is used to monitor a student's ongoing performance in a class. The In-progress Grade is used to monitor performance.

The **In-progress Grade** is the fluid grade, that is the ever-changing or active grade. The In-progress Grade is affected by every entry to the gradebook. It provides a snapshot in time of the student's performance in the class, both in academic mastery, academic behavior, and their completion of practice work, e.g. homework. Unlike the Posted Grade, which is only calculated after the end of a grading period, the In-progress Grade is active from the beginning of the semester to the last day of the semester (or quarter for Junior High). The Weekly Grade Checks will use the In-progress Grade to determine whether the student is eligible to participate in extra-curricular activities. (See section Extra-Curricular Activities - Weekly Grade Checks).

Mandatory Credit Recovery on Assessments

If a student scores less than 80% on a chapter assessment, it is mandatory that they undergo Credit Recovery in an attempt to reach 80% mastery of content knowledge.

- The student and parent will be notified that the student scored lower than 80% on the assessment and that Credit Recovery will take place.
- Within 2 days of receiving the assessment grade, the student must meet with the teacher outside of class time for a tutoring session.
- The student is given a credit recovery option by the teacher within 5 days.
- In order to assess mastery of at least 80% of the content knowledge, the teacher has the option of administering an oral assessment, the same version of the original assessment, or an alternate version of the original.
- The student has only one opportunity to demonstrate 80% mastery of the material.
- The maximum grade for an assessment after Credit Recovery is 80%.

Semester exams, i.e., final exams, are not eligible for Credit Recovery.

The Mandatory Credit Recovery policy is based on the principals of the Multi-Tiered System of Supports (MTSS) as mandated by the Iowa Department of Education.

Practice Work and Late Assignments

Practice Work

Academic behavior, e.g. doing homework, is an extremely important part of the learning process as it provides a check for understanding along the path to mastery of content knowledge. The category of Practice Work might include assignments and activities done in the classroom, in addition to those assigned to be completed outside the class period. Practice work is an opportunity for students to improve skills, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, and to prepare for classroom activities. Being required to complete homework, as well as other forms of practice work, contributes to the building of life skills such as time management, prioritization, fulfillment of responsibility, work ethic, etc.

The expectation at Fremont-Mills is that the student completes all Practice Work assignments, the work completed has been authored by the student, and is completed on time. Failure to meet this expectation will negatively impact the student's In-Progress Grade, and potentially risk eligibility to participate in extra-curricular activities. *(See section Grading Policy - Grade Calculations).*

Late Assignments

Each individual classroom teacher sets the practice work policy in regards to their expectations for practice work that is assigned PRIOR to the chapter/unit assessment. This policy is communicated to the students (hard copy or electronic), the first week of the semester and includes information such as: the teacher's treatment of late practice work, and possible extensions for absences. It is a school-wide policy that once the chapter/unit assessment has been taken, no makeup or missing assignment will be accepted. This is a building-wide policy and may not be changed by the teacher.

Grading Scale

Secondary Grading Scale	
100-98	A+
97-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-78	C+
77-75	C
74-73	C-
72-70	D
69 and below	F

Graduation Policy

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.

Honor Roll and Academic Awards

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!

National Honor Society

The purpose of the National Honor Society is "to create enthusiasm for scholarship, to stimulate a desire to render service, to develop leadership, and to develop character in students." Membership in the National Honor Society is bestowed on students who demonstrate these qualities. The following process will be followed for selection into the National Honor Society:

- Students with a minimum cumulative grade point average of 3.4 will be invited to attend the orientation meeting after the completion of the first semester.
- Students who attend the orientation meeting will receive the selection packet and guidance to complete the materials.
- Students who complete the selection materials will be rated in the areas of leadership, service, and character by teachers who have had the student in class 7-12.
- The teacher ratings along with the completed student selection materials will be made available to the faculty committee.
- Students selected for National Honor Society will receive a majority vote by the five-person committee.
- Students who have received a majority vote will be sent an invitation to the induction ceremony. Students who were not selected will receive a letter indicating the areas of character, leadership, and service in which the student was considered not suitable for selection.

Appeal Process: Students/Parents who feel the above process was not followed can appeal to the high school principal within one week of reception of the letter.

Students in this organization are held to higher standards than other students and may be dismissed due to violation of the Good Conduct Policy.

Post-Secondary Enrollment Options

Dual Credit Courses

There are opportunities for students to take college courses through various educational institutions. 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.

Report Cards

Report cards are available for secondary students 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.

Senior Year Plus Legislation

The Senior Year Plus legislation was developed to give all Iowa schools guidelines to provide post-secondary opportunities to all high school students who meet the criteria. The entire document can be found on the Iowa DOE website.

- This programming is available to all students in grades 9-12
- Students may only access courses contracted by the school district and community college. Students will receive course descriptions of available courses every semester.
- Students accessing coursework under this program in the summer will pay for the cost of that programming and will be limited to a maximum of seven credit hours from postsecondary institution per summer session.
- If a student fails a course, the student will not be allowed to take an online course next semester.

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.
- 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.
- Students may not skip a course in high school to take the same college course. For example, if High School Composition is offered, then the student must take the High School Composition course before College Composition I or II.
- A student's grade on a college course will count towards both college and high school GPA.

ACTIVITIES - SECONDARY

FMCS D believes that extra-curricular activities provide the potential for significant benefit to the participants and are an integral part of the overall secondary program. School Administrators in the State of Iowa feel that these programs create a classroom that teaches educational values such as desire, dedication, determination, discipline, dignity, integrity, leadership, pride, responsibility, respect, sacrifice, and team concepts. Research has proven that students who participate in extra-curricular activities tend to have better attendance records and levels of achievement than non-participants.

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.

Academic Eligibility

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 IGHS AU.

Weekly Grade Checks- Grades will be checked every Monday morning. At the start of each semester students will have three weeks before we check grades. If a student has an "F" at that time he/she will have 7 calendar days to raise their grade. After that week, if the student continues to have an "F", he/she will be ineligible for 7 days. The goal of the weekly 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.

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.

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, smoking, vaping, or any form of tobacco use

- any time a student is involved with law enforcement (not including traffic violations),
- conduct detrimental to Fremont-Mills including social media activity,
- cheating/plagiarism on assessments 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 a code of conduct violation.

Any event that includes illegal items in the school building or any school grounds will automatically be considered a 2nd offense or higher.

<i>1st Offense</i>	Student will sit out 30 calendar days from the time the District becomes aware of the situation. This punishment could overlap another activity depending on the time of year when it takes place.
<i>2nd Offense</i>	Student will sit out 90 calendar days from the time the 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 extra-curricular activity during that time frame.
<i>3rd Offense</i>	Student will be ineligible for any extra-curricular activity for one calendar year.

Dance Policy

In grades 7-12, all dances will take place on the last school day of the week, unless the principal authorizes another day of the week. This will usually be a Friday night, with the exception of Prom, which will be held 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.

No high school student will be allowed at a Junior High dance. No student from 8th grade and down will be allowed to attend a High School 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 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.

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.

