



# Elementary School Handbook 2018-2019

Adopted by the Board of Education  
July 9, 2018

## BOARD OF EDUCATION

Maria D. Garza  
Alex Gorobetz  
Shantel Laird  
Thomas Price  
Violetta Rhea



Jon C. Detwiler  
Superintendent

Amelia R. Gioffredo  
Treasurer

Dear Fremont City Schools Community,

We welcome you and your child back to Fremont City Schools. We are looking forward to another successful and exciting school year. As the faculty and staff, we will do our very best to meet the needs of each student by helping them reach their greatest potential.

In order for your child to do well, it is necessary for parents and the school faculty to cooperate and communicate thoroughly. When everyone works together, your child benefits the most. We, as a district, will work diligently to keep you informed of the exciting daily happenings within the elementary buildings through a monthly building newsletter. Teachers will engage in positive communication with you via phone calls, emails and notes through the home-school communication folder/planner.

At the district level you can stay up to date through monthly district newsletters that can be found as insert to the local newspaper, at various locations around the community and on the district website: [www.fremontschools.net](http://www.fremontschools.net). The multimedia class at the high school produces a quarterly Fremont Focus video that can be viewed on our district webpage, as well. Also, be sure to “like” our Fremont City Schools Facebook page where you can see pictures and read articles to stay current on the amazing things our students are achieving daily.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our schools and encourage you to be an active part in your child’s education. We are here to help each student and are fully committed to providing the quality education that he or she deserves.

Here’s to a fantastic kick-off for your Little Giant’s 2018-2019 academic year. It takes more to be a Little Giant!

Sincerely,

Chris Ward  
Chris Ward, Atkinson

Dr. Lori Pierce  
Dr. Lori Pierce, Croghan

Joshua Matz  
Joshua Matz, Hayes

Randall Macko  
Randall Macko, Lutz

Christine Opelt  
Christine Opelt, Otis

Bridget Smith  
Bridget Smith, Stamm

Susan Gray  
Susan Gray, Washington

**STRONG ACADEMICS + STRONG CHARACTER = STRONG COMMUNITY**

## **ROSS HIGH ALMA MATER**

Hail the Giants, Hail to Ross;

May the breeze our Banner toss.  
See our colors, loved and fair,  
Streaming in the evening air.

Lo, the western sky aflame,

At the praise of thy dear name.  
Thro' the twilight shadows dim,  
Faint, sweet echoes of this hymn.

Alma Mater, hail to thee!

True and loyal hearts have we!  
Well we've loved thee in the past,  
Still we'll love thee to the last!

## **LITTLE GIANT FIGHT SONG**

Where the purple banners fly,  
On to victory Fremont High.  
Fight, fellows, fight, while we send  
Up a rousing cheer, Rah! Rah! Rah!  
Hurl fierce defiance to the foe, Little Giants.  
Bring Victory to this old school we hold so dear.  
Come team and win us this game,  
That we may add to the fame,  
And the long, long record of proud achievements  
Written down for Fremont High.



**FREMONT CITY SCHOOLS  
2018-2019 CALENDAR**

AUGUST (4)					AUGUST EVENTS		JANUARY EVENTS		JANUARY (19)					
M	T	W	TH	F					M	T	W	TH	F	
		1	2	3	22	District In-Service	1	New Year's Day		1	2	3	4	
6	7	8	9	10	23	Professional Day	3	Teacher Work Day* – No School	7	8	9	10	11	
13	14	15	16	17	24	Building In-Service	4	Professional Day* – No School	14	15	16	17	18	
20	21	22	23	24	27	Teacher Work Day	7	School Resumes	21	22	23	24	25	
27	28	29	30	31	28	Students' First Day (Gr 1-12)	21	MLK Day – No School	28	29	30	31		
					30	Kindergarten Students' First Day	<b>*See note below</b>							
SEPTEMBER (19)					SEPTEMBER EVENTS		FEBRUARY EVENTS		FEBRUARY (19)					
M	T	W	TH	F					M	T	W	TH	F	
3	4	5	6	7	3	Labor Day – No School	7	Ross Parent Conf. 3:15-6:45					1	
10	11	12	13	14	4	Preschool Students' First Day	14	FMS Parent Conf. 3:15-6:45	4	5	6	7	8	
17	18	19	20	21	27	Ross Parent Conf. 3:15-6:45	18	Presidents' Day – No School	11	12	13	14	15	
24	25	26	27	28			18	19	20	21	22			
							25	26	27	28				
OCTOBER (23)					OCTOBER EVENTS		MARCH EVENTS		MARCH (21)					
M	T	W	TH	F					M	T	W	TH	F	
1	2	3	4	5	5	Professional Day – No School	15	3 <sup>rd</sup> Nine Weeks End (49 Days)					1	
8	9	10	11	12	11	FMS Parent Conf. 3:15-6:45			4	5	6	7	8	
15	16	17	18	19	19	1 <sup>st</sup> Nine Weeks End (38 Days)			11	12	13	14	15	
22	23	24	25	26	30	Elem Parent Conf. 3:45-7:15			18	19	20	21	22	
29	30	31							25	26	27	28	29	
NOVEMBER (20)					NOVEMBER EVENTS		APRIL EVENTS		APRIL (16)					
M	T	W	TH	F					M	T	W	TH	F	
			1	2	1	Elem Parent Conf. 3:45-7:15	15	Spring Break Begins	1	2	3	4	5	
5	6	7	8	9	2	Parent Conf. – No School All Buildings	19	Good Friday	8	9	10	11	12	
12	13	14	15	16	21	Thanksgiving Break Begins	21	Easter Day	15	16	17	18	19	
19	20	21	22	23	22	Thanksgiving Day	22	Professional Day – No School	22	23	24	25	26	
26	27	28	29	30	26	School Resumes	23	School Resumes	29	30				
DECEMBER (15)					DECEMBER EVENTS		MAY EVENTS		MAY (22)					
M	T	W	TH	F					M	T	W	TH	F	
3	4	5	6	7			24	Seniors' Last Day			1	2	3	
10	11	12	13	14	21	2 <sup>nd</sup> Nine Weeks End (43 Days)	24	Preschool Students' Last Day	6	7	8	9	10	
17	18	19	20	21	24	Winter Break Begins	27	Memorial Day – No School	13	14	15	16	17	
24	25	26	27	28	25	Christmas Day	31	Mandatory Graduation Practice	20	21	22	23	24	
31					31	New Year's Eve	31	Students' Last Day (K-11)	27	28	29	30	31	
								31	4 <sup>th</sup> Nine Weeks End (48 Days)					
							JUNE EVENTS		JUNE (0)					
									M	T	W	TH	F	
					Nine Weeks Periods End:		2	Graduation 2:00 p.m.	3	4	5	6	7	
					10/19/18	38 Days	3	Teacher Work Day	10	11	12	13	14	
					12/21/18	43 Days			17	18	19	20	21	
					03/15/19	49 Days			24	25	26	27	28	
					05/31/19	48 Days								
<p><b>Adopted: March 12, 2018</b></p> <ul style="list-style-type: none"> <li><span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 1em; height: 1em; margin-right: 0.5em;"></span> = In-Service Day</li> <li><span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 1em; height: 1em; margin-right: 0.5em;"></span> = Professional Day</li> <li><span style="background-color: #FF69B4; border: 1px solid black; display: inline-block; width: 1em; height: 1em; margin-right: 0.5em;"></span> = Teacher Work Day</li> <li><span style="background-color: #FFDAB9; border: 1px solid black; display: inline-block; width: 1em; height: 1em; margin-right: 0.5em;"></span> = First/Last Day for Students</li> <li><span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 1em; height: 1em; margin-right: 0.5em;"></span> = No School/Holiday Break</li> </ul>														
<b>Makeup Days Beyond May 31<sup>st</sup> will be June 3-14, 2019</b>														

FMS, Atkinson, Otis, Stamm – PD Day on 01/03; Teacher Work Day on 01/04  
 Ross, Croghan, Hayes, Lutz, Washington– Teacher Work Day on 01/03; PD Day on 01/04

**Fremont City Schools**  
**500 W. State Street, Suite A**  
**Fremont, Ohio 43420**  
**Phone: 419-332-6454 Fax: 419-334-5454**

**ADMINISTRATION BUILDING**

Jon C. Detwiler	Superintendent	419-332-6454
Amelia R. Gioffredo	Treasurer	419-332-6454
Susan King	Director of Human Resources & Community Relations	419-332-6454
Denice Hirt	Director of Curriculum, Assessment & Staff Development	419-332-6454
Tom Anway	Director of Facilities & Operations	419-332-6454
Abby Abernathy	Director of Student Services	419-332-6454
Rhonda Schmidt	Technology Coordinator	419-332-6454
Justin Eilrich	Transportation Manager	419-332-7351
Abby Berndt	Child Nutrition Supervisor	419-332-6454

**ELEMENTARY BUILDINGS**

Atkinson 1100 Delaware Avenue	Chris Ward Principal	419-332-5361 Fax: 419-334-6749
Croghan 1110 Chestnut Street	Dr. Lori Pierce Principal	419-332-1511 Fax: 419-332-4314
Hayes 916 Hayes Avenue	Joshua Matz Principal	419-332-6371 Fax: 419-334-6761
Lutz 1929 Buckland Avenue	Randall Macko Principal	419-332-0091 Fax: 419-334-5499
Otis 718 N. Brush Street	Christine Opelt Principal	419-332-8964 Fax: 419-334-6788
Stamm 1038 Miller Street	Bridget Smith Principal	419-332-5538 Fax: 419-334-6746
Washington 109 W. Lincoln Street Lindsey, Ohio 43442	Susan Gray Principal	419-665-2327 Fax: 419-665-2241
Karen Swartz Kelsey Taylor	School Psychologist School Psychologist	419-334-3871 419-334-3871
Shelley Fannin Rachelle Griffin	School Social Worker School Social Worker	419-334-3871 419-334-3871

**Elementary School Hours: 9:15 AM - 3:45 PM Elementary Office Hours: 8:00 AM – 4:30 PM**

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## ANNUAL NOTICES FOR PARENTS/STUDENTS

Listed below are the required notification statements for Fremont City Schools.

### ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school approved vehicles or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a look-alike controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### ASBESTOS NOTIFICATION

It is the intention of the Board of Education that Fremont City Schools operates at all times within the requirements of federal, state and local governmental regulations. Specifically, this Management Plan is intended to meet the requirements of the Asbestos Hazard Emergency Response Act of 1986 (AHERA), as defined by 40 CFR Part 763, Subpart E, which was published October 30, 1987 and was effective as of December 14, 1987.

A program of asbestos training for custodial and maintenance personnel is being implemented and will be maintained. New custodial and maintenance employees will receive asbestos awareness training within sixty (60) days after commencement of employment.

Written information concerning the status of the asbestos management program will be provided annually to employees and building occupants.

Any notice of damage to asbestos-containing building material in students' classroom(s) should be reported immediately to the building principal.

Proper warning labels will be posted in any location required by AHERA.

The Management Plan will be available for review and inspection by appointment during normal office hours in the Fremont City Schools District Office and in each school building's main office.

Fremont City Schools' person designated to ensure that the AHERA requirements are properly implemented is Tom Anway, Director of Facilities & Operations. He has received appropriate training. Should circumstances require that this responsibility be transferred to another individual, the appropriate training for the new assignee will be provided.

Consideration has been given to the possibility of generating a conflict of interest in the preparation of this Management Plan and its implementation. It is concluded that no such conflict of interest exists in persons or companies contracted to perform design, laboratory and removal duties.

Any further questions should be directed to Tom Anway, Director of Facilities & Operations and Designated Person at (419) 334-5434 during normal office hours.

### BLOOD-BORNE PATHOGENS

The Fremont City School District seeks to protect all staff and students who may be exposed to blood-borne pathogens and other potentially infectious materials. Proper training in the universal precautions against exposure and/or contamination, including the provision of appropriate protective supplies and equipment, is provided.

## **BUILDINGS & GROUNDS SECURITY**

Electronic surveillance equipment may be used on school property and/or in school vehicles. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

Portable metal detectors may be used, however prior to beginning metal detector checks, an administrator or law enforcement officer will explain the process to the student body, emphasizing that checks are intended to maintain a safe school environment.

## **CHILD FIND – TITLE VI-B**

Every child in this country is entitled to a free, public education. The law applies to handicapped children as well, regardless of their handicap or the severity of the handicap.

Because of their handicaps, these children may be out of the community mainstream. Sometimes, especially in the preschool years, the child's problems or disability may not be clearly evident. If you suspect your child has a handicap, please call the Director of Student Services at (419) 334-3871.

We can help, but we must first find the child. Fremont City Schools works collaboratively with the Help Me Grow program, which assists families with early identification and services for children under the age of three. We also have a collaborative agreement with the Sandusky County Board of Developmental Disabilities (Board of DD) for early childhood and school-age programs provided through the School of Hope. Together, we will work to find the right services for each child.

Title VI-B funds are Federal allocations for the exclusive benefit of children with disabilities. Input as to how best to utilize these funds for Fremont City Schools is welcome. For more information or to share ideas, please call the Director of Student Services at (419) 334-3871.

## **DANGEROUS WEAPONS AND INSTRUMENTS**

Students shall not possess, handle, transmit or conceal any object which may be considered a dangerous weapon, instrument of violence or explosive such as a firearm (gun), knife, razor, club, electric weapon, metallic knuckles, martial arts weapons, ammunition, explosive, incendiary or poisonous gas, bomb, grenade, rocket, missile, mine and any other item which could be used to harm, threaten or harass students, school employees, parents, community members or school visitors. Objects which look like weapons, instruments of violence or explosives are also prohibited. Students may be required to submit to a metal detector check.

## **HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)**

Fremont City Schools will not tolerate hazing, harassment, intimidation or bullying of any kind.

Definition: Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in the District's policy.

If you become aware of your child being bullied in school, please report it to a building administrator immediately. All reported incidents of bullying will be documented and investigated. Additionally, parents and students may report this information anonymously and will be kept informed of the investigation findings.

For additional information about the FCS Hazing and Bullying (Harassment, Intimidation and Dating Violence) policy and guidelines, please visit the District's web site at [www.fremontschools.net](http://www.fremontschools.net). You may also call your child's principal or the Director of Student Services at (419) 334-3871 for further information.



**HEALTH SCREENINGS**

Fremont City Schools provides the following health screenings during the school year:

Preschool:	Vision & Hearing
Kindergarten:	Vision & Hearing
1 <sup>st</sup> Grade:	Vision & Hearing
2 <sup>nd</sup> Grade:	N/A
3 <sup>rd</sup> Grade:	Vision & Hearing
4 <sup>th</sup> Grade:	N/A
5 <sup>th</sup> Grade:	Scoliosis, Vision & Hearing
6 <sup>th</sup> Grade:	Scoliosis
7 <sup>th</sup> Grade:	Scoliosis & Vision
8 <sup>th</sup> Grade:	N/A
9 <sup>th</sup> Grade:	Vision & Hearing
10 <sup>th</sup> Grade:	N/A
11 <sup>th</sup> Grade:	Hearing
12 <sup>th</sup> Grade:	N/A

Please note that all newly enrolled students are screened for vision and hearing. Dental screenings are offered to elementary students twice per year (with a minimum of six months in between visits) in coordination with the Smile Program.

Parents will be notified regarding the specific dates of all of the aforementioned screenings. If you have any questions, please contact the school nurse at your child’s school building.

**NONDISCRIMINATION**

The FCS Board of Education’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender identity, economic status, age, disability or military status.

The District does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communication devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

The District’s Compliance Officers/Civil Rights Coordinators are as follows:

Abby Abernathy	Susan King
Director of Student Services	Director of Human Resources & Community Relations
(419) 334-3871	(419) 334-5438
500 W. State Street, Suite A	500 W. State Street, Suite A
Fremont, Ohio 43420	Fremont, Ohio 43420

**NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT**

All persons associated with the District, including but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of the District’s Sexual Harassment policy. Sexual harassment complaint procedures are available by contacting the District’s Title IX Coordinators.

The District's Title IX Coordinators are as follows:

Abby Abernathy  
Director of Student Services  
(419) 334-3871  
500 W. State Street, Suite A  
Fremont, Ohio 43420

Susan King  
Director of Human Resources & Community Relations  
(419) 334-5438  
500 W. State Street, Suite A  
Fremont, Ohio 43420

### **PARENTS' RIGHT TO KNOW**

Parents may request information regarding the professional qualifications of their child's teacher including: if he/she has met state qualification and licensing criteria for the grade level and subject areas taught; if the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived; the teacher's baccalaureate degree major, graduate certifications and field of discipline; and where their child is provided services by a paraprofessional, and if so, their qualifications.

### **PESTICIDE APPLICATION**

If you wish to receive prior notification of a scheduled pesticide application in or around your child's school building while school is in session, please notify your child's principal so that a "Prior Notification of Pesticide Application Request" form can be completed and filed with the District's Facilities & Operations Department.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (RESTRAINT AND SECLUSION)**

The Fremont City Schools Board of Education is committed to the district-wide use of Positive Behavioral Interventions and Supports (PBIS) with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff trained in CPI are permitted to physically restrain and/or seclude a student, but only when there is an immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible and the physical restraint and/or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

Every use of restraint and/or seclusion shall be done in accordance with Board Policy JP – Positive Behavioral Interventions and Supports (Restraint and Seclusion) and shall be documented and reported in accordance with the policy.

Please see our District web site, [www.fremontschools.net](http://www.fremontschools.net), for a complete copy of the policy.

### **PUBLIC COMPLAINTS ABOUT LIBRARY, CURRICULUM OR INSTRUCTIONAL MATERIALS**

Please contact your child's building principal if you have any concerns about library, curriculum or instructional materials.

### **SCHOOL EMERGENCY SITUATIONS**

The District utilizes the Connect5 messaging system to notify parents/guardians of important communications and/or school emergencies. Additionally, the District uses this system for school delays, school cancellations and/or early dismissal from school. If you would like to register for the Connect5 messaging system or have any changes in contact information, please notify your child's building secretary.

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student's education records and of information disclosed and access permitted.

### **STUDENT SURVEYS**

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

### **VANDALISM**

Students, employees and citizens of the District are urged to report any incidents of vandalism to property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents and/or students to perform community service for the District instead of repayment of the damages.

