



FREMONT MIDDLE SCHOOL

500 Woodrow
Fremont, MI 49412
(231) 924-0230 (Phone)
(231) 924-9149 (Fax)

**STUDENT HANDBOOK
2009/2010**

Student's Name _____

Grade _____ **Homeroom Teacher** _____

NOTICE:

The Fremont Public School District does not discriminate on the basis of race, color, nationality, origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Jim Hieftje, Assistant Superintendent of Curriculum and Instruction, 220 West Pine Street, Fremont, MI 49412, (231) 924-2350.

A NOTE FROM THE ADMINISTRATORS

To Our Parents and Students at Fremont Middle School:

Contained within the pages of this handbook are basic rules and policies that govern almost every aspect of student life at Fremont Middle School. We ask that as students and parents, you share the responsibility of carefully reviewing the contents.

We trust that the **2009/2010 school** year will be rewarding as we work in partnership towards the achievement of these goals. If you have any questions, please contact us.

Ken Haggart
MS Principal
924-8136

Jim Hiefje
Assistant Principal/Quest Principal
924-8135

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FREMONT MIDDLE SCHOOL STUDENTS

FMS students are expected to display the 6 pillars of Character **Counts!** These are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

FMS GOLDEN RULE

Students are expected to keep their hands, feet, etc. **to themselves** at all times. This includes any kind of behavior that the student might consider as just playing around. Treat others as you want to be treated!

YOUR TEACHERS

Your teachers are here for you. They are trained professionals who have been chosen by our school district to serve as your guides and leaders through these three important years. They deserve your respect and will accord you respect in turn.

Every teacher will have specific classroom rules. Four general rules expected to be followed by all students are:

1. Stop all unnecessary talking as you enter the classroom.
2. Go directly to your assigned area and begin to work.
3. Be sure you have all necessary books and materials.
4. Arrive on time; a little late is too late!

Your teachers may assign you a limited amount of homework. This is an important part of our curriculum. It trains the student to work independently and gives him/her an opportunity to practice the skills and concepts taught in class. Neglect of this important part of your school requirements may result in poor grades, possibly failing a class.

ATTENDANCE POLICY

One of the greatest determinates of student academic success is regular and punctual school attendance. To help ensure that success, the following policy governs FMS attendance:

Excused Absence: (absence due to illness or emergency as determined by the Principal's office):

Pre-Excused Absence:

1. Present a written request to the office at least two (2) days in advance of the absence.
2. A form will be given to the student to have completed and returned to the office on the day it is issued.

TARDINESS

A student arriving late to school should report immediately to the office for a tardy slip. Only an emergency is an acceptable excuse for being late to school. The tardy policy is based on each nine week marking period. Tardies, which are not excused, result in the student making up time in accordance with the following policy:

1. 2 Tardies in same class – Student will receive verbal warning.
2. 3 Tardies in same class – After School Detention assigned by the classroom instructor.
3. 4 Tardies in same class – Saturday School assigned by the classroom instructor.

TRUANCY

A student absent without the consent of his/her parents or the permission of the school is truant. This is an unexcused absence. The following are examples of truancy:

1. Being absent from class without permission.
2. Leaving the school without signing out.
3. Leaving the school at lunch time.
4. Being absent from school without parents' permission.
5. Excessive tardies and/or absences will be referred to law enforcement and/or truant officer.

Disciplinary Action:

1. A student absent from class without permission at any time during the school day will be assigned a Saturday School.
2. A student leaving the school building without permission at any time during the school day or a student absent without parent notification will be assigned a Saturday School. The School Liaison Attendance Officer will be notified.

MAKE-UP WORK

All class work missed during an absence must be made up. If the absence is unexcused, a student has the right to make up work, but no credit will be given; if excused, full credit will be allowed. As a general rule, a student will have as much time to make up the work as he/she was absent. This does not apply, however, when a student has a pre-excused absence due to vacation.