Extra-Curricular Participation

Students in extracurricular activities must be in school no later than 8:40 a.m. (10:10 a.m. on late-start days) on the day of an activity or practice in order to attend or to participate in that day's activity, unless otherwise approved by the principal.

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. 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. Habitual violations of this policy will result in a Code of Conduct violation.

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. Students will not be allowed on a field trip if deemed ineligible.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the Fremont-Mills School District and Board of Education. 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.

Programs available to all 9-12 students include:

Athletics: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Softball, Track, Volleyball, Wrestling

Fine Arts: Dance Team, Drama, Speech

Organizations: Art Club, FFA, HOSA, National Honor Society, Spanish Club, Student Council, Yearbook

Junior High (7/8) students may participate in:

Athletics: Basketball, Cheerleading, Cross Country, Football, Track, Volleyball, Wrestling

Fine Arts: Drama

Organizations: FFA, JH Newsletter, Student Council

Sports Physicals

Athletes will NOT be permitted to take part (practice or participate) in interscholastic sports without a current physical form and proof of insurance and concussion form on file with the Activities Director.

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.

ATTENDANCE - SECONDARY

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 8:15 a.m. to 3:20 p.m. to be counted as present for a full day.

Attendance, Jr. & Sr. High School

Student absences will be calculated by periods over the entire school year. Attendance does not reset at the start of 2nd Semester. Every period a student is late or absent adds up to the total allowed for attendance purposes. This includes virtual students as well. If a student misses 10 days of a particular class in a semester, the student may be dropped from that class, and will receive no credit for the class that semester. This policy is in accordance with Iowa Seat-time requirements. Both excused and unexcused reasons count as absences.

Excessive Absences Procedure:

<i>5 days</i>	Auto-generated letter to parent
<i>10 days</i>	Auto-generated letter to parent School Resource Officer or other school personnel will contact parent.
<i>15 days</i>	Meeting with School Resource Officer and school personnel. Cooperative Agreement will be established. The Cooperation Agreement is developed by the County Attorney, reviewed by the parent and school personnel, then filed with the County Attorney and the school.
<i>Beyond 15 days</i>	If further absences occur that violate the Cooperation Agreement, additional meetings will be scheduled with the School Resource Officer and/or the County Attorney in order to establish a Mediation Agreement.

This policy is written in cooperation with all schools in Fremont and Mills Counties along with the County Attorneys. Specific situations can be subject to administrative discretion.

Absences

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., 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. 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 when 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.

Absences Excused/Unexcused, Appeal Process

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 will be accepted within a week's time from the date of appointment. Excessive doctor notes could result in a continuation of policy procedures.
- 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

Closed Campus

All students will remain at school during the day, including 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. Students will not be allowed to leave during the day unless for a doctor's appointment. This includes to go home and "get something."

Students enrolled in our internship course are allowed to leave campus 7th and 8th HR for their internship course for credit. This is arranged through the office and parents must sign a form at the start of the school year. Students must sign out at the high school office each day.

College Visitation Days

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.

Compulsory Attendance Iowa Code Chapter 299

See the "Annual Notifications" section of the District Handbook.

Extra-Curricular Eligibility

Students in extracurricular activities must be in school no later than 8:40 a.m. (10:10 a.m. on late-start days) on the day of an activity or practice in order to attend or to participate in that day's activity, unless otherwise approved by the principal.

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. 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.

Tardy Policy

Arriving at school and to class each day, on time, is a priority and expectation at Fremont-Mills. Being on time each day emphasizes our expectations of respect and responsibility.

Arriving late to school and tardy to 1st period will result in the following consequences:

<i>1st Violation</i>	Meeting with Dean of Students, discussion centered on how classes start on time with teacher led instruction. Interrupting a class after it has started is disrespectful to the teacher and class when a student enters late.
<i>2nd Violation</i>	Another meeting with the Dean of Students, Dean contacts parent for support in addressing the concern.
<i>3rd Violation</i>	Student will be in the In-School Suspension Room the remainder of first hour. The same day, or no later than the following day, student will have after-school detention with the dean-of-students to make up the time lost.

The consequences for arriving tardy to 2nd – 8th period classes are as follows:

<i>1st Violation</i>	Student has a conversation with the Dean of Students
<i>2nd Violation</i>	Parent is contacted to address the concern.
<i>3rd Violation</i>	Student serves a 30-minute detention with the after-school supervisor or the teacher for whose class the student was tardy.

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.

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

BEHAVIOR/DISCIPLINE- SECONDARY

Detention

Detention is time spent before or after school for those students failing to meet and/or follow expectations. All students are expected to be respectful, responsible, safe, and kind. When situations arise where students need reminders of appropriate behavior and expectations, they are verbally redirected. A second verbal redirection can result in a detention along with a parent being contacted and informed of the situation. Students who lack the responsibility for being on time for school or class (tardies) will be required to make up lost time with a morning or afternoon detention. Parents are contacted when students have accumulated two tardies to begin the school day or three tardies to a class once school has started.

Dress Code and Grooming

There are strong connections between students' academic performances, appearance, and 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; and are expected to wear clothing that is appropriate to their age level. Certain clothing and/or appearance will not be allowed at school:

- Clothing or anything on their person that displays profanity or vulgarities racial or sexual remarks, offensive images, reference, slogans to prohibited conduct or dual meanings
- Clothing or anything on their person that advertises, promotes, or references alcohol, tobacco, drugs or other illegal products
- Clothes that are too revealing or suggestive (Use the 0-2-3 Guideline: no revealed skin around waist; at least 2-finger-widths of material on shoulders; no more than 3 inches of revealed skin on the sides)
- Clothes that present a safety hazard to students or staff (e.g. chains attached to clothing or wallets, etc.)
- Headwear including hoods, hats, scarves/bandanas, stocking caps, visors, etc.
- Undergarments that are visible to others, including boxer shorts

The principal and/or dean make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. Noncompliance with the dress code may result in disciplinary action.

The Dress Code is enforced at all school functions: before/after school events, field trips, etc.

All dress code regulations also apply to masks.

Expulsion

Expulsion proceedings are administered by the Board of Education. 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 Education 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 Education may readmit any student expelled from school by the Board of Education.

Hallways

The hallways must be quiet while classes are in session. Students must obtain permission from their teacher to leave the classroom. Passes are required and must be visible at all times. Being able to leave the classroom during the class period is a privilege. Misuse of this privilege may result in restrictions or disciplinary action by the teacher or administration.

In-School Suspension - ISS

If ISS is assigned, the student may be assigned community service hours.

Out-of-School Suspension – OSS

If OSS is assigned, the student may be assigned community service hours.

Positive Behavior Intervention and Supports - PBIS

Behavior Expectations

At Fremont-Mills Jr. & Sr. High School we demonstrate that we are Respectful, Responsible, and Safe. We hold each other to the behavioral expectations of a Knight Taking Charge as outlined on the PBIS matrix found in the Appendix of this handbook.

Levels of Action – Disciplinary Options

When a student does not meet the behavior expectations of Fremont-Mills Jr. & Sr. High School, a series of disciplinary options may be taken depending on the severity of the misconduct and the frequency of the infraction.