## **VISITORS**

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

## FCS Board of Education Policies and Regulations

Please note that many of the district's policies and regulations have been abbreviated in the student handbook due to space restrictions. If you are interested in viewing the full version of any policy or guideline please contact your child's principal and/or you may visit the district's website at: [www.fremontschools.net](http://www.fremontschools.net). The District Testing Calendar is also available on the district website, on the Curriculum page.

- Administering Medicines to Students (Policy JHCD)
- Hazing and Bullying (Harassment, Intimidation and Dating Violence) (Policy JFCF)
- Student Records (Policy JO)
- Club Sports (Policy IGDJB)
- Communicable Diseases (Policy JHCC)
- Programs for Gifted and Talented Students (Policy IGBB)
- Homework (Policy IKB)
- Admission of Interdistrict Transfer Students (Policy JECBB)
- Intradistrict Open Enrollment (Policy JECBD)
- Student Attendance Accounting (Missing and Absent Children) (Policy JEE)
- School Ceremonies and Observances (Policy IND)
- Patriotic Exercises (Policy INDA)
- Promotion and Retention of Students (Policy IKE)
- Acceleration (Policy IKEB)
- Pediculosis (Head Lice) (Policy JHCCA)
- Positive Behavioral Interventions and Supports (Limited Use of Restraint and Seclusion) (Policy JP)
- Reporting Child Abuse (Policy JHG)
- Tobacco Use by Students (Policy JFCG)
- Alcohol Use by Students (Policy JFCH)
- Student Drug Use (Policy JFCI)
- Community Use of School Premises (Equal Access) (Policy KG)
- Physical Education (Policy IGAF)
- Student Health Services and Requirements (Policy JHC)
- Truancy (Policy JEDA)





## ATTENDANCE POLICY

The following attendance information is based on Section 3321.04 of the Ohio Revised Code.

### DEFINITIONS OF ABSENCES, TRUANCIES AND TARDIES

- **Excused Absence** – The absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code.
- **Unexcused Absence** – The absence of students from school with the request of parent/guardian, but not in compliance with Section 3321.04 of the Ohio Revised Code.
- **Truancy** – The absence of students from school without the permission of parent/guardian or school authorities.
- **Habitual Truant** – Any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month, or twelve or more school days in a school year.
- **Excessive Absences** – Any student who is absent 38 or more hours in one school month or absent 65 or more hours in a school year with or without a legitimate excuse.
- **Excused Tardiness** – Arrival of the student late to school, class, or other assigned area past the scheduled time with the approval of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code.
- **Unexcused Tardiness** – Arrival of the student late to school, class, or other assigned area with the request of parent/guardian but not in compliance with Section 3321.04 of the Ohio Revised Code.

### NUMBER OF DAYS ALLOWED FOR MAKE-UP WORK

For each day a student is absent from class there will be assigned a commensurate number of days to make up assignments (including, but not limited to homework, projects, presentations and class activities). Please see Policy JED for more information.

### PROJECT ATTEND

When a student has accumulated 30 or more consecutive school hours of absence or 42 to more school hours in one month or 72 or more school hours within the school year without legitimate excuse, the student is considered to be habitually truant from school and will be referred to Project Attend. This mediation is a joint program with Fremont City Schools and the Sandusky County Juvenile Court. The Project Attend program helps parents and the school to address student absences/tardiness and find workable solutions to the child's truancy before going to court.

### EXCESSIVE ABSENCES

An excessive absence is an absence without a doctor's verification after 30 or more consecutive school hours or 42 to more school hours in one month or 72 or more school hours within the school year. The absence will be excused if a doctor's note is submitted. A student with more than the specified hours of absence without a doctor's note may or may not be marked excessive if an administrator is asked to review the reason for the absence by the parent/guardian.

The attendance officer provides notice to the parent of a student who is absent with or without excuse for 38 or more school hours in one school month or 65 or more school hours in a school year within seven (7) days of the absence triggering the notice. At the time of the notice, the District may take any appropriate actions outlined in the truancy policy as an intervention strategy. At this time, the student is considered to have excessive absences.



## **EXCUSING AN ABSENCE**

Parent(s)/Guardian(s) must notify the school on the day a student is absent, unless previous notification has been given in accordance with school procedures for absences. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home address, as well as, emergency telephone numbers. Students are expected to attend classes regularly and be on time in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Excused absences may be granted for the following reasons:

1. **Personal Illness** - the approving authority may require the certificate of a physician after five (5) days of illness.
2. **Illness in the Immediate Family** - a three (3) day limit unless reasonable cause is shown.
3. **Work at Home** - if due to absence of parent(s) or guardian(s) which causes a hardship on the family.
4. **Death of Relative** - a three (3) day limit unless reasonable cause is shown.
5. **Quarantine of the Home** as determined by proper health authorities.
6. **Observance of a Religious Holiday** - consistent with the student's creed or belief.
7. **Traveling out of state for Board approved activity**- applies up to four (4) days.
8. **As determined by the Superintendent**

## **PERFECT ATTENDANCE CRITERIA**

To receive perfect attendance recognition during a quarter and/or for the entire year, a student must have zero days of tardiness, zero early dismissals and zero absences for any reason for the given time period.

## **TARDINESS**

A student is counted as tardy if he/she arrives at school late, but before 10:15 a.m. A student arriving after 10:15 a.m. will be considered absent for a half-day. If a student leaves school before 2:45 p.m., he/she will be considered absent for a half-day. If a student leaves after 2:45, but before dismissal, the absence will be considered an unexcused, early dismissal.

## **TRUANCY**

**Please see Board Policy JEDA**

## **VACATION**

Family trips may be excused if taken with a member of the student's immediate family. Parents should contact the school one week prior to the trip to obtain any assignments. No credit will be given for unfinished assignments. The number of school days a student has to make up work from a vacation absence will equal the number of days the student was absent. A form for the principal's approval and teacher signatures will be given to the student when a request for vacation is received.

**No vacations will be approved during statewide testing windows.**

Ohio's State Tests:

- Grade 3 English Language Arts, October 22, 2018- November 2, 2018
- English Language Arts, March 25, 2019 – April 26, 2019
- Mathematics, Science, and Social Studies, April 1, 2019- May 10, 2018

## ACADEMIC RECOGNITION

Principals will share academic award information with students and parents via September building newsletters.

## AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees for the Fremont City Schools have authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, bus driver, monitors or teacher aides, the student is expected to accept such correction.

## BOOK BAGS/COATS/JACKETS

Book bags, coats and jackets will remain in designated area of the classroom during the day, unless otherwise designated by the principal.

## BUILDING SECURITY

The following procedures for maintaining building security will be enforced. All doors will be locked during the school day. Parents will be permitted into the main entrance door by an authorized staff member. All visitors, including parents, **must sign in at the office and obtain a badge to wear**. All visitors will wear a badge until they leave the building and sign out in the office. If you wish to visit a classroom, please arrange your visit with the teacher ahead of time.

## CELL PHONES/ELECTRONIC DEVICES

School officials are responsible to provide a safe educational environment free from disruptions yet recognize that many students and parents want the privilege of bringing personal communication devices (PCDs) to school. However, such privilege comes with the responsibility of making sure that these items do not disrupt the educational process in any way. School officials will not be held accountable if PCDs are lost or stolen. If brought to school, items should not create a disruption, distraction or otherwise interfere with the educational environment and must be approved for use by a supervising teacher. In the classroom, teachers will communicate to students if the use of PCDs is permitted. Use of the PCDs in the hallway/cafeteria/non-classroom areas are at the discretion of the building principal. PCDs that are used improperly and/or violate the Acceptable Use Policy will be confiscated and turned into the office with a written referral. Refusal to turn over the item to a school employee will be deemed as insubordination and further discipline will occur along with appropriate documentation of the offense for violating the PCD policy.

Emergency situations do arise that may necessitate communication between students and families; however, primary contact from home to school should be through the office personnel during the school day. Responsible and acceptable use of PCDs must be followed during the school day and/or on school property.

**First Violation:** The student may retrieve the item from the administrator after school is dismissed.

**Second Violation:** The item will be returned after a meeting with the student's parent or guardian.

**Third Violation:** The item will be returned only to the parent or guardian at the end of the current semester.

Improper use of PCD's include but are not limited to: taking inappropriate photos of students, staff and/or other personnel and posting these photos on social media, video recording inappropriate behaviors (such as verbal or physical altercations) of students, staff, and/or other personnel and posting these videos on social media. Students conducting improper use of PCD's may be issued severe discipline consequences and a police report could be filed.

## CUSTODY

The law states that a certified copy of a child's custody order or decree or any modification of an order or decree should be added to the other admissions documents to be presented by the pupil at the time of his/her initial entry to school. Also, it is the duty of the custodial parent to notify the school of custody arrangements resulting from a divorce, dissolution of marriage, or other order pertaining to a child who is a pupil in a public school. This must be done by providing the secretary with a certified copy of the court appointed custody order (sometimes referred to as journal entry). It is extremely important that we have this documentation on file. This information will help us determine if we are releasing a child to the right person. This information is kept confidential. Grandparents may enroll a child if custodial rights have been granted. Either a Power of Attorney or a Caretaker Authorization Affidavit must be produced at the time of registration. Either one of these documents is appropriate as long as it is notarized and on file with the juvenile court.



**STUDENT DRESS CODE**

The Board authorizes the Superintendent to develop a dress code policy that is aligned to the School District's mission statement and belief statements. The dress code policy shall be created in order to improve the overall climate of the school buildings. Specifically, the dress code policy shall promote discipline, maintain order, secure the safety of students and provide a healthy environment conducive to academic purposes.