All absences must be reported to the school by phone on the day of the absence. The phone number is 924-0230. **REPORTING OF A STUDENT ABSENCE MUST BE DONE BY A PARENT OR A GUARDIAN** and should be reported between 7:00 - 8:30 a.m. **ABSENCES MUST BE REPORTED TO THE OFFICE EVEN IF CONTACT HAS BEEN MADE WITH THE CLASSROOM TEACHER.** Parents of students who have not phoned in and are absent from school will be called by the attendance secretary to verify the absence. If verification cannot be made by phone or a written note by the parent, the absence will be treated as an unexcused absence. An excused absence will allow the student to make up all work missed and receive credit for the work. A student will be allowed one (1) school day per day(s) missed to make up work. Students must be in attendance at least ½ day (minimum of 3 hours, not including lunch and rec.) on the day of a scheduled school event to be eligible for **participation in athletics or attendance at any FPS event.** If a student misses class in the morning, for example, he/she must report to school by **11:15 a.m.** The absence must be excused by the building administrator. Participation will be at the discretion of the administrator. **If a student is absent a full day, attendance or participation at school sponsored events is not permitted. Failure to follow this rule will result in an automatic Saturday school.** Students

with medical or dental appointments during the school day must present such notification to the school office prior to the appointment. Students must sign out in the office before leaving for the appointment and sign in when returning. Any student attaining five absences in a semester will automatically receive a letter pertaining to absenteeism. Any student reaching ten absences will receive a letter and contact will be made with the School Liaison Officer if absences are not excused.

HOMEWORK POLICY

Homework is assigned to students by their teachers for one basic reason: to enhance learning. It is the responsibility of FMS teachers to assign homework that is meaningful to the learning process. It is the responsibility of the FMS student to complete assignments on time and in an acceptable manner.

AGENDA BOOKS

Agenda books are a valuable tool in assisting students with being successful in their classes. Students should be writing all assignments and activities in their agenda books. Students should always have their agenda books with them during the school day as they are also used as hall passes. The student will need the handbook in order to use the telephone during class time. If a student should lose their agenda book, extras are available for a charge of \$3.00.

First Offense:	Warning
Second Offense:	After School Suspension

ASSEMBLIES

As a Fremont Middle School student, assemblies are a regular and important part of the total school program. Your behavior at an assembly is governed by the same rules for respect that are enforced in the classroom. Regardless of the type of program, a FMS student must show courtesy, respect, and appreciation for the performers and demonstrate the expected audience skills. Talking, whispering, whistling, stamping of feet, and booing are discourteous and

will not be tolerated. A few simple rules governing assemblies are:

1. Unless otherwise instructed, leave all books and materials in your locker or classroom.
2. Proceed to the assembly quietly, orderly, and promptly, with your class, and be seated in your assigned area.
3. When the assembly announcer calls for your attention, give it to that person immediately.
4. Be courteous to the performers and to your neighbors. Do not use pauses in the program to start conversations.
5. Your applause and appreciation should be in keeping with the nature of the program. Serious programs require a serious response. Light and entertaining programs may bring spontaneous and more enthusiastic responses.
6. Do not attempt to leave the assembly until you have been properly dismissed.

HALLWAYS

Students are expected to conduct themselves in an orderly manner in the hallways. No running, pushing or shoving will be allowed.

LOCKERS

Each student will be assigned a personal hall locker. He/she will be given a combination to the locker and should not share that combination with others. Today's "best friend" may be going through your locker next week. Students are expected to keep their lockers locked at all times. There is to be no exchange or doubling-up with another student in lockers. Money or other valuables should not be kept in lockers. Students should not mistreat lockers, including kicking or hitting or using other means to open them.

Hall lockers operate on a master control key arrangement and the school, pursuant to state law, retains the authority to perform locker checks and to search individual lockers at the district's discretion. In addition, periodic locker clean-ups will be scheduled to help maintain good housekeeping habits. School Code section 1306 states that the student's privacy rights shall be respected "regarding any items that are not illegal or against school policy".