The administration and staff use, but are not limited to, the disciplinary options listed on the Levels of Action and the Discipline Procedures documents found in the Appendix of this handbook. If a student is involved in extracurricular activities, he/she is subject to additional consequences as specified in the Code of Conduct. The

administration reserves the right to bypass discipline steps 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.

PBIS is an approach for assisting school personnel with behavioral interventions to enhance academic and social behaviors for all students. PBIS emphasizes that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.

Public Displays of Affections

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.

Student Search and Seizure

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 e.g., 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 e.g., 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.

Threats of Violence

All threats of violence, whether oral, written, physical 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) 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.

SECONDARY PROCEDURES

Daily Announcements

Students are responsible for knowing the content of daily announcements. Daily Announcements are read to the students twice a day: at the start of first period and during Advisory. Students wishing to have an item included in the daily announcements must have permission from the principal.

Deliveries to Students

Items being delivered to a student during the school day may only be delivered to the main office. The person making the delivery must enter the building through the front entrance and go directly to the main office. The student must collect the item in the main office. Delivered items include but are not limited to flowers, forgotten materials, gifts, money, lunch, 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.

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. If a student is on the F-list, they will not be able to attend.

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. The school dress code is in effect during field trips. It is sometimes impossible for the teacher to have direct supervision of all students at all times. The student will be held responsible for their own actions during both supervised and unsupervised times.

All students are expected to attend the field trips unless disciplinary actions are taken that prevent 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.

Food and Drink

Food items and drinks are not to be taken beyond the high school multi-purpose area at any time. If a member of the staff finds any student with open beverage or food beyond the multi-purpose area at any time, he or she is permitted to confiscate and destroy the merchandise immediately.

Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers assigned to them. It is the responsibility of each student to keep his/her assigned locker clean and undamaged. If any student causes damage to their locker or any other school property, the student is financially responsible for the repairs.

Items, inside or outside the locker, must only be secured by magnets, tape may not be used. Items displayed on the outside of the locker must be associated with a school organization or a school-approved organization. These items may only be displayed for a limited period of time, and must be removed if they become damaged and/or worn. There is no food or drink allowed to be stored in lockers or desks, except for the day's lunch.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the students or another individual. A drug-sniffing animal may be used when conducting a random locker or desk search. Any contraband discovered during such searches will be confiscated and may be turned over to law enforcement officials.

School Driver's Permit

Students who are applying for a school driver's permit may use it only to drive to and from school and school activities by the most direct route between the hours of 6 a.m. and 10 p.m.

School permits will be revoked with the possibility of a license suspension if the permitted usage is violated. In order to obtain a school driving permit, a student must meet ALL of the following criteria:

1. Be at least 14 years of age
2. Have completed Driver Education
3. Obtained proper forms from the principal's office
4. Live at least one mile from the High School
5. Be actively involved in extracurricular activities.
6. Parent and the student must be in attendance to discuss and sign forms listed above.

The following items are needed for this appointment:

- a) Form from the principal's office
- b) Learner's permit
- c) Social Security card
- d) Signed Certificate of Completion of Driver's Education Course

School Fees

See the "School Fees" document in the Appendix

ELEMENTARY SCHOOL
Student & Parent
Handbook
2023 - 2024



Fremont-Mills
Community School District

The Board of Education of the Fremont-Mills Community School District reserves the right and has the sole discretion to amend and revise any portion of this handbook throughout the school year without notice or publication. The current version was approved by the Board of Education on 07/19/2023

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 or 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 the District's Superintendent, Mr. Dave Gute, at 1114 US Highway 275, Tabor, IA 51653; telephone 712-629-2325 or email dgute@fntabor.org.

Fremont-Mills Elementary School

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STATEMENT OF JURISDICTIONAL AND BEHAVIORIAL EXPECTATIONS

Statement of Jurisdictional and Behavioral Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Fremont-Mills Community 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 this 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.

Fremont-Mills Elementary School

GENERAL INFORMATION

Communications To and From School

When sending a note or money to school, the parent should give the student very clear instructions as to 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.

School staff also communicates via multiple digital formats, e.g., F-M app, Facebook, SeeSaw, email, etc. Parents' email addresses will be added to school listservs for communication purposes.

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.

Parent/Teacher Organization

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

School Hours, Elementary

School hours for elementary students are 8:15 a.m.-3:20 p.m. Students may not be in the school building before 8:00 a.m. or after 3:30 p.m. unless supervision has been arranged.

School Materials and Supplies

Students are expected to have with them on a daily basis the necessary supplies to be successful in their classes. At the elementary level, each grade has its own material and supply recommendations. Some teachers may require the student to have very specific supplies. A list of suggested and required school materials and supplies can be found in the appendix of this handbook.

Elementary School Staff

Administrative Staff

Elementary Principal

Allyson Forney

Elementary School Secretary

Charlene Morgan

Faculty

Preschool

Abby Bowden

Michelle Gillespie

Kindergarten

Hannah Forney

Rachel Shirley

First Grade

Tricia Goodman

Tiffany Meyer

Second Grade

Jackie Eynon

Kelli Forney

Third Grade

Ira Gaver

Becky Griggs

Fourth, Fifth, & Sixth Grade

Jamie Ewalt

Megan Schaaf

Amberly Steeve

Sarah Victor

Chelsey Zimmerman

Art

Carrie Hansen

Librarian/Media Specialist

Debra Wake

Music

Julie Armstrong

Susan Saker

Physical Education

Greg Ernster

Taylor Sudmann

Special Education

Abby Bowden

Michelle Gillespie

Hilary Miller

Stefanie Shaw

Chasidy Wederquist

Talented and Gifted

Wendy Gardner

Title I Reading

Erika Mischke

Debra Wake

Paraprofessional Staff

Regina Burress

Katlin Crawford

Lisa Dodson

Summer Doty

Marilyn Einspahr

Stacey Engardt

Grace Foote

Kayleigh Goodman

Ariel Jackson

Katie Laubert

Kory Martin

Cayla McCollum

Megan Neumann

Shelly Reeves

Devon Wolford

AEA – Green Hills Staff

Audiologist & Audiometrists

Regina Mieska

Melanie Sifford

Deaf/Hard of Hearing

Mollie Frazier

Early Access

Jessica O'Dell

Christy Watkins

Margaret Woodruff

Early Childhood Consultant

Ami Leath

Occupational Therapist

Kelsey Owens

Physical Therapist

Patsy Schimmel

School-based Interventionist

Tonya Billingsley

Special Education Representative

Samantha Wilson

Speech/Language Pathologist

Tracey Lorang

Mary Wilson

ACADEMICS - ELEMENTARY

Cheating Policy

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources e.g., Internet, or by other means, 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.

Grading Scale

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

Report Cards

Elementary uses a mixture of traditional grading and standard-based report cards. Copies of elementary report cards are available to review through the classroom teacher or principal. Report cards are shared with parents at the end of each quarter.

ATTENDANCE - ELEMENTARY

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 help students in school as well as prepare students for adulthood and the workforce. Unexcused absences will not be tolerated. Students must be in school from 8:15 a.m. to 3:20 p.m. to be counted as present for a full day.