The Superintendent may take specific actions regarding the formation and implementation of the dress code including, but not limited to:

1. authorizing the principal to mediate, arbitrate and/or make final decisions regarding any dress code issue in his/her building.
2. inviting the participation of staff, parents, and/or students in the preparation of the dress code which may specify prescribed dress and grooming practices.
3. instructing staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty and good sense in attire and appearance.
4. ensuring that a copy of the dress code is incorporated into the Student Code of Conduct.

After affording ample opportunity for administrators, staff, parents and students to offer suggestions and comments, the Board of Education has established the following campus wear policy for students in grades K – 12.

**Fremont City Schools  
Campus Wear Policy  
Grades K-12**

**Campus Wear Policy Grades K-12**

1. Students with identified medical and/or special needs requiring accommodations to campus wear must be approved by administration.
2. Same color and different color logos are permitted on clothing. Thumb size is a reasonable guideline for students to follow.
3. Solid colors only and no price tags are permitted on clothing.
4. Undergarments, excluding T-shirts, shall not be exposed and see-through clothing is not permitted.
5. All clothing must be appropriate and not advertise drugs, alcohol, illegal substances, illegal activities or sexual activities.
6. All clothing shall not be excessively tight or loose.
7. No headgear/head wear or sunglasses can be worn inside during school hours.
8. No heavy metal chains, spiked accessories, dog collars or other hardware apparel.
9. Clothing shall not have slits, cuts, tears or frays.
10. Students may wear solid color ¼ zipper fleece, nylon, or cotton pullover. No hoods.

**PANTS/CAPRIS:\***

Colors: Khaki, black, navy, gray, purple, white.  
Fabric: Cotton, cotton blend, wool, corduroy or twill. No jeans, denim, sweat or wind pants. No side zippers. No leg pockets -- standard front and back pockets only. No cargo pants.  
Length: Cannot drag on floor.

**SHORTS:\***

Colors: Khaki, black, navy, gray, purple, white.  
Fabric: Cotton, cotton blend, wool, corduroy or twill. No jeans, denim, sweat or wind pants. No side zippers. No leg pockets -- standard front and back pockets only.  
Length: Must be three (3) inches above the knee or longer.

**SKIRTS/JUMPERS/POLO DRESSES:\***

Colors: Khaki, black, navy, gray, purple, white.  
Fabric: Cotton, cotton blend, wool, corduroy or twill. No jeans, denim, sweat or wind pants.  
Length: Must be three (3) inches above the knee or longer. Straight or pleated.

\* ALL pants, shorts, skirts and jumpers will be fitted and hemmed, properly fitted at waist and may not be altered in any way except to fit properly.

**SHIRTS:\*\*** All shirts must have collars and buttons. No more than top two buttons unbuttoned.  
Colors: Any solid color.  
Length: Short- or long-sleeved polos. Short- or long-sleeved oxfords.

**T-SHIRTS:\*\*** T-shirts (any solid color) permitted to be worn under approved polos or oxford shirts only.

**TURTLENECKS:\*\*** Turtlenecks (any solid color) may be worn individually or under short/long sleeved polos or short/long sleeved oxford shirts.

**SWEATERS/VESTS:\*\*\***

Colors: Any solid color. No denim.  
 Styles: V-neck, crew-neck and cardigan. No hoods.

**SWEATSHIRTS:\*\*\***

Colors: Any solid color  
 Styles: V-neck, crew-neck. No hoods.

\*\*\* Campus wear shirts or turtlenecks must be worn under all sweaters/vests/sweatshirts .

**SHOES:** Shoes with full backs (no shoes with straps). No open-toed shoes. No flip-flops. No slippers. Shoes with closures must be worn as intended. Tie shoes must be worn as to not impose a safety issue.

**TIES:** Optional. Neckties or bowties, if worn, must be appropriate for school.

**BELTS:** Optional. Belts, if worn, must be appropriate for school.

**PHYSICAL EDUCATION ATTIRE FOR GRADES 7-12 ONLY:**

Must be different from set of clothes worn to school except for shoes/socks.

- Tennis shoes and socks.
- Shorts/Sweatpants: Must fit properly at waist and not drag. Spandex type pants/shorts are permitted if proper length shorts are worn over top.
- Shirts: Shall touch the lower clothing when a student's arms are raised. No portion of the midriff shall be exposed. Necklines shall be modest and all shirts need sleeves.

**OTHER INFORMATION:**

Exceptions to the foregoing campus wear policy requirements shall be permitted as follow:

(1) Members of school curricular and extra-curricular organizations may wear their designated FCS apparel on meeting or performance days; (2) Vanguard/Tech Center students may wear their program approved T-shirts, polo shirts or V-neck/crew-neck sweatshirts (sweatshirts must be worn with FCS campus wear shirts or turtlenecks) and with FCS campus wear pants/shorts/capris/skirts/jumpers and shoes. Medical Technology students may wear their program approved polo shirts and/or scrubs (tops & bottoms) with FCS campus wear shoes; (3) Post-Secondary Enrollment Options (PSEO) students who attend Ross H.S. must follow the FCS Campus Wear Policy; (4) Students participating in a nationally recognized youth organization that establishes its own uniform shall be permitted to wear such uniform on the days that the organization has scheduled functions; (5) School spirit wear tops, as approved by the building principal; (6) Students shall be permitted to wear religiously significant clothing which is part of the student's religious practice. Students must notify the school principal in writing at the beginning of the school year of the religious requirement pertaining to dress. Approval must be by the building principal; (7) Exceptions, other than those on religious grounds, may be approved only upon the prior approval of the building principal. Staff members will be given notice of any exceptions to the campus wear policy.

Students qualifying for federally approved free or reduced lunches shall be provided assistance in obtaining the required campus wear. Parents requesting assistance shall visit the FCS Superintendent's office (500 W. State Street, Suite A, Fremont) and complete an application. Parents shall present a photo ID, proof of household income, and proof of legal guardianship of the student(s) needing the campus wear. Funding for campus wear provided to qualified students may come from: (1) donations, gifts, and/or grants; (2) funds generated by students, staff, parent/teacher groups and/or business/community partners; and/or (3) any other source approved by the Board of Education. District general funds shall not be used to purchase campus wear without specific approval by the Board of Education. The Superintendent shall implement the program of providing assistance based on need, and may limit the assistance to a maximum dollar amount per student.



## **DISCIPLINARY PROCEDURES:**

### **Elementary Buildings**

- 1st Offense:
1. Parents will be notified via telephone to bring in proper clothing.
  2. The student will be sent back to class even if office was unable to contact parent.
  3. A letter will be sent home reinforcing campus wear policy.
- 2nd Offense:
1. Parents will be notified via telephone to bring in proper clothing.
  2. The student will be sent back to class even if the office was unable to contact parent.
  3. A parent conference will be scheduled with principal.
  4. A letter will be sent home reinforcing campus wear policy and conference date/time if appropriate.
- 3rd Offense & Additional Offenses:\*
1. Parents will be notified via telephone to bring in proper clothing.
  2. The student will be sent back to class even if office was unable to contact parents.
  3. Student will be assigned an after-school detention.
  4. A letter will be sent home reinforcing campus wear policy and detention date/time.

\* Principals may assign other disciplinary consequences after the third campus wear violation.

### **Secondary Buildings**

- 1st Offense:
1. The student will be asked to change clothing or parents will be notified via telephone to bring in proper clothing.
  2. The student will be removed from class until student is wearing proper campus wear attire.
- 2nd Offense:
1. The student will be asked to change clothing or parents will be notified via telephone to bring in proper clothing.
  2. The student will be removed from class until student is wearing proper campus wear attire
- 3rd Offense:
1. The student will be asked to change clothing or parents will be notified via telephone to bring in proper clothing.
  2. The student will be removed from class until student is wearing proper campus wear attire.
- 4th Offense:\*
1. The student will be asked to change clothing or parents will be notified via telephone to bring in proper clothing.
  2. The student will be removed from class until student is wearing proper campus wear attire.
  3. The student will be assigned an after-school detention. Parents will be notified of detention date/time via conference or telephone.

\* Principals may assign other disciplinary consequences after the fourth campus wear violation. Parents will be notified of violation and consequence via conference or telephone.

## STUDENT DISMISSAL PRECAUTIONS (Policy JEDB and JEDB-R)

Board policy requires that the following guidelines be followed for early dismissal of any student.

1. Only principals or designee may release a student from school before the end of the school day.
2. Principals or designee may release students before the end of a school day only upon presentation of a written document, face-to-face request, or verbal authorization from the child's parent or for emergency reasons. When a parent telephones a request that a child be released early from school, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave. If the parent is calling from home, the school can verify the request by a return telephone call. In the event the telephone call is not being made from the child's residence, the caller should be asked detailed questions about the child. These questions might include the child's date of birth, the courses s/he is studying, names of teachers and classmates, and similar facts which should be known to his/her parent.
3. Requests for early dismissal should be submitted to the principal or designee as early in the school day as possible.
4. Students may be released only to a parent or to a properly identified person authorized by the guardian to act on their behalf.
5. A student may be released "on his/her own" only with verified parental permission. When a parent telephones a request that a child be released early from school, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave. If the parent is calling from home, the school can verify the request by a return telephone call. In the event the telephone call is not being made from the child's residence, the caller should be asked detailed questions about the child. These questions might include the child's date of birth, the courses s/he is studying, names of teachers and classmates, and similar facts which should be known to his/her parents.