BOOK BAGS

Book bags may be used to carry books to and from school. Book bags are not to be carried to or brought into classrooms. When arriving at school, the student should place books into the locker and then hang the book bag in the locker. Book bags are not to be left in the hallways unattended.

CLOSED CAMPUS

Fremont Middle School operates on a closed campus arrangement. Once a student arrives at school, he/she is not allowed to leave the immediate area of the school, unless he/she is properly signed out through the office. To leave the school during the day, the student must present a note from his/her parents or a valid appointment card and receive a pass to leave the building.

BEFORE AND AFTER SCHOOL

Students should not be on the Fremont School grounds before 7:30 a.m. and may not enter the hallways prior to 7:50 a.m. unless the student has a specific school sponsored activity the student must attend. Students need to be off all Fremont Public School grounds by 3:25 p.m. unless the student has a specific activity they are attending. No students should be in any FPS buildings on weekends unless they are there for a specific activity with adult supervision.

VISITORS

Visitors can, through no fault of their own be a distressing influence while in attendance. Therefore, it is the policy of the Fremont Middle School not to accept visitors in our school. This rule is waived by the principal to allow a visit by a potential student or group of students. Any visitor entering the building is required to report to the principal's office and arrangements may be made for him to meet a student in the office for a brief time.

EMERGENCY INFORMATION

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone, it is **very important** that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. **Please provide more than one phone number. This is very important in case of an emergency.** If a telephone number is changed or disconnected, please update your information at school.

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head carefully and, if any head lice are found, treat your child and any other infested family members before your child returns to school. Remember too, that anything near the child's head (bedding, clothes, hair items, stuffed animals, furniture, etc.) must also be treated immediately. It is critical that you not only kill the lice with a lice-killing shampoo but also remove all the eggs (nits). Although treatment shampoos provide a nit comb, they are not always 100% effective. Nits are literally glued to the hair and can be difficult to remove.

If eggs remain in the hair, re-infestation may occur. Fremont Public Schools has a "No Nit Policy" which means that children are not allowed to return until their hair is nit free. Parents must accompany their child back to school after treatment. Please continue to check heads every day for 2-3 weeks to make sure the lice is gone. Regular checking is the best prevention. If you discover your child or a family member has head lice, please notify us as soon as possible at 924-0230.

If you have any questions on how to check for head lice, treatments, or environment controls, please feel free to call our school nurse at 924-7230.

IMMUNIZATIONS

Any student new to the school system, according to state law, must show proof of immunizations and be current by today's standards to remain in school. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the school nurse.

WHEN TO KEEP CHILDREN HOME

State regulations indicate that superintendents, principals, the school nurse, and teachers shall exclude from school any child suspected of having a communicable disease.

Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus, or on the school grounds by keeping your child at home if he/she shows signs of illness.

Headaches, runny nose, difficulty breathing, sore throat, coughing, a rise in body temperature (vomiting, a skin eruption or an unusual flush or paleness should lead you to suspect illness in your child.

Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your child returns explaining the reason for the absence.

Your child needs to be kept home when ill to avoid the spread of illness.

FINES AND FEES

Some classes at FMS may require a small fee for student participation. The fee should be paid prior to participation in the designated activity.

Students are required to maintain proper care of all materials issued by FMS. Fines for damage to materials will be imposed and payment will need to be paid at the end of the school year.

LOST AND FOUND

All found articles are to be turned into the main office. If you lose an article, be sure to check the lost and found department in the office and report the missing article to one of the office personnel so a search may be instituted.

Radios, Beepers, Gameboys, **Handheld Playstations**, Laser Pointers, Rollerblades, Skateboards, Trading Cards and other items that may disrupt the educational environment may not be brought to school without permission of the building principal.

Ipods, cellular phones and cameras brought to school are at the risk of the student, and may only be brought to school with permission of the building principal. FMS is not responsible for loss or theft. These items are not to be used from the time the student enters the building unless permission has been granted by an administrator or teacher. Cell phones are not to be visible or turned on during the school day. After the dismissal bell, the above items may be used.