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. Absences are accrued over the course of a full school year (not by semester). Both excused and unexcused reasons count toward absences.

Excessive Absences Procedure:

<i>5 days</i>	Auto-generated letter to parent
<i>10 days</i>	Auto-generated letter to parent School Resource Officer or other school personnel will contact parent.
<i>15 days</i>	Meeting with School Resource Officer and school personnel. Cooperative Agreement will be established. The Cooperation Agreement is developed by the County Attorney, reviewed by the parent and school personnel, then filed with the County Attorney and the school.
<i>Beyond 15 days</i>	If further absences occur that violate the Cooperation Agreement, additional meetings will be scheduled with the School Resource Officer and/or the County Attorney in order to establish a Mediation Agreement.

This policy is written in cooperation with all schools in Fremont and Mills Counties along with the County Attorneys. Specific situations can be subject to administrative discretion.

Absences

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, family event, etc., 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.

Doctor notes will be accepted within a week’s time from the date of appointment. Excessive doctor notes could result in a continuation of policy procedures.

Compulsory Attendance Iowa Code Chapter 299

See the “Annual Notifications” section of the District Handbook.

Tardy Policy

Arriving Late / Leaving Early

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.

BEHAVIOR/DISCIPLINE - ELEMENTARY

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.

Dress Code and Grooming

There are strong connections between students' academic performances, appearance, and 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 and are expected to wear clothing that is appropriate to their age level. Certain clothing shall not be allowed at school:

- Clothing that displays profanity or vulgarities, racial or sexual remarks, offensive images, reference, slogans to prohibited conduct or dual meanings
- Clothing that advertises, promotes, or references alcohol, tobacco, drugs or other illegal products
- Clothes that are too revealing or suggestive (Use the 0-2-3 Guideline: no revealed skin around waist; at least 2-finger-widths of material on shoulders; no more than 3 inches of revealed skin on the sides)
- Clothes that present a safety hazard to students or staff (e.g. chains attached to clothing or wallets, etc.)
- Headwear including hoods, hats, scarves/bandanas, stocking caps, visors, etc.
- Undergarments that are visible to others, including boxer shorts

The principal and/or dean make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. Noncompliance with the dress code may result in disciplinary action.

The Dress Code is enforced at all school functions: before/after school events, field trips, etc.

All dress code regulations also apply to masks.

Expulsion

Expulsion proceedings are administered by the Board of Education. 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 Education 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 Education may readmit any student expelled from school by the Board of Education.

Hallways

The hallways must be quiet while classes are in session. Students must obtain permission from their teacher to leave the classroom. Passes are required and must be visible at all times. Being able to leave the classroom during the class period is a privilege. Misuse of this privilege may result in restrictions or disciplinary action by the teacher or administration.

In-School Suspension - ISS

In-School Suspension (ISS) for elementary may refer to loss of grade level privileges or spending time in an ISS room, depending on severity of behavior.

Positive Behavior Intervention and Supports - PBIS

Behavior Expectations

PBIS is an approach for assisting school personnel with behavioral interventions to enhance academic and social behaviors for all students. PBIS emphasizes that classroom management and preventive school discipline must be integrated with effective academic instruction in a positive and safe school climate to maximize success for all students. At Fremont-Mills, PBIS is referred to as *Knights Take Charge*. We demonstrate that we are Respectful, Responsible, and Safe by holding each other to the behavioral expectations outlined on the *Elementary Behavior Expectations* found in the appendix of this handbook.

Levels of Action – Disciplinary Options

When a student does not meet the behavior expectations, a series of disciplinary options may be taken depending on the severity of the misconduct and the frequency of the infraction.

The administration and staff use, but are not limited to, the disciplinary options listed on the Discipline Procedures document found in the Appendix of this handbook. The administration reserves the right to bypass discipline steps 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.

Public Displays of Affection

Inappropriate public displays 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.

Threats of Violence

All threats of violence, whether oral, written, physical 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) 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.

ELEMENTARY PROCEDURES

Assignments to Elementary Classrooms

Fremont-Mills Elementary will not accept any requests for classroom placements. Parents may email the elementary principal with any special circumstances regarding their child, but these special circumstances may not include a request for any specific teachers or classmates.

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.

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. 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. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. 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.

All students are expected to attend the field trips unless disciplinary actions are taken that prevent 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.

Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers assigned to them. It is the responsibility of each student to keep his/her assigned locker clean and undamaged. If any students cause damage to their locker or any other school property, the student is financially responsible for the repairs.

Items, inside or outside the locker, must only be secured by magnets. Tape may not be used. Items displayed on the outside of the locker must be associated with a school organization or a school-approved organization. These items may only be displayed for a limited period of time and must be removed if they become damaged and/or

worn. There is no food or drink allowed in lockers or desks.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the students or another individual. A drug-sniffing animal may be used when conducting a random locker or desk search. Any contraband discovered during such searches will be confiscated and may be turned over to law enforcement officials.

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.

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.

School Fees

See the "School Fees" document in the Appendix

School Parties

The elementary school observes holidays throughout the school year including, but not limited to the following: 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.

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.

**“Intelligence plus character — that is the goal of true education.”
—Martin Luther King Jr.**

APPENDIX

2023 - 2024

District

- How do we distinguish between CONFLICT vs. RUDE vs. MEAN vs. BULLYING vs. HARRASSMENT?
- Conflict/Bullying/Harassment Procedures: INVESTIGATION CHECKLIST
- School Fees – Elementary & Secondary

Elementary School

- School Materials & Supply List – Elementary
- Elementary Behavior Expectations
- Elementary School Disciplinary Procedures
- Required Form for Food Distribution in Classrooms

Secondary School

- School Materials & Supply List – Secondary
- Jr./Sr. High Behavior Expectations
- Jr./Sr. High School Disciplinary Procedures
- Secondary Knights Take Charge Levels of Action
- Activities Code of Conduct Agreement

How do we distinguish between CONFLICT vs. RUDE vs. MEAN vs. BULLYING vs. HARRASSMENT?

CONFLICT	RUDE	MEAN	BULLYING	HARRASSMENT
Occasional	Occasional	Once or Twice	Is REPEATED	
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose	Is planned and done on purpose
Infrequent; only happening once or twice and/or with large gaps of time in between incidents	Similar to conflict	Similar to conflict	Repeated with negative actions that may worsen over time	May happen once, twice, or repeatedly
Parties are friends or have equal power	Similar to conflict; nobody else is pulled into the conflict	Similar to conflict	Parties are NOT friends; were friends at one time, but now relational bullying is in place; have an imbalance of power	Show similarities to bullying behaviors AND also include conduct of discrimination toward the target's membership in a legally protected class (race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or any other area of discrimination to a protected class).
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset, may feel intimidated and/or fearful	
Neither party is trying to get something	Similar to conflict	Similar to conflict	The bully may attempt to gain material things	
All parties are willing to work things out; neither party is seeking power or attention	Based in thoughtlessness; poor manners or narcissism	Based in anger; impulsive cruelty	The bully may attempt to gain power, dominance, control, and/or social status	
All parties are remorseful and will take responsibility	Rude person accepts responsibility	Behavior often regretted	The bully shows no remorse and typically blames the victim	
An effort is made by all parties to solve the problem	Similar to conflict	Similar to conflict	The target wants to stop the bully's behavior; the bully shows little or no effort to solve the problem	
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT to resolved through mediation	



Conflict/Bullying/Harassment Procedures
INVESTIGATION CHECKLIST

The following checklist and forms should be completed and used during an investigation of a bullying/harassment complaint between students which is handled at the building level.