Whenever a student travels from his/her school to another school for lessons or to clinics, etc., during school hours, signed permission must be obtained from the parent before such trips are approved by the principal.

## EMERGENCY FIRE, TORNADO AND LOCKDOWN DRILLS

State law mandates periodic fire, tornado, and lockdown drills. Our school is equipped with special radios tuned to the sheriff's department for tornado warning announcements. The **no talking** rule is strictly enforced during fire and tornado drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building. The **no talking** rule is strictly enforced during fire drill.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires, and students are encouraged to become familiar with that difference. Teachers will review the posted procedures periodically. The **no talking** rule is strictly enforced during tornado drills.

Lockdown drills will be conducted throughout the school year with building level personnel. State law requires that school buildings conduct a lockdown drill with local law enforcement agencies one time during the school year.



## **COMPULSORY ATTENDANCE AGES (POLICY JEA) ENTRANCE AGE (MANDATORY KINDERGARTEN) (POLICY JEB)**

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

### **PRESCHOOL**

A child is eligible for entrance into preschool if he/she attains the age of three (3) on or before any date of the year in which he/she applies for entrance and has not yet attained the age at which he/she will be admitted to kindergarten.

### **KINDERGARTEN**

A child is eligible for entrance into kindergarten if he/she attains the age of five (5) on or before August 1st of the year in which he/she applies for entrance. A child under the age of six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this district, but who was properly enrolled in an approved public or private school kindergarten before transferring to this district.

While the District operates an all-day kindergarten program, a parent may enroll his/her child for only the minimum number of hours required by state law without penalty and the Board shall accommodate such students without penalty.

### **FIRST GRADE**

A child is eligible for entrance into first grade if he/she attains the age of six (6) on or before August 1st of the year in which he/she applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if the acceleration evaluation committee decides it is appropriate for the child.

### **REQUIRED DOCUMENTS**

The Superintendent shall require that each child who registers for entrance to school provide:

- A. His/her birth certificate or similar documentation authorized by law as proof of age and birth date;
- B. A certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672.

## **EARLY ENTRANCE TO KINDERGARTEN (POLICY JEBA)**

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance in accordance with District policy upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1 of the school year in which admission is requested, the child is admitted only in accordance with the District's acceleration policy adopted under State law.

Appeals must be made in writing to the Superintendent within 30 calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent/designee shall review the appeal and notify the parent/guardian of his/her decision within 30 calendar days of receiving the appeal. The Superintendent/designee's decision will be final.

## GENERAL INFORMATION

### CLUBS/EXTRACURRICULAR ACTIVITIES

- Safety Patrol
- Make a Difference Club
- Video Announcement Club
- Intramural Sports

### FOOD SERVICES

Fremont City Schools will be implementing the Community Eligibility Program for the 2017-2018 school year. This grant allows all children enrolled in Fremont's elementary schools to receive a healthy breakfast and lunch at no cost each school day.

Parents/Guardians are permitted to visit and eat lunch with their student(s). Parents are asked to inform the building administrator prior to a lunch time visit when possible.

### FLOWERS AND GIFT DELIVERIES

We no longer accept any flowers, gifts, balloons, or stuffed toys for delivery to students during the school day. Area florists have been notified of this and there will be no exceptions to this rule. Please continue to send birthday and holiday greetings to your children and friends. We simply ask that you have them delivered to their home.

### GRADING SYSTEMS- Board Policy IKA

Grading is a system of measuring and recording student progress and achievement that enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required.

The Board believes students respond more positively to the opportunity for success than to the threat of failure. Therefore, the District seeks in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance.

The Board recognizes that a system of grading student achievement can help students, teachers and parents to better assess progress toward personal educational goals and assist the students in implementing that progress.

The administration and professional staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form that is understandable to parents as well as teachers.

The Board approves the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes that any grading system, however effective, has subjective elements. There are fundamental principles that must guide all instructors in the assignment of marks and achievement.

1. The achievement mark in any subject should represent the most objective measurement by the teacher of the achievement of the individual. A variety of evaluation measures are used and accurate records are kept to substantiate the grade given.
2. An individual should not receive a failing grade unless he/she has not met stated minimum requirements.
3. Students have the opportunity to make up work as follows: for each day a student is absent from class, a commensurate number of days will be applied to make-up assignments (including but not limited to homework, projects, presentations, and classroom assignments). Students must make arrangements with the teacher to make up quizzes/tests within one (1) week of the student's return to class. If the student is absent from class one (1) week or more, a deadline for make-up quiz/test must be established by the teacher and communicated with the student and the principal.

4. Grades are a factor used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades by the next grading period, if possible.

Final decision on any grade is the responsibility of the building principal.

### **HIGH SCHOOL EVENTS**

Any event hosted by Fremont Middle School and/or Fremont Ross High School (including athletic events) requires parental attendance and supervision for all elementary students.

### **HOMEWORK (IKB)**

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge;
3. Homework should help develop the student’s sense of responsibility by providing and opportunity for the exercise of independent work and judgment;
4. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student’s time;
5. As a valid educational tool, homework should be assigned with clear direction, with timely feedback provided, and assigned valid based on its placement on the Learning Cycle, The Learning Cycle is the path a student takes from the instructional introduction of a new skill or concept through guided practice led by the teacher to independent practice where the expectation is that the student has acquired sufficient learning to complete the assignment independently;
6. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities;
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

### **HOMEWORK (IKB-R)**

The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
2. Homework assignments should be appropriate to the grade level and the abilities of the students involved with the expectation that is assigned to an appropriate place on the learning cycle to that it can be completed independently.
3. Project assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences, which strengthen attitudes and allow for creativity.

4. Punishment assignments should never be given.
5. The purpose of homework, in terms of the relevance to the standards should be clear to the student when assigned, and the criteria for assignments is shared so students know how to demonstrate proficiency.
6. As part of the process of using homework as a learning tool, students may be involved in learning how to critique their own and each others' work based on clearly-defined criteria related to the standards.
7. Teachers should coordinate major assignments.
8. The time limits for the completion of homework should:
  - A. Be reasonable and consistent with the nature of the assignments given;
  - B. Provide for interim appraisal of process where projects involve blocks of time;
  - C. For each day of student absence there will be assigned a commensurate number of days to make up assignments (including but not limited to homework, projects, presentations, and classroom activities).
9. Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.



## HEALTH SERVICES

### First Aid Policy EBBA and EBBA-R

### Student Health Services and Requirements (Policy JHC)

### Concussion Information: Physical Education (Policy IGAF), Interscholastic Athletics/Interscholastic Extracurricular Eligibility (Policy IGDJ/IGDK)

### BEE STINGS AND OTHER ALLERGIES

Parents are responsible for informing the school of a child's allergies, especially food or medicine allergies and bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

### EMERGENCY MEDICAL FORMS (Policy EBBA-R)

**Parents/guardians** are to complete the Emergency Medical Authorization form neatly and completely and return it to their child's school as soon as possible. **In case of an emergency if the school is unable to contact the parent/ guardian, the emergency contact will be used.** Please make certain a LOCAL phone number is used for the emergency contact.

**\*Please notify the school immediately when any emergency information changes.**

### HEAD LICE- Policy JHCCA

Head lice are a universal problem and are particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. If a child is found to have lice, the child's parent will be contacted to have the child treated.

**Treatment:** Treatment of head lice is the responsibility of the parent. The parent will be provided with a brochure that includes guidance and educational material concerning the epidemiology, treatment and follow-up procedures for the infestation and, if requested, will also be shown by the school nurse or health staff member the evidence of the child's infestation. Parents are to treat the child with a lice-removal product at home, following exact directions. They are also to treat the home environment by vacuuming, and washing bed linens, clothing, brushes, and sports helmets. The student may return to school after treatment and/or approval by the school nurse.

### FIRST AID ROOM

Students who become ill during class should request a pass from their teacher to go to the First Aid Room. Personnel will determine if the student is ill and what steps are necessary. Students are not permitted to call their parents to pick them up at school for illness unless in the presence of school personnel. Fremont City Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

"Medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Before the student will be permitted to take medication during school hours, use an inhaler to self-administer asthma medication, or use an epinephrine auto-injector (epi-pen), **Parental Authorization Form** must be filled out and submitted to the building nurse.

Students are not permitted to carry on their person or store in a locker, any type of medication. All students shall present medications and the Parental Authorization Form to the staff member supervising the First Aid Room. Medication will be dispensed through the First Aid Room only.



## **PRESCRIPTION MEDICATION AT SCHOOL (Policy JHCD, JHCDA)**

According to Ohio Code Section 3313.713, prescription medicine necessary to keep a student in school may be administered provided certain provisions are met.

1. Prescription medication must be in **original container** explaining what the medication is, when to administer, and how much to administer. No medication will be given that is unlabeled or in the wrong container.
2. A record shall be kept of all students requiring medication during school hours. This shall include date, time and signature of the person giving medication.
3. Medication prescribed more than two times will not be given at school, unless specifically requested by the physician.

Any student on prescribed medication shall present medication to the school office with a **Parental Authorization Form**. These medications are to be dispensed from the school office.