1st Offense – the item will be confiscated for the remainder of the day; phone call home

2nd Offense – **the item may be confiscated until the parent picks up the item.**

3rd Offense – **the item may be confiscated for the remainder of the school year.**

OTHER TRANSPORTATION

Bicycles may be ridden to school and must be placed in the bicycle racks provided. No motor driven vehicles (automobiles, motorbikes, or scooters) are to be used for transportation to and from school.

SUBSTITUTE TEACHERS

Substitute teachers are hired to continue the education of students in the absence of the regular teacher. Fremont Middle School students are expected to extend the same respect and courtesy that other teachers receive. Failure to do so will result in disciplinary action.

LOANING MONEY

Students are advised not to loan money. If a student chooses to loan money, the collection of the repayment is solely the responsibility of the students involved. The school is not responsible for any money that is loaned and not paid back.

OFF CAMPUS EVENTS

While traveling or attending school sponsored activities, FMS students are expected to represent their school. Student behavior should always reflect positively on the school and the community. While attending high school activities, students are subject to the authority of school district officials. Failure to obey rules and regulations and/or failure to obey the instructions or directives of school officials subjects the student to the school disciplinary code and loss of eligibility to attend high school athletic functions.

ELIGIBILITY FOR OFF CAMPUS EVENTS

Eligibility for class trips/field trips/activities throughout the year are dependent on the student being a member “in good standing” of the class and the student body. “In good standing” will be determined by the Staff and Administration of FMS.

DRESS STANDARDS

The environment of Fremont Middle School reflects the mission of this school: to provide the best education possible for students. With this goal in mind, students are expected to dress in an appropriate manner. While the school administration realizes that student attire is often a statement of growing independence of young adolescents, it must be remembered that acceptable dress for school is not the same as might be accepted in an informal or more

casual setting. Students are encouraged to use common sense in selecting dress for school. Dress that distracts others from learning, is sexually suggestive, celebrates the use of drugs and alcohol, or could result in injury to one's self or to others is not allowed at Fremont Middle School. If in doubt, ask!

The following policy governs student dress for school:

1. Student dress and appearance must be clean and neat and must not constitute a health hazard or be disruptive to the educational climate of the school.
2. Provocative attire is not acceptable for school. Skirts, dresses, and shorts must extend beyond a closed fist.
3. Hats or hoods of any kind- headbands, 'doo' rags, bandannas, rimmed, capped, or snug) cannot be worn in school.
4. Unnatural hair dyes, (orange, pink, blue, red, etc.) are highly discouraged.
5. Other examples of unacceptable attire include, but are not limited to, the following:
 - excessively or inappropriately ripped jeans or pants; no holes
 above the knees
 - see-through mesh tops or shirts, or shirts which are low cut
 - clothing or hats which directly or indirectly promote or advertise tobacco or alcohol beverages, such as Marlboro or Budweiser
 - any attire that is suggestive or symbolizes subject matter that is inappropriate for an educational setting, i.e. no "Hooters" shirts
 - clothing that may directly or indirectly be interpreted as gang affiliation. This includes, but is not limited to, baseball caps, bandannas, saggy pants, or anything that would indicate gang identifiers
 - bare midriffs
 - sagging pants
 - tank tops (The straps must be a minimum of 4 fingers wide; the opening for the arms must fit snugly against the body).
 - pajama pants or slippers are deemed inappropriate attire

“Heelys” (shoes with small wheels) and cleats are not to be worn by *anyone* in the school.

Students who choose to violate the dress code will be given an opportunity to change/find other clothes to wear for the remainder of the day.