- ☐ 1. Receive COMPLAINT FORM from parents or students. Discuss complaints with the Complainant. If the Complainant's report states conduct that would be a violation of District Policy if founded, proceed to the next step.
- ☐ 2. Ensure safety for all students involved. Develop an interim SAFETY PLAN if appropriate under the circumstances until the investigation is complete.
- ☐ 3. Contact the parent or guardian of the Complainant and advise them of the complaint and the investigation process. Gather any additional information and evidence from the Complainant that may be relevant to the investigation.
- ☐ 4. Contact the parent or guardian of the Respondent and advise them of the complaint and the investigation process.
- ☐ 5. Use the WITNESS DISCLOSURE FORM when interviewing witnesses. Document the information provided by the Witness and have the Witness sign the form.
- ☐ 6. Use the RESPONDENT DISCLOSURE FORM to review the allegations with the Respondent. Document the responses provided by the Respondent and ask the Respondent to sign the form.
- ☐ 7. Weigh all evidence and make credibility determinations as necessary to make findings on disputed material facts. A finding that District Policy has been violated must be based on a preponderance of credible evidence.
- ☐ 8. Complete the DISPOSITION OF COMPLAINT FORM and send copies to Complainant, the Complainant's parents/guardians, the Respondent, and the Respondent's parents/guardians. Two separate in-person meetings with Complainant and Respondent and parents should be considered in order to review findings and discuss necessary actions.
- ☐ 9. Enter relevant information about this bullying incident into the DISTRICT DATA SHEET.
- ☐ 10. Give a copy of the DISPOSITION OF COMPLAINT FORM to the Building Principal and Superintendent.
- ☐ 11. After the complaint has been processed and all necessary actions are completed, file the information in a separate file away from other school records.
- ☐ 12. Develop interventions for the Complainant and the Respondent as necessary. Appropriate interventions must be designed to help stop, prevent, and remedy the effects of bullying/harassment. Interventions may also be appropriate where the conduct does not rise to the level of bullying/harassment, but where additional support would help promote a safe and welcoming school environment for the student(s) involved.



FREMONT-MILLS

**Community
School District**

School Fees

2023-2024 School Year

<u>Nutrition</u>	Elementary PK-4	Elementary 5-6	Secondary	Reduced
Breakfast, includes 1 milk	\$1.75	\$1.75	\$1.75	\$0.40
Lunch, includes 1 milk	\$2.75	\$2.90	\$2.90	\$0.40
Milk only	\$0.40	\$0.40	\$0.40	\$0.40
Extra Main	not available	not available	\$1.00	\$1.00
Extra Salad Bar	not available	not available	\$1.00	\$1.00
A la carte item	not available	not available	Price varies per item	Full price, varies per item

<u>Instructional Items</u>	Elementary	Secondary
Textbook Fees	\$45.00 per student \$140.00 maximum/family	\$55.00 per student \$140.00 maximum/family

<u>Athletics</u>	Adult & non-FM Student	F-M Student
Varsity Event	\$5.00	F-M students are free w/ adult
Varsity Football	\$7.00	
Junior-Varsity Event	\$5.00	
Junior High Event	\$5.00	
Annual All Activity Pass	\$125.00	

2023-2024 Elementary School Supply List

<u>PRESCHOOL</u>	<u>KINDERGARTEN</u>	<u>SECOND GRADE</u>	<u>FOURTH/FIFTH/ SIXTH GRADE</u>
<p><u>ALL PRESCHOOL STUDENTS:</u></p> <p>(1) Full set of clothing to be kept at school (pants, shirt, underwear, socks)</p> <p>(1) Backpack that can be opened and closed independently and can hold a 10"x12" folder without having to bend it</p> <p>(1) Bicycle helmet to keep at preschool (preferably one that does NOT have spikes, ears, etc.)</p> <p><u>3 Year Old Preschool</u></p> <p>(1) Roll of paper towels</p> <p>(1) Box of 5 oz Dixie or Solo style cups</p> <p>(1) Box Crayola broad tip markers</p> <p>(1) Bottle of 4 oz size Elmer's glue</p> <p>(1) 1-inch clear view binder (must have clear cover/pocket on the front to insert a piece a paper)</p> <p>(2) Elmer's glue sticks-the small size</p> <p>Optional- 1 canister of disinfecting wipes</p> <p><u>4 Year Old Preschool</u></p> <p>(1) Small blanket, towel or rest mat</p> <p>(1) Canister of disinfecting wipes</p> <p>(1) Roll of paper towels</p> <p>(1) Pkg of table napkins</p> <p>(2) Boxes of 5 oz Dixie or Solo style cups</p> <p>Optional- 1 box of zipper style Sandwich or Snack size baggies</p> <p>**Preschool teachers may send out a request for more supplies as they begin the 2nd semester in January**</p>	<p><u>Full set of clothing (pants, shirt, underwear, socks) to be kept at school (bagged w/name on it)</u></p> <p>(24) #2 Ticonderoga pencils</p> <p>(4) Boxes of 24 Crayola crayons</p> <p>(1) Pair Fiskars scissors</p> <p>(1) Plastic pencil box (Big box)</p> <p>(3) 4 oz. bottles Elmer's Glue</p> <p>(2) Pkg. of 10 Crayola markers broad tip</p> <p>(1) Towel (for naps, parents will need to supply)</p> <p>(2) Pink chunk erasers</p> <p>(8) Glue sticks</p> <p>(2) Boxes of Kleenex</p> <p>(1) Boys-box of sandwich ziplock bags</p> <p>(1) Girls-box gallon size ziplock bags</p> <p>(2) 1" clear view binders (must have clear cover on the front of the binder to insert a piece of paper)</p> <p>(1) Set of child sized headphones</p>	<p>(24) #2 Ticonderoga pencils</p> <p>(2) Boxes 24 Crayola crayons</p> <p>(1) Pair Fiskars scissors</p> <p>(6) Elmer's glue sticks</p> <p>(2) Pkg. Crayola colored pencils</p> <p>(2) Pink chunk erasers</p> <p>(3-4) Boxes of Kleenex</p> <p>(2) Pkg washable markers</p> <p>(3) Pkg skinny dry erase markers</p> <p>(1) Box quart size ziplock bags</p> <p>(1) Pencil Box</p> <p>(1) Headphones or earbuds</p> <p>(1) Canister of disinfecting wipes</p>	<p>(36) #2 Ticonderoga pencils</p> <p>(24) Pencil top erasers</p> <p>(5) Red pens</p> <p>(2) Highlighters</p> <p>(3) Dry erase markers</p> <p>(1) Pencil bag or box</p> <p>(1) Pkg of markers</p> <p>(3) Elmer's glue sticks</p> <p>(1) Scissor</p> <p>(1) 2 pocket folder</p> <p>(1) Pkg colored pencils (small set)</p> <p>(1) Composition notebook</p> <p>(5) College ruled notebooks</p> <p>3-4 Boxes of Kleenex</p> <p><u>*Earbuds/Headphones</u></p>
	<p><u>FIRST GRADE</u></p> <p>(4) Boxes 24 Crayola crayons</p> <p>(2) Pkg colored pencils</p> <p>(1) Pair Fiskars scissors</p> <p>(2) Bottle of Elmer's glue</p> <p>(12) Elmer's glue sticks</p> <p>(2) Two-pocket folders</p> <p>(4pk) Dry erase markers</p> <p>(24) Pencil top erasers</p> <p>(2) Pink chunk erasers</p> <p>(1-2) Boxes of Kleenex</p> <p>(1) 1" front view 3 ring binder</p> <p>(1) Pencil box</p> <p>(1) Headphones or earbuds</p> <p>PLEASE ADD ONE OF EACH ITEM TO PENCIL BOX AND AT OPEN HOUSE PUT reMAINING SUPPLIES IN A ZIPLOCK BAG.</p>	<p><u>THIRD GRADE</u></p> <p>(1) Headphones or earbuds</p> <p>(24) #2 Ticonderoga pencils</p> <p>(1) Box 24 Crayola crayons</p> <p>(1) Pair Fiskars scissors</p> <p>(1) Plastic pencil box</p> <p>(3) Composition notebooks</p> <p>(2) Elmer's glue sticks</p> <p>(1) Box Crayola markers</p> <p>(2) Boxes colored pencils</p> <p>(3-4) Boxes of Kleenex</p> <p>(4) 2 pocket folders</p> <p>(3) Dry erase markers</p> <p>(2) Highlighters</p> <p>(2) Pink chunk erasers</p>	<p>If you would like to donate any boxes of Kleenex along with any item on the supply list, we would greatly appreciate it!</p> <p>**Please purchase a few extra items to keep at home for homework purposes**</p> <p>**Please purchase a water bottle for your student to keep at school throughout the year**</p>