## **IMMUNIZATION LAW- (Policy JHCB)**

Children who do not have evidence of proper immunization will be excluded from school attendance no later than the fifteenth (15<sup>th</sup>) day after the start of school.

## **STUDENT ILLNESS**

Please inform us if your child has a history of heart condition, epilepsy, diabetes, any abnormality, or serious illness. This will enable us to keep the health records up-to-date and be prepared to care for your child should an emergency arise.

Please check your child for signs of illness before sending him/her to school. Your child should remain at home if any signs of illness, such as fever, vomiting, etc., are present. Ultimately, the care of sick children is not the responsibility of the school.

Children who become ill at school can be better cared for at home by their parents. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent.

Therefore, parents are responsible for providing the school with work phone numbers or information about where the parent can be reached during the day and updating this information throughout the year. Parents are responsible for providing information about someone who can care for the sick child if parents are not available.

## **INTRA-DISTRICT OPEN ENROLLMENT (Policy JECBD)**

The Fremont City Board of Education has adopted policies and procedures permitting students to attend a school, within our school district, other than the school in which the students and parents reside. **Application may be made from March 1<sup>st</sup> through March 31st**. Applications and copies of policies and procedures may be obtained by contacting the principal of your school of choice.

## OUTSIDE PLAY

All students are to go out to recess at the time scheduled as long as:

1. It is determined not too cold to go outside.
2. It is not raining.
3. The ground is not covered with snow/ice.

Students should be dressed for the weather each day, as they will be expected to participate in the full activities of the school day (outside activities included). If you feel that your child is unable to take part in the recess activities, a doctor note stating such should be sent to the teacher on the specific day you wish your child to stay in. **Notes will NOT be honored for more than ONE day** at a time except for unusual circumstances. Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held October 30, 2018 and November 1, 2018 from 3:45 p.m. – 7:15 p.m. and November 2, 2018 from 9:15 a.m. – 3:45 p.m.

## PARKING OF BICYCLES

It is necessary that all bicycles be properly parked in the bike stands provided on the school grounds. Do not park bicycles in any other location. We strongly urge that a lock be placed on all bicycles. Bicycles must be walked across intersections adjacent to the school and are not to be ridden on school property.

## RESTRICTED/NON-PARTICIPATION IN PHYSICAL EDUCATION CLASSES/ACTIVITIES

Students with restrictions or who are unable to participate in physical education classes and/or activities are required to have a letter from a physician (MD or DO). The note must include the projected period of time, the reason for the restriction or non-participation, and any limitations.

## RETENTION AND PLACEMENT- Policy IKE

A student may be retained at his/her current grade level when she/he has in the opinion of the professional staff failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level. Students considered for retention and placement shall be reviewed by the Student Assistance Team. The Light's Retention Scale will be used to assist with the collection of data for review.

Students in grade three (3) will be considered for retention per the guidance of the Third Grade Reading Guarantee.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. Require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. Requires that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. Assure that efforts will be made to remediate the student's difficulties before she/ he is retained;
- D. Provides that the principal shall have the final responsibility for determining the promotion, academic acceleration, placement or retention of each student, and shall follow any guidelines mandated by the Ohio Department of Education, or the Ohio Revised Code;
- E. Provide parents the opportunity to request the promotion, academic acceleration, placement, or retention of their child;
- F. Provide parents the opportunity to appeal the decision about their child's promotion, academic acceleration, placement, or retention.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10/A.C. 3301-35-02(B)(5)



## SCHOOL SEARCH (Policy JFGA)

The right of inspection of student's personal possessions on school property is inherent in the authority granted schools boards and administrators and should be exercised to assure parents that the school, in exercising its "in loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority, therefore, is to be exercised sparingly and only when such inspection search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

## POSITIVE BEHAVIORAL INTERVENTION & SUPPORT (PBIS) (Policy JP)

Fremont City Schools has high standards for student behavior. All students are expected to: Be Respectful, Be Responsible, Be Safe. These high expectations promote safety and learning for all students.

Several examples of these expected behaviors are as follows:

### ***I Will Be Respectful by...***

- Working quietly.
- Speaking with others in a friendly way.
- Listening to and following directions and instruction.

### ***I Will Be Responsible by...***

- Attending school regularly and on time.
- Completing my work.
- Keeping my belongings in their places.

### ***I Will Be Safe by...***

- Keeping hands, feet and materials to myself.
- Walking in and out of the school building.
- Following directions of adults.

To assist students in learning the skills associated with ***Be Respectful, Be Responsible, Be Safe***, all staff will teach the expected behaviors to all students. Students will have opportunities to practice these behaviors and will receive positive feedback when they show these skills. Visual reminders, such as posters, will prompt students of the expectations. These expectations ***Be Respectful, Be Responsible, Be Safe***, apply to all areas of the school, including classrooms, cafeteria, bus hallways and restrooms.

Positive behaviors will be acknowledged and problem behaviors will receive consequences. Administrators are authorized to select from the following consequences to resolve a disciplinary issue.

Consequences may include, but are not limited to the range listed: (1) warning, loss of privilege, in class time-out, (2) phone call home, conference with parent, (3) community service, suspension, detention, (4) expulsion.

If a behavior is deemed a criminal offense, local authorities will be notified. Restitution for any damage will be required in addition to behavior consequences.

# STUDENT CODE OF CONDUCT

## I. INTRODUCTION

**Power of School Authorities:** The power of school authorities over pupils does not cease when they leave the school premises. The items in this Code of Student Conduct are applicable to all students during any school activity, function or event, whether on property owned, rented or maintained by the Fremont City Schools or property owned, rented, or maintained by another party.

**Rights and Responsibilities:** Students attending Fremont City Schools are expected to exercise their freedom of speech and expression within the framework of the code contained herein. Students have the right to expect reasonable and just treatment from the school and its employees. In turn, the school community has a right to expect reasonable and just treatment from the student. Freedom carries with it responsibilities for all concerned.

**Scope:** The Student Code of Conduct is in effect for all school and school-related activities, including, but not limited to, school authorized transportation, clubs, organizations and athletics. The purpose of this Code is to provide the guidelines and procedures governing student conduct and discipline in the Fremont City Schools. Students may be subject to discipline for violation of the Student Code of Conduct even if the conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. The examples used in this Code are not intended to be all-inclusive in defining violations.

## II. DISCIPLINARY CONSEQUENCES

**Detention:** Students may be required to remain in school after the school day with the notification of parent or guardian.

**In-School Assignment:** A student may be assigned to in-school assignment. Although removed from his/her regular classes he/she will be permitted to earn credit when in ISA if work is completed on a daily basis while in ISA. A student in ISA, however, may be denied participation in any extracurricular activity during the duration of the in-school assignment. In-school assignment is a placement and, unlike a suspension, cannot be appealed.

**Suspension** is defined as the denial to a student of permission to attend school and to take part in any school functions, including extracurricular activities, for a period of at least one (1), but not more than ten (10) school days. Repeated suspensions may result in expulsion. No student on suspension shall be on the property of the Fremont City Schools without prior administrative approval. Students suspended will have the opportunity to make up school work missed. Students must have someone else pick up assignments from school twenty-four hours after requested. All assignments are due the day the student returns to school unless other arrangements are made with the administrator in conjunction with the teachers. Students who are suspended out-of-school may not participate in student activities for the duration of the suspension.

**Expulsion** is defined as denial to a student of permission to attend school and to take part in any school function, including extracurricular activities, for a period exceeding ten (10) school days but not exceeding eighty (80) school days. If, at the time of an expulsion, there are fewer than eighty (80) days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Students may be expelled for one calendar year for a violation involving a firearm (gun), a knife, a bomb threat, or when otherwise authorized by the Ohio Revised Code. Students who are expelled will lose all academic credit for the period of time in that they have been expelled.

Students who are expelled may not participate in student activities for the duration of the expulsion. No student under expulsion shall be on the property of the Fremont City Schools without prior administrative approval. A student may be suspended pending the outcome of expulsion proceedings.

Any student, who possesses, delivers, sells or causes to be delivered or sold, any form of drugs, alcohol, narcotics or non-controlled substance that may be considered to be harmful to the health or morals of themselves or others will be recommended for expulsion by the building principal. Any student who possesses, handles, transmits, or conceals any object which might be considered a dangerous weapon, instrument of violence, or explosive will be recommended for expulsion by the building principal.

**Temporary Denial of Admittance:** The Superintendent may, after offering an opportunity for a hearing before the Superintendent or Superintendent's designee, temporarily deny admittance to the Fremont City Schools to any student if the student has been expelled from the schools of another district and the period of the expulsion has not expired. Any student who is temporarily denied admittance to the Fremont City Schools, or the student's parent, guardian, or custodian, may appeal that denial to the Board of Education's designee, who may affirm or reverse the denial on the basis of the record so made.

**Emergency Removal** is defined as the immediate denial of either a place within a classroom or elsewhere on school premises to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

**Permanent Exclusion (Please See Board Policy JEGA)** is defined as the permanent denial to a student of attendance at any Ohio public school if the student is convicted of or adjudicated a delinquent child for committing, when sixteen (16) years of age or older, one of the offenses specified in the Ohio Revised Code as grounds for permanent exclusion while on school grounds or at an activity held under the auspices of the District. Generally, these are serious offenses that involve weapons, drugs, and/or violent conduct, such as:

- A. Illegal conveyance or possession of a deadly weapon in a school safety zone;
- B. Carrying a concealed weapon;
- C. Trafficking in drugs;
- D. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, or aggravated assault, if the victim is an employee of the District;
- E. Rape, gross sexual imposition, or felonious sexual penetration if the victim is a school employee; or
- F. Complicity in any of the above crimes.