CAFETERIA POLICY

It is expected that while in the cafeteria, students will conduct themselves in an appropriate manner. The following comprise the cafeteria policy:

1. Wait for the signal to indicate that lunches are ready to be served.
2. Do not “cut” into the lunch line.
3. Students are free to sit at any table in the cafeteria; however, it is not permissible to save seats for other students.
4. Be responsible for the area or table where you eat. Keep your table clean. After eating, take your tray to the designated area. Throwing of food is not acceptable.
5. Be respectful and courteous to cafeteria employees and the lunchroom supervisors.
6. No food or beverage is to be taken from the lunchroom unless special permission is granted.
7. Improper conduct in the cafeteria may result in an assigned seat, or other corrective measures.

LUNCH/REC TIME

The following governs lunch/rec time behavior:

- 1) If you need to be in a classroom or go to your locker, check with lunchroom supervisor.
- 2) Do not run, push or shove in the hallways.
- 3) Those students choosing to be in the gym during rec. time are under the authority of the gym supervisors. “Roughhousing” or running in the gym (except when participating in a game) are not permitted.
- 4) Depending on the weather, students will have the rec. time option of going outside, to the gym, or to the Media Center when available.

Students violating any of the above rules will be assigned an After School Detention, Saturday School and/or loss of “rec” time.

PRIDE OF THE PACK

Pride of the Pack (POP) is honoring those students who make a positive contribution to the Fremont Middle School community. Pride of the Pack selection is for each nine week period. To be eligible for POP, the student must display the 6 Pillars of Character Counts!sm. If a student has any type of detention, he/she will not be eligible for POP during the given marking period.

ATHLETICS

The total development of the student is the focus of a responsible athletic program. Successful programs provide for physical, mental, social, and emotional growth. Each student-athlete will receive a Fremont Middle School Athletic Code of Conduct and academic eligibility standards packet. This packet should be read by the student-athlete and the parent(s). The last page of the packet contains a contract that must be signed by the student-athlete and parent, and be on file in the office, in order for the prospective athlete to be eligible to participate on any FMS athletic team. All student-athletes must have a current athletic physical on file in the office prior to participating in athletics. The school-offered physicals are in May and will be valid for the following school year.

TECHNOLOGY

Use of technology at Fremont Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. With access, however, comes responsibility. FMS students will be given a “Technology Code of Ethics” which outlines the privileges, responsibilities, printer usage, acceptable internet use, and disciplinary action statements. Each student will need to sign the user’s responsibility form prior to accessing and using technology. Parents/Guardians will also be asked to sign the form. All students will be disciplined for violating the privileges outlined in the Code of Ethics. Disciplinary action for computer offenses may include, but are not limited to, the following steps:

First Offense –Loss of all computer privileges for 2 weeks. Offense will be recorded in the student’s file. In addition, the student will review the Technology Code of Ethics with the appropriate staff member before computer privileges will be reinstated.

Second Offense – The student will lose all computer privileges for six weeks. The offense will be recorded in the student’s file. The student will be expected to write a technology behavior plan for himself/herself before computer privileges are restored. This plan will be signed by the student, his/her parents, the building technology person, and a building administrator.

Third Offense – The student will lose computer privileges for the remainder of the school year. When privileges are reinstated, they will be so on a limited basis.

Any violation, which affects the integrity of the network, will result in permanent removal from the network for the remainder of the school year.

CODE OF STUDENT CONDUCT

Students of FMS are expected to exhibit the best of student behavior at all times. FMS students are expected to be cooperative, considerate and respectful of staff and school property. District rules apply en route to and from school, during school, and at all school related functions. Any student whose behavior falls below these standards can expect to be disciplined in one, or a combination, of the following ways:

1. Student/teacher or student/teacher/principal conference.
2. Parental contact with the probability of a parent conference with teacher and/or principal.
3. After School Detention.
4. Assignment to Saturday School.