Elementary Behavior Expectations

	Arrival	Dismissal	Bus	Classroom	Recess	Lunchroom	Restroom	Hallway	Special Events
WE ARE Respectful	Use quiet, kind words and actions	Use quiet, kind words and actions	Use quiet, kind words and actions Listen to bus driver/monitor	Use quiet, kind words and actions Cooperate with others	Use quiet voices while in line Use kind words and actions Include others	Use quiet, kind words and actions Say please and thank you Include others	Use quiet, kind words and actions Give privacy to others	Use quiet, kind words and actions Keep voices and noises low	Use kind words and actions. Use good manners Choose to be positive and show great sportsmanship
WE ARE Responsible	Proceed directly to designated area Walk Keep track of belongings	Walk Keep track of belongings Proceed promptly to after-school location by 3:35pm	Sit in seat Keep belongings with you Take care of the bus and keep it clean Follow bus rules Choose honesty	Have needed materials Participate and choose to learn Follow directions and procedures Complete work Work during work time Keep classroom clean Do own work Choose honesty	Dress appropriately Use equipment correctly and put it away Get help when needed Line up promptly Choose honesty	Stay in seat Ask for help Keep area clean and put tray/trash away Choose honesty	Keep area clean Choose to not waste time Conserve supplies	Walk in a single file along the right side of the hallway Keep lockers and materials quiet Take materials to class Proceed promptly to destination	Enter during appropriate times Choose to be loud, proud, and supportive
WE ARE Safe	Keep hands, feet, objects to self	Keep hands, feet, objects to self	Keep hands, feet, objects to self Keep aisle clear Know bus evacuation plans	Keep hands, feet, objects to self Sit properly on chairs/carpet Ask permission to leave the room Know all safety procedures	Keep hands, feet, objects to self Play in approved areas only Follow recess rules	Keep hands, feet, objects to self Ask permission to leave room Know all safety procedures	Keep hands, feet, objects to self Wash hands with soap	Keep hands, feet, objects to self Know all safety procedures	Keep hands, feet, objects to self Remain aware of the surroundings Report unsafe behavior

Fremont-Mills Elementary Disciplinary Procedures

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

**Discipline steps may also be amended in order for consequences to match students' age and developmental level.

***ISS for elementary may refer to loss of grade level privileges or spending time in an ISS room, depending on severity of behavior.

Meetings/conferences/hearings may include the following people: student, parent, teacher, bus driver, classroom para, counselor, AEA consultants, principal, superintendent, board members.

	1st Step	2nd Step	3rd Step	4th Step	Notes
General Classroom or Hallway Misconduct	<p>Warning with possible SWIS Documentation.</p> <p>Within this step, all of the following strategies should be covered BEFORE moving to the 2nd Step.</p> <ul style="list-style-type: none"> • Redirect student • Reteach expected behavior • Remind • Reinforce • Use proactive strategies 	<p>Loss of partial recess with documentation. Student conference with Dean and Teacher for reteaching purposes. Parent contact by Teacher.</p>	<p>Loss of full recess with the completion of a think sheet. Parent contact by Teacher.</p>	<p>Loss of grade level privileges, up to 1 day. Parent contact by Teacher. Request Collaboration meeting and referral to Knight Pride for informal behavior plan.</p>	<p>*Behavior will be monitored according to plan. If negative behavior continues, a Knight Pride meeting with parents.</p>

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Notes
Misuse of Electronic Devices/Toys Misuse of Cell Phones	<p>Warning with SWIS Documentation.</p>	<p>Loss of partial recess with documentation. Item confiscated and returned at the end of the school day. Parent contact by teacher.</p>	<p>Loss of full recess. Item confiscated and returned only to parent. Parent contact by Dean.</p>	<p>ISS up to 1 day. Parent contact by Dean/Principal; Set up a meeting with parent, student, teacher, Dean, and Principal. Loss of item use in school.</p>	
Bus Misconduct	<p>Warning with documentation by the driver.</p>	<p>Loss of partial or full recess with SWIS documentation. Possible assigned seat. Student conference with Dean, driver, and teacher. Parent contact by driver.</p>	<p>*ISS up to 2 days. Parent contact by Dean/Principal. Assigned seat or other bus related consequence. Set up a meeting with parent, student, teacher, Dean, and Principal. Referral to Knight Pride for informal behavior plan.</p>	<p>*ISS/OSS up to 5 days. Parent contact by Principal. Superintendent notified; Possible suspension from the bus up to 3 months.</p>	<p>*Loss of bus riding privileges may occur at any time, depending on severity of student behavior.</p>