**Court or Police Referral:** Students may be referred to court authorities or to law enforcement officials for violation of the law while under the authority of school personnel, violation of the Student Code of Conduct, poor attendance patterns, chronic misbehavior, fighting, etc., which may result in the student being placed at the Sandusky County Juvenile Detention Center.

**Community Service:** A building principal may require a student to perform community service in lieu of or in conjunction with a suspension or expulsion (not applicable for firearm violations). Such community service may be performed at the school or in the community.

**Denial of Busing Privileges:** Students who violate the Student Code of Conduct on the bus may be denied busing privileges.



### III. CODE OF CONDUCT

In accordance with Ohio Revised Code Sections 3313.66 and 3313.661, a student enrolled in the Fremont City Schools who is found to be in violation of any of the following rules shall be subject to disciplinary actions and procedures as stated in this handbook.

**Rule 1 - Disruption of School:** A student shall not, by use of violence, force, coercion, threat, harassment or insubordination, disrupt or obstruct any aspect of the educational program, including lunch periods and any curricular and extracurricular activities. Examples of disruption include, but are not limited to, horseplay, bomb threats, setting off fire alarms, unauthorized fires, strikes, walkouts or loitering, use of stink bombs or impeding free traffic to and within the school.

**Rule 2 - Damage to School Property or Private Property:** A student shall not cause or attempt to cause damage to school property, staff property, or other private property as it affects the good order and welfare of the school. Examples of school property include, but are not limited to, landscaping, athletic facilities, buildings and contents. Examples of staff and private property include, but are not limited to, vehicles, clothing or other possessions.

**Rule 3 - Assault:** A student shall not cause bodily harm or behave in such a way that could threaten to cause bodily harm to school staff, students, or visitors while under the jurisdiction of the school. This jurisdiction includes the school day and any school activity. Examples include, but are not limited to, hitting, kicking, shoving, fighting, throwing objects or running in the halls.

**Rule 4 - Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, instrument of violence, or explosive such as a firearm (gun), knife or razor blade, metal knuckles, nunchaku, firecracker, bomb, bullet, rocket, missile, incendiary, noxious irritant, poisonous gas, poison or any other item which could be used to harm, threaten or harass students, school employees, parents, community members or school visitors. Objects which look like weapons, instruments of violence or explosives are also prohibited.

**Rule 5 - Unauthorized Possession:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

**Rule 6 - Tobacco:** Use of tobacco in any form is prohibited. Display, use, or possession of tobacco and smoking materials, including matches and cigarette lighters, is prohibited. Tobacco includes, but is not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff and other substitute forms of cigarettes.

**Rule 7 - Alcohol, Drugs, and/or Drug Paraphernalia:** No student shall possess, consume, show evidence of use or consumption, deliver, attempt to deliver, or cause to be delivered any form of alcoholic beverage, drug, drug paraphernalia, inhalants, narcotics, anabolic steroids, or non-controlled substance that may be considered to be harmful to the health or morals of themselves or others. This will include counterfeit controlled substances or “look-alike” drugs.

A student shall not appear at school or school-related events after having consumed any of the above. Counterfeit controlled substance is defined in the following ways: (1) any drug or drug container or label which bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; (3) any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

- A controlled substance is defined as a drug, compound, or mixture of substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, barbiturates or marijuana, as well as many other types of drugs.
- “Alcoholic beverages” means intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor and malt beverages as defined in Ohio Revised Code 4301.01. The term “alcoholic beverages” also means any liquid substance, such as “near beer”, intended for use as a beverage, used as a beverage or capable of being used as a beverage which contains alcohol in any proportion or percentage.

**Rule 8 - Insubordination:** A student shall not disregard or refuse to follow school rules, regulations, or reasonable directives given by school personnel.

**Rule 9 - Violations of the Law:** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

**Rule 10 - Frightening, Degrading, Disrespectful, or Disgraceful Acts :** A student shall not engage in any act that induces panic or could possibly induce panic, frightens, degrades, disgraces or bullies a student, employee of the school district or visitor by written, verbal, physical, or gestural means. Public display of affection or unauthorized touching of a person is prohibited.

Harassment, intimidation, or bullying behavior by any student in the Fremont City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying” in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt, or covert, by a student or group of students toward other students more than once, with the intent to harass, intimidate, injure, threaten, ridicule, humiliate or violence with a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Bullying Complaint Procedures**

Students and/or their parents/guardians may file written reports regarding bullying. Such reports shall be reasonably specific including: person(s) involved, number of times and places of the alleged conduct, the target of suspected bullying and name(s) of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They shall be promptly forwarded to the building principal for review, investigation and action.

Students and/or their parents/guardians may make informal complaints regarding bullying by verbal report to a teacher, school administrator, or other school personnel.

A school staff member who receives an informal complaint shall promptly document the complaint in writing and forward to the principal.

Students who make informal complaints may request that their name be maintained in confidence by school staff member(s) and administrator(s) who receive the complaint.

At least semi-annually, the Superintendent shall provide the Board a written summary of all reported incidents and post the summary on the district website.

The Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. School employees and volunteers who have direct contact with students shall receive training and the complaint procedure established by the Superintendent shall be followed.

**Rule 11 - Truancy and Tardiness:** Truancy is prohibited. Truancy is declared when a student is absent from school or any portion of the school day without school authorization and parental consent. Tardiness to school or classes is also prohibited.

**Rule 12 - Publications and Organizations:** Publishing or distributing any printed material or promoting any club or organization that has not been approved by the building administrator is prohibited.

**Rule 13 - Forgery, Cheating and Gambling:** Any form of forgery is prohibited. All forms of cheating on school work are prohibited, including plagiarism. Wagering money or any other items of value is prohibited. Unauthorized card and board games are prohibited.

**Rule 14 - Immunizations and Health Policies:** Failure to comply with Ohio Revised Code 3313.671 and/or the Health Policies Handbook of the Fremont City Schools may result in exclusion from school.

**Rule 15 - Unauthorized Sales:** No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators.

**Rule 16 - Collusion:** No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance.

**Rule 17 - Hazing:** Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition contained in this policy. It is the policy of the Fremont City Board of Education that hazing activities are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

**Rule 18 - Sexual Harassment:** A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact. Prohibited conduct includes, but is not limited to, propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit or assaulting a person.

**Rule 19 - Misuse of Technology and Electronic Information Systems:** The use of any district computer while under school authority that violates the districts Acceptable Use Policy (AUP) agreement is prohibited. Misuse includes, but is not limited to, vandalism of computers and peripherals, unauthorized access to electronic information (files, documents, databases, records, grade books, etc.), violation of copyright laws, plagiarism, hacking, tampering/ altering software and/or hardware settings or parameters, unauthorized use or access to district computer network (servers, routers, switches, network drops, etc.).

Misuse of Other Electronic Devices – Misuse of any device that would disrupt the function of any computer, network, video or audio equipment or system is prohibited. The use of any device that disrupts the educational process is also prohibited. Such devices can be possessed but not seen or used while under school authority. Devices may include, but are not limited to, lasers, cell phones, pagers, laptops, audio/video devices, and PDA.

**Rule 20 - Gangs/Secret Societies:** Fremont City Schools prohibits the presence and activities of gangs on or proximate to school property. No student shall wear, carry, or display paraphernalia or make gestures that either endanger or interfere with the health or welfare of any student, or that cause disruption to, or direct interference with, the educational process. No student shall cause an incident affecting the school attendance of another student or attempt to create territorial control at any school district facility. A gang is defined as any non-school group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violation of school rules, establishment of territory or “turf” or any actions that threaten the safety or welfare of others

**Rule 21 - Failure to Serve Assigned Disciplinary Consequences:**

A student shall not refuse to serve any school official assigned disciplinary consequences.

**Withholding of Privileges**

Special privileges such as library and hall passes and after school events may be withheld.

**DUE PROCESS FOR SUSPENSIONS/EXPULSIONS AND APPEALS**

**Definition**

Due process is a procedure to assure that students have a fair opportunity to counteract, contradict, challenge or defend charges made against them and to have an opportunity to try to clear themselves of those charges.

**Elements of Due Process**

1. Student has been informed of school rules and regulations.
2. Student receives written notice of charges or reasons for the pending action.
3. Student has the opportunity for a hearing to challenge the charges.
4. Parent/Guardian/Student is entitled to the representation of his/her choosing in any appeals proceedings.
5. Student is not permitted to continue to attend regular classes pending the outcome of either suspension or expulsion appeals procedures unless permission to attend is authorized by the Superintendent.

**Suspension Appeal Procedure**

- Step 1 -** Parent/Guardian/Student is permitted to appeal a suspension to the Superintendent or Treasurer of the Board or to his/her designee. This appeal must be written and include reasons why the suspension is being appealed. A hearing will be scheduled within three (3) to five (5) days of the written request. A written decision will be issued to the appealing party as to the results of the appeals hearing within two (2) school days.