OUT-OF SCHOOL SUSPENSION

Student is excluded from school and must remain at home. During the time of the exclusion, student is not eligible to attend any

after school or school affiliated activities, including high school athletic events. It should be remembered that the examples listed on the following pages do not include all misbehavior, which would be subject to disciplinary action. The school principal and/or assistant principal have the authority to question misbehavior of any form within the building, on school grounds, at school sponsored or related activities, or when directed toward any staff member employed by the Fremont Public Schools. Any behavior, which adversely affects the learning process or atmosphere of the school, as interpreted by the administration, will result in disciplinary action. Examples of unacceptable behavior and resulting consequences follow. The disciplinary actions taken vary depending on the circumstance. The administrative team will make the decision when the corrective discipline is not in direct correlation with the handbooks suggested corrective discipline plan.

Classroom Misbehavior

1st Offense: **Verbal warning, possible after school suspension, possible suspension from 1-10 days.**

Cheating: Loss of credit for assignment or test; parental contact by teacher

Obscenities and Profanity -

1st Offense: **One day suspension**

Accidental Destruction of School Property:

The student will be responsible for the dollar amount necessary to replace or repair the destroyed item(s).

Willful Defacing and/or Destruction of School Property:

The student will be responsible for the dollar amount necessary to replace or repair the destroyed item(s). Possible suspension from 1-10 days.

Disrespectfulness, Insubordination Directed Toward Teachers, Support Staff or Substitute Teachers

First Offense: Verbal warning, and possible suspension 1-10 days.

Sexual Harassment:

Sexual harassment will not be tolerated pursuant to school board policy. Examples of conduct prohibited by this policy include, but are not limited to the following: verbal harassment, inappropriate touching, name calling, inappropriate jokes.

First Offense: Verbal warning, possible suspension 1-10 days

Hazing

“Hazing” means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that which creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the district. Students engaging in “hazing” will be subject to corrective measures in accordance with school board policy.

First Offense: 1-10 day suspension, possible board referral for expulsion.

Bullying or Verbal Harassment:

Bullying is not permitted! This also includes cyber bullying (by computer or text messages). Disciplinary action will be taken at the discretion of the school administration and may include, but not be limited to, suspension, parental conference and referral to law enforcement agency.

First Offense: Verbal warning up to 1-10 day suspension, possible board referral for expulsion.

Fighting and Physical Assault:

The mandatory expulsion provision (Public Act 102 of 1999 adds sections 1308, 1310, and 1310A to the revised school code) applies to a **physical assault** by a student upon another student which occurs on school property, at any school –sponsored activity, or on any school-related vehicle. The students involved will be suspended up to 10 days or expelled for up to 180 days. In addition, Fremont Public Schools administration has a legal obligation to refer any acts of violent nature to the appropriate law enforcement officials.

Physical Aggression-1st Offense: 1-10 day suspension
Physical Assault: See Above State Law

Oral and/or Written Threats:

Threats to do bodily harm to another student or staff member will not be tolerated, pursuant to school board policy. Should such an incident occur the student will be isolated. Until the situation has been thoroughly investigated, the student will be suspended from school. The parent/guardian will be contacted along with the appropriate law enforcement. Depending on the results of the investigation, the student may face long term suspension or expulsion from Fremont Public Schools.

Stealing:

1st Offense: Return of item, possible warning, possible 1-10 suspension, possible police referral

Loitering on HS Campus/Attendance of HS Dances:

Middle School students are not allowed to loiter on the FHS campus unless there is an activity that the students are attending. FMS Students are not eligible to attend any FHS dances. **Any students violating this policy may receive a Saturday School.**

Restroom Behavior:

Restrooms are not to be utilized as changing rooms. Students should come to school dressed in the attire that they will be wearing for that day. No **cell phones, pencils, pens, etc.** are to be in the restrooms. Hairdryers, curling irons etc. should only be used in the locker room with permission from the teacher.

1st Offense- Verbal warning, possible suspension

Public Display of Affection:

1st Offense--Warning; parental contact

2nd Offense—Possible suspension 1-3 days and parent contact

Possession of Weapons or Any Item Which Could Be Portrayed as a Weapon:

This includes, but is not limited to, knives and guns, or any item that could ultimately jeopardize the safety or health of a FMS student or staff member. Disciplinary action will be at the discretion of the school administration and will include, but not be limited to, suspension or expulsion, pursuant to board policy.