Arguing/ Fighting without injury Inappropriate Physical Behavior (not fighting) Cheating/ Plagiarism Insubordination (refusal to follow direction) Use of Profanity/ Foul Language	Loss of partial recess with SWIS Documentation. Student conference with Dean and teacher. Parent contact by teacher.	Loss of full recess with SWIS documentation. Parent contact by Teacher/Dean.	*Immediate ISS up to 2 days. Parent contact by Dean/ Principal; Set up a meeting with parent, student, teacher, Dean, and Principal. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Parent contact by Principal. Superintendent notified; Knight Pride meeting with parents.	
Obscenities directed at another Individual Inappropriate and unplanned threat	Loss of full recess with SWIS Documentation. Student conference with Dean and teacher. Parent contact by teacher.	*Immediate ISS up to 2 days. Parent contact by Dean/ Principal. Set up a meeting with parent, student, teacher, Dean, and Principal. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Parent contact by Principal. Superintendent notified. Knight Pride meeting with parents.	*Immediate ISS/OSS up to 10 days. Parent contact by Superintendent. School Board Hearing with possible expulsion.	
Fighting/ Assault with injury Bullying/ Harassment Threats of Violence Theft/ Vandalism Illegal Items on School Grounds (Alcohol, Drugs, Tobacco, Weapons, including lookalikes...)	*Immediate ISS/OSS up to 2 days. Parent contact by Dean/ Principal. Set up a meeting with parent, student, teacher, Dean, and Principal. Referral to Knight Pride for informal behavior plan.	*Immediate ISS/OSS up to 5 days. Parent contact by Principal. Superintendent notified and referral to law enforcement (if applicable). Knight Pride meeting with parents.	*Immediate ISS/OSS up to 10 days. Parent contact by Superintendent. 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.



FREMONT-MILLS

**Community
School District**

Required Form for Food Distribution in Classrooms

After reviewing the prepackaged food label, please sign and date the following statement.

Parent

"I am supplying the snack of _____
(list specific snack with name brand.) To the best of my knowledge, it is free of all allergens pertaining to this classroom."

Parent's Signature

Date

Classroom Teacher

"The above food item has been checked and to the best of my knowledge, there are no allergens pertaining to this classroom listed on the prepackaged label."

Teacher's Signature

Date

FREMONT-MILLS

ADMINISTRATION

Superintendent: David Gute

7-12 Principal: Kurt Hanna

PK-6 Principal/ECC Director: Allyson Forney

Co-Activities Directors: Greg Ernster, Owen Pitt, Taylor Sudmann



BOARD OF EDUCATION

President: Eli Forney

Vice-President: Mary Beth Korver

Directors: Keith Barber, Todd Morgan, Shannon Smith

Board Secretary: Katie VanMeter

1114 US Highway 275 * PO Box 310 * Tabor, IA 51653

Phone: (712)-629-2325 Fax: (712)-629-5155 Website: www.fremontmills.org

"DEVELOPING THE POTENTIAL OF ALL"

Below you will find a basic supply list for the 7-12 students. Throughout the year there will be additional information shared from each teacher for each class as they progress through the material.

Junior High Students

1. 7 College Ruled notebooks or 1 five subject notebook
2. 7 folders
3. Scientific Calculator (TI-30xiis)
4. Box of #2 pencils or multiple mechanical pencils with lead.
5. Blue or black pens.
6. Box of highlighters.
7. 4 Dry erase markers.
8. Binder or trapper keeper.
9. 7th Grade Writing - Planner

High School Students

1. 7 College Ruled notebooks or 1 five subject notebook
2. 7-10 folders.
3. Scientific Calculator (TI-30xiis)
4. Box of #2 pencils or multiple mechanical pencils with lead.
5. Blue or black pens.
6. Box of highlighters.
7. 4 dry erase markers
8. Binder or trapper keeper.
9. Business students: colored pencils
10. History students: 3-ring binder (required), pack of plastic page protectors
11. Math (Stats, Pre-Calc, Calc) students: 1" 3-ring binder (required), filler paper
12. Spanish students: 3-ring binder (required), reinforced filler paper, annotating utensils, inexpensive earbuds

Reminder students take a variety of courses. Some courses will need more materials than others

Junior High/Senior High Behavior Expectations

	Arrival	Dismissal	Parking Lot	Bus	Class-room	Lunchroom	Restroom	Hallway	Locker Room	Special Events
WE ARE Respectful	Use kind words and actions	All students report to your after-school location by 3:45 Use kind words and actions Quiet voices	Keep hands, feet and objects to yourself	Use quiet voices Use kind words Listen to bus driver or monitor	Be on time Bring your materials with you Use kind words and actions Be tolerant	Use quiet voices Use kind words Say please and thank you	Hands, feet and objects to yourself Respect the space and privacy of others	Have pass during school hours Keep hands, feet and objects to yourself	Only be in the locker room to change for PE or athletic events Keep hands, feet, and objects to yourself Give privacy to others	Use good manners Be positive Show sportsman-ship
WE ARE Responsible	Report to your assigned area Ask for academic help if needed Get materials ready for the day	Gather and pack all necessary materials before exiting the building Leave promptly Make arrangements with teacher/adult for any help	Leave promptly Keep hands, feet, and objects away from others and/or vehicles	Sit in seat Keep belongings with you Take care of bus and keep it clean Follow bus rules Be honest	Follow classroom rules Have all work completed and turned in on time. Be prepared to share knowledge Stay on task	Keep area clean Stay in seat Put tray away Ask for help Pick up trash Be honest	Gain permission to leave the classroom Keep the area clean Be quick Conserve the supplies	Keep voices and noises low Get to your location promptly Stay to the right of the hallway	Pick up after yourself Treat school property with respect Use lockers for athletic use	Enter during appropriate times Be loud, proud, and supportive
WE ARE Safe	Stay in the MP until 8:05 Park in the designated area for your class	Make arrangements with teacher/adult for any help before or after school	Park in a designated stall Use turn signals Drive slowly Keep your eyes up; be aware of your surroundings	Keep hands, feet, and objects to yourself Keep aisle clear Know bus evacuation plans	Keep backpacks in your locker Put cellphones in designated classroom area	Keep hands, feet and objects to yourself Ask permission to leave room	Continue to use proper hygiene Technology free zone	Stay to the right Keep noises down Keep eyes up	Put all bags, equipment, and materials where it belongs Lock your lockers	Keep hands, feet and objects to yourself Be aware of your surroundings Report unsafe behavior

Fremont-Mills Jr. & Sr. High School

Disciplinary Procedures

Below are examples of issues and what levels are assigned to that issue. Please see the Levels of Student Conduct for possible disciplinary actions.