**Expulsion Appeal Procedures**

- Step 1 -** Parent/Guardian/Student is permitted to attend the expulsion hearing with the Superintendent or his/her designee. You may be represented in the appeal by the representative of your choice. If you wish to have a representative, notification must be provided to Fremont City Schools within forty-eight (48) hours, of receipt of the notification of the expulsion hearing.
- Step 2 -** Parent/Guardian/Student will receive written notification of expulsion or re-admittance to school from the Superintendent of Schools.
- Step 3 -** Parent/Guardian/Student may appeal this to the Board of Education or to its’ designated attorney.

When parents/guardians/students choose to exercise the right to appeal, the above steps should be followed in order. Such appeals must be made within five (5) school days of the effective date of the Suspension.

Expulsions may be appealed within ten (10) calendar days to the Board of Education or its designated attorney.

## FIGHT/ASSAULT GUIDELINES

### Introduction

During the school year, some students choose to resolve their differences by fighting. Fremont City Schools cannot and will not tolerate fighting of any kind. Students should consider these options in lieu of physical violence:

1. Parents/students should bring the concern/problem to the counselor, teacher, or building administrators. We will investigate and bring all parties together to discuss possible solutions.
2. Name calling often leads to fighting. Inform a nearby teacher or seek out an administrator before the situation gets out of control.
3. If provoked, walk away and seek out a teacher or administrator.
4. Do not get involved in someone else's business. If you feel you must be involved or already are involved and the situation is out of control, seek out a building administrator/teacher/counselor and report your concern and involvement.

Students who decide to take matters into their own hands and fight may be suspended from school with police called. Building administrators recognize there are different degrees of fighting, but caution students that rarely is a fight one-sided. Consequently, both parties are usually suspended.

### Definitions

- **Fight** - Engaging in physical violence where two or more people physically strike each other, kick, punch, pull hair, trip or make physical contact out of anger with or without the intent of hurting or injuring another.
- **Participants** - Unless a student is making a serious effort to walk away, or diffuse the situation, or does not retaliate to the aggression, then all students involved will have deemed by their actions to have mutually consented to being a willful participant in the fight and will have to adhere to the consequences of their actions.
- **Physical Assault** - Engaging in physical violation as described above where one person, intentionally or unintentionally, attacks another person and the other person (victim) does not retaliate (strike back). Fights and assaults are illegal activities anywhere in school or on the property of school or while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity.

### Procedures

- **Police** - When the police are called, the school will collect information about the fight. The officer will then assess the seriousness of the fight and make a determination of the course of action needed. The officer's options may include having the school handle the discipline or file charges or have the student or students arrested and taken to the Juvenile Detention Center.
- **School** - Any student that is involved in a fight or assault will have a hearing before an administrator and a decision will be made about contacting the police. If the police are contacted, the student could be removed from school by the police and taken to the Juvenile Detention Center. (This is a police decision.) If this happens, the school will contact the parents. Regardless of police involvement, the school will take appropriate disciplinary action (suspension and/or expulsion).

# STUDENT ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY POLICY

## (Policy EDE)

### **Explanation of Guidelines**

Fremont City School District provides students access to its computer network and the Internet for educational purposes only. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

In order for the FCS to supervise student use of the computer network and the internet, the Acceptable use Guidelines must be read and the Guideline Agreement form must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Fremont City School District.

### **Scope of Technology Policies**

Policies, guidelines and rules refer to all, but not limited to computers, tablets, cell phones, Smartphones, and other similar devices, as well as technology infrastructure, associated peripheral device and/or software:

- Owned by, leased by and/or loan to Fremont City School District
- Owned by, leased by and/or on loan to any third party engaged in providing services for the District

Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hard-wired, fiber, infrared and/or wireless.

All Acceptable Use Policies also apply to any online service provided directly or indirectly by the district for student use, including, but not limited to: email, calendar, and docs (Google Apps for Education), Progressbook (Parent/Student Grade Book Access) and InfOhio.

### **Expectation of Privacy**

At any time and without prior notice, FCS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as, any information sent or received in connection with this usage. All communications and information via the network should be assumed the property of the District. Users should not assume that email will be private.

### **Consequences for Violation of Technology Policies**

Use of the computer network and internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use the computer network or the internet inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.



**Unacceptable Uses of Technology Resources includes but is not limited to:**

- Interfering with the normal functioning of computers, computer systems, or computer networks.
- Damaging or theft of computers, computer systems or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Giving your username, password or any other sensitive, personal information to any other individual, or using the username, password or personal information of another individual.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Violation copyright laws and/or the district policy on plagiarism.
- Using the network/internet to buy or sell products.
- Recreational/non-educational use of electronic communication such as creating, viewing, transmitting, or posting videos or pictures without the consent of included individuals (e.g. social media, email, instant messaging, blog, bulletin boards...)
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files other computers or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote- control software. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including, but not limited to:
  - Music files
  - Movies
  - Video games of all types, including ROMs and emulators
  - Offensive images or files
  - Programs which can be used for malicious purposes
  - Any files for which you do to have a legal license
  - Hobby or personal interest files, even if not offensive or inappropriate by other standards
  - Any file which is not needed for school purposes or a class assignment.
- Uses that contribute to the violation of any other student conduct code including, but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items.

**Warranties/Indemnification**

Fremont City Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its District’s technology and the internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees of any kind suffered, directly or indirectly, by any student or his/her parent(s) or guardian(s) arising out of the student’s use of its District’s technology or the internet under this policy. By signing this AUP, students are taking full responsibility for his/her use, and the student who is eighteen (18) or older or, in the case of a student under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the School, School District, the Information Technology Center (LTC) that provides the technology and internet access opportunity to Fremont City Schools and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the student’s access to its technology and the internet, including, but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a student’s use of his/her access to its technology and the internet, whether that use in on a school computer or on another’s outside school district’s network.

This policy covers all current and future local, state, and federal laws.



## TRANSPORTATION

### BUS SAFETY RULES AND REGULATIONS FOR ALL STUDENTS

In order to ensure the safety of all students who ride the school bus, it is necessary to have regulations regarding the conduct of bus riders. Anything which distracts the attention of the bus driver endangers the lives of all students on the bus. Parents should assume some responsibility for getting the student to the correct stop and assisting in crossing the streets. The bus is a classroom on wheels and the driver must be respected as a teacher.

The following rules will be respected by all PreK-12 students whether it is for daily riding, athletic events, and/or educational trips.

1. The Student Code of Conduct is in effect at all times. Students shall abide by all sections of the Student Code of Conduct while waiting for the bus, on the bus, and during loading and unloading.
2. Students must get on and off the bus at the assigned pickup and drop off locations. Written parental permission is necessary for a student to get on or off a bus other than at the regular stop. Building principals may issue bus passes for the purpose in advance. (see below)
3. Students shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
4. Students must wait in a location clear of traffic and away from the bus stop.
5. Student's behavior on bus or at school bus stop must not threaten life, limb, or property of individual.
6. Students must go directly to an available/assigned seat and remain seated, keeping aisles and exits clear.
7. Students must observe classroom conduct and obey driver promptly and respectfully.
8. Students must not use profane language.
9. Students must not eat or drink on the bus except as required for medical reasons.
10. Students must not chew gum on the bus.
11. Students must not use tobacco on the bus. Tobacco includes, but is not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and other substitute forms of cigarettes.
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students may carry on the bus only objects that can be held securely in their laps.
15. Students misbehaving on the bus should be reported to the bus driver and/or building principal.
16. Students must not put their head or arms out of the bus windows.
17. Students must not bring animals, firearms, ammunition, weapons, explosives, glass containers or other dangerous materials or objects on the school bus.
18. Students will not experiment or tamper with the bus or any of its equipment and will treat the bus equipment as fine furniture should be treated in the home.
19. Students will assist in keeping the bus safe and sanitary at all times.
20. Students may expect to lose the privilege of riding on the bus if he/she finds it impossible to behave in accordance with the School Bus Conduct Agreement.
21. Students will not exit the emergency door in a non-emergency situation.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specific above are referred to the Superintendent/designee.

### Student Bus Passes

Written parental permission is necessary for a student to get on or off a bus that is not originally assigned to them.

1. Students must drop off a written note from their parent/guardian to the main office secretary. The note should specify the student's name, date, and the address of the location the student needs to be dropped off during the afternoon or picked up in the morning.
2. The main office secretary will call home to confirm the bus pass request. If a parent cannot be reached, the bus pass request will be denied.
3. The main office secretary will complete the bus pass and send the approved bus pass to the student by 1:00 p.m.
4. Parent phone calls requesting bus passes for their student on the day of the location change for transportation will only be accepted if approved by the appropriate principal.

### Daycare

Fremont City School District students who meet the following criteria will be eligible for transportation owned by the District:

1. Professional Daycare (Child Care Center) – Students in grades K-8 who attend any public/parochial school and who are registered with any approved professional daycare center located in the Fremont City School District.
2. Private Daycare (Type A and B Home) – Students in grades K-8 who attend any public/parochial school and are registered with any approved private daycare. Criteria for approved daycare are as follows:
  - a. Daycare address must be greater than two miles from the student's school of attendance.
  - b. If the student attends a public elementary, the daycare address must be located in the same elementary district.

Parent(s)/Guardian(s) of student requires daycare center complete a form accepting responsibility for supervision and welfare of student being transported before pick up and after being dropped at approved bus stop.

*Fremont City School's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender identity, economic status, age, disability or military status.*