Failure to Attend After School Detention or Saturday School:

If a student fails to attend an assigned After School Detention, the student will be assigned a Saturday School.

If a student fails to attend an assigned Saturday School, the student can be suspended from school for two (2) days.

SUBSTANCE ABUSE POLICY

To be proactive against drugs, FMS, along with the Newaygo County Sheriff's K-9 Unit, will conduct a lock-down yearly or as needed. Possession or Use of Tobacco Substances in School, on School Grounds, at School Sponsored Activities:

There will be a three (3) day out-of-school suspension with parent contact/conference and referral to appropriate law enforcement agency for the use of tobacco. A student in possession of tobacco will automatically be assigned a minimum of Saturday School. Most tobacco cases will have a referral to participate in the Diversion Program and/or a \$50 fine.

DISCIPLINARY ACTION

Alcohol (use, possession, or consumption):

1. When there is probable cause to believe that a student has used alcohol, the student will submit to an intoximeter test. If the student refuses said test, it will be presumed that alcohol has been used and discipline will occur.
2. Suspension 1-10 days.
3. Recommendation of suspension for remainder of semester.
4. Recommendation for expulsion.

Drugs, substances, or substances described as or believed to be any of the forbidden types, look alike substances, including paraphernalia - use, consumption, possession, selling, or distribution:

1. 10 days suspension with recommendation for suspension for remainder of the semester.
2. Recommendation for expulsion.

PROCEDURAL DUE PROCESS FOR DISCIPLINARY ACTION

A. Short Term Suspension (Less than 10 days):

1. Prior to a student receiving an actual suspension, there will be:
 - a) oral or written notification of the nature of the violation and the intended punishment
 - b) “discussion” with the disciplinarian providing the pupil with an opportunity to tell his/her side of the story
 - c) an explanation of the evidence of the violation upon which the disciplinarian is relying if the student denies the violation
2. The parents will be notified of the suspension by telephone; however, if no telephone is available, the administrator will contact the parents at his/her earliest convenience. If the school is unable to contact the parents, a letter will be forwarded to the home.

B. Long Term Suspension (10 days or more):

1. Prior to a student receiving a long term suspension, the parents will receive notification of the stated offense and the student will be afforded procedural due process as follows:
 - a) written notice of the rules violated, the intentions to expel, and the place, time and circumstances of the hearing with sufficient time provided to prepare a defense.
 - b) full and fair hearing before an impartial adjudicator (**not** the person who collected the evidence).
 - c) right to legal counsel or some other adult representation.
 - d) opportunity to present witnesses or evidence on the accused pupil’s behalf, and to cross-examine opposing witnesses.
 - e) some kind of written record (not necessarily verbatim) demonstrating that the decision was based on the evidence.

2. If, after the discussion described in #1, the recommendation is unchanged, the Superintendent or his designee will provide written notice of the charges against a student to the student and his/her parents or guardian. The charges will specify the particular rule, regulation, law, etc., that has been violated. Included with the notice shall be a) a statement of the date, time, and place for a hearing before the Board of Education and b) a copy of this regulation. The notice will also inform the student and his/her parents or guardian that the hearing may be public or private at their option, but that by law, it will be open unless they request it to be closed.
3. The parents or guardian shall be requested to be present at the hearing.
4. The student and his/her parents or guardian may be represented by counsel, but they bear all costs of such representation.
5. The student shall be given the opportunity to contest the facts which may lead to the imposition of discipline or to contest the appropriateness of the sanction being recommended. The student shall be given an opportunity to testify himself/herself and allowed to offer the testimony of other witnesses and present other evidence. The student also has the right to refrain from testifying.
6. The student, his/her parents or guardian shall be allowed to hear and observe all evidence offered against him. In addition, the student, his parents or guardian shall be allowed to question any witness.
7. The hearing shall be conducted by the Board of Education which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence and procedure shall not be enforced at such hearing. The Board of Education may, in its discretion, employ counsel to assist the Board of Education in conducting the hearing. The Board of Education shall keep a summary record of the hearing, but it need not be a complete, stenographic transcript.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion or alternative discipline, if any.