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Notes
General Classroom and Hallway Misconduct including attire and necessary supplies for each classroom	Level 1	Level 2	Level 3	Knight Pride Assigned - Parents must attend meetings for improvement	*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.
Misuse of Electronic Devices, Cell Phones, Toys	Level 2	Level 3	Level 3 Plus loss of use in school	Level 4	
Cheating, Insubordination (Refusal to follow Teacher Direction)	Level 2	Level 3	Level 4	If cheating is on an assessment or item graded as an assessment, student will be placed on code of conduct as well.	
Bullying and Harassment. * If a protected class, immediate Level 4 offense.	Level 3	Level 3	Level 4 with Law Enforcement and possible school board hearing		
Use of Profanity/Foul Language or Obscenities directed at another individual	Level 2	Level 3	Level 3 with Parent and Knight Pride Meeting	School can move straight to Level 3.	
Bus Misconduct	Level 1 - Warning with documentation by the driver/monitor to office. Conference with Principal. Parent email/call	Level 1 - Assigned seat on bus. Student conference with principal. Parent contact.	Level 2 - Loss of bus privileges max of 5 days and assigned seat when return to the bus.	Level 3 - Loss of bus privileges for a minimum of 5 school days.	*Loss of bus-riding privileges may occur at any time, depending on severity of student behavior.
Fighting/Assault, including Threats of Violence	Level 3	Level 4			
Theft/Vandalism	Level 3 - if Over \$100 SRO will	Level 4			*Student will be held accountable to return stolen

Fremont-Mills Jr. & Sr. High School Disciplinary Procedures

Below are examples of issues and what levels are assigned to that issue. Please see the Levels of Student Conduct for possible disciplinary actions.

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Notes
	proceed with investigation				property and/or make payment for damages or loss of items.
Illegal Items on School Grounds (Alcohol, Drugs, Tobacco, Weapons, including look alikes...)	LEVEL 3	LEVEL 4 - EXPULSION HEARING POSSIBLE			

FREMONT-MILLS SECONDARY KNIGHTS TAKE CHARGE LEVELS OF ACTION

Level	Disciplinary Option	
1	CLASSROOM LEVEL INTERVENTION/CONSEQUENCE	
	MUST ENTER IN THE GOOGLE FORM - Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to school administrator may not be necessary.	
	Warning	Letter of Apology with Parent Signature
	Detention with Teacher	Seat Change
	Teacher/Student Conference	Before or After School Detention w/Teacher
	Reinforcement of Appropriate Behavior	Loss of Privileges
	Parent Contact	Behavior Contract in Classroom
2	APPROPRIATE WHEN LEVEL 1 INTERVENTION/CONSEQUENCE HAS BEEN INEFFECTIVE	
	MUST ENTER IN THE GOOGLE FORM - Teachers use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be necessary.	
	PARENT/GUARDIAN CONTACT FROM TEACHER - CALL WITH STUDENT IF NECESSARY	
	Teacher supervised time out of classroom	Parent, Student, Teacher Meeting
	Behavior Contract	Detention Before or After School
	Conflict Resolution	Monday Morning Detention
	Confiscation of Item	
3	APPROPRIATE WHEN LEVEL 2 INTERVENTION/CONSEQUENCE HAS BEEN INEFFECTIVE	
	PARENT/GUARDIAN NOTIFIED BY TEACHER AND OFFICE -	
	OFFICE REFERRED - POSSIBLE ACTIONS ARE LISTED BELOW. SRO INVOLVED	
	In-School Suspension	Alternative Placement
	Out of school Suspension up to 5 days	Removed from Class
	Detention	Campus Clean Up
	Monday Morning Detention	Saturday School
	Community Service/School Service	Loss of Driving Privileges or School Permit
4	APPROPRIATE WHEN LEVEL 3 INTERVENTION/CONSEQUENCE HAS BEEN INEFFECTIVE	
	PARENT/GUARDIAN NOTIFIED BY TEACHER AND OFFICE - SRO INVOLVED	
	OFFICE REFERRED - POSSIBLE ACTIONS ARE LISTED BELOW	
	Suspension 6-10 Days	Alternative School Based Program
	Restricted Activity	Modified School Day

ADMINISTRATION

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PK-6 Principal/ECC Director: Allyson Forney

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"DEVELOPING THE POTENTIAL OF ALL"

Fremont-Mills Community School District Activities Code of Conduct Agreement

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

F-M CSD believes that extra-curricular activities provide the potential for significant benefit to the participants and are an integral part of the overall secondary program. School Administrators in the State of Iowa feel that these programs create a classroom that teaches educational values such as desire, dedication, determination, discipline, dignity, integrity, leadership, pride, responsibility, respect, sacrifice, and team concepts. Research has proven that students who participate in extra-curricular activities tend to have better attendance records and levels of achievement than non-participants. 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 agreement, 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. 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.

Nicotine or look alike

-No student in any athletic program, activity or organization shall use nicotine. This includes tobacco, vaping, or other look alike substances.

Alcohol and Controlled Substances

- No student in any athletic program, activity or organization shall possess (including attendance at an event where alcohol/drug violations occur), use, or transport any alcoholic beverage or controlled substance.

Violations of Law and Probation

-No student in any athletic program, activity or organization shall commit a criminal violation (other than minor traffic violations).

Citizenship

- No student in any athletic program, activity or organization shall commit repeated violations or serious violations of any written policy, rule or regulation approved by the Board of Education.

Academic Eligibility

-Cheating/plagiarism on assessments and excessive school absences. Per State of Iowa, if a student fails a course for the semester, the student is ineligible for 30 calendar days in the activity he/she participates in. Time does not start until the first official date for that sport or activity. Students will also be held accountable for weekly grade/assignment checks known as I-List. Grades will be checked every Monday morning. If a student has an "I" at that time, he/she will have 7 days to make up their work. If he/she is still on the list the following Monday, he/she will be ineligible for 7 days.

Extra-Curricular Participation

-Students in extracurricular activities must be in school no later than 8:30 (10:00 on Monday schedule) on the day of an activity or practice in order to attend or to participate. If the absence is not pre-approved or is not an excusable absence, the student will not be allowed to attend evening activities. Appointments scheduled on activity days must be pre-approved a day in advance. Any students who leave school ill before the end of the day will not be allowed to participate in any extra or curricular event that evening. This attendance provision

applies to student participation in all extra and co-curricular activities sponsored by the school. 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.

Additions

-Additional requirements and regulations may be issued by the coach/sponsor of each individual activity.

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 FremontMills 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,
- cheating/plagiarism on assessments 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 a code of conduct violation.

Any event that includes illegal items in the school building or any school grounds will automatically be considered a 2nd offense or higher.

1st Offense -Student will sit out 30 calendar days from the time the District becomes aware of the situation. This punishment could overlap another activity depending on the time of year when it takes place.

2nd Offense- Student will sit out 90 calendar days from the time the 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 extra-curricular activity during that time frame.

3rd Offense- Student will be ineligible for any extra-curricular activity for one calendar year.

Thank you for taking the time to go through the policy and rules with your family. Again, please feel free to contact the school with any questions. Your signatures below represent your understanding and agreement with the conditions imposed upon students participating in extracurricular activities at Fremont-Mills Community School.

Taylor Sudmann/Owen Pitt/Greg Ernster
Activities Director Team

Activity Code of Conduct Agreement

My student has permission to participate in activities at Fremont-Mills Community School for the upcoming school year. I have read the activity code of conduct and understand the obligation my student is about to make.

Parent/Guardian Signature

Date

I, the undersigned, have read and fully understand the rules and regulations, which govern me as an athlete representing Fremont-Mills Community Schools. I further understand that this is an extracurricular activity, and that attendance to all practices and games is a requirement of me as a participant. I agree to follow the code of conduct, not only during the season, but for a period of 12 months.

Student Signature