9. The findings and decision of the Board of Education shall be reduced to writing and sent to the student and his/her parents or guardian. If applicable, the decision shall inform the student and his/her parents or guardian when the student will be eligible for re admission. The decision shall also inform the student and his/her parents or guardian of the right to judicial review of the Board of Education's decision.
10. A student and his/her parents or guardian may waive the right to a hearing. If it is waived, the Board of Education will, nevertheless, take formal action to accept or reject the recommendation for expulsion, unless the student has voluntarily withdrawn from school by his/her parents or guardian. In that case, no action by the Board of Education shall be necessary.
11. School officials will undertake all reasonable efforts to arrange an alternative educational process for any suspension in excess of five (5) school days or for an expulsion.

Search and Seizure:

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks, under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Interrogations and Searches:

The administration will make every reasonable attempt to notify the parents or legal guardian prior to permitting the interrogation or detainment of a student by law enforcement authorities or other persons who are not the parents or legal guardian of the student. If the parents or legal guardian cannot be reached, the principal or

his designee will be present during the interrogation.

Handbook Notice

No handbook can list every offense which may be detrimental to students or to the learning environment. Therefore, other offenses not listed but deemed inappropriate to the school environment are subject to discipline up to and including expulsion at the discretion of the Fremont Public Schools Administration and the approval of the Board of Education.

FERPA

The Family Educational Rights and Privacy Act of 1974 require that school districts inform parents whenever information on a student is being released by the school district unless the information being released can be defined as “directory” information. Directory - information may be published by the school district in school yearbooks, school information sheets, school newspapers, school bulletins, school athletic programs or other materials released to public sourced. Fremont Public Schools has identified the following as directory information:

- Student’s Name/Address
- Student’s Grade Level

This information will, as a general rule, be released by the school district without prior written consent from the parent/s, guardian/s or adult student. The purpose of this notice is to inform parent/s, guardian/s or adult student in the school district of that information, which is considered directory information and to provide the parent, guardian or adult student the opportunity to object to the release of that information. If the parent/s, guardian/s or adult student objects to the inclusion of specific information, Fremont Public Schools will honor the objection and will not release the information without written consent of the parent/s, guardian/s or adult student. For purposes of this notice, adult students are considered to be students who have reached the age of 18 and attend Fremont Public Schools. **If you wish to request that specific information about your student be withheld, please contact the principal of your student’s school, in writing annually, within 2 weeks of the beginning of the school (or within 2 weeks of initial enrollment, if your student is enrolled after the beginning of school). The**

principal's office will, in turn, notify the district's administrative offices. Questions? Call Fremont Middle School office at (231) 924-0230 or the FPS Administrative Office at (231) 924-2350.

BUS CONDUCT/TRANSPORTATION

Fremont Public Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission of the Director of Transportation.

The Director of Transportation may grant permission for a pupil to ride a different bus or use a different stop, only if on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent(s)/guardian(s) to the Director of Transportation.

1. Pupil Responsibilities

- A. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- B. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
- C. To be courteous and obedient to the bus drivers; they are responsible for your safety and need your help.
- D. To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger.
- E. To be in the place designated both morning and afternoon ready to board the bus at the time shown on the schedule in the bus.

2. Personal Safety

- A. Stay off the traveled roadway at all times while waiting for a bus.

- B. Wait until the bus has come to a stop before attempting to get on or off the bus.
- C. Leave the bus only at the consent of the driver.
- D. Enter or leave the bus only at the front door after the bus has come to a stop except in the case of an emergency.
- E. If necessary to cross a traveled highway after leaving the bus, do so in the following manner:
 - a. Make certain the bus is stationary.
 - b. On alighting, go to the front of the bus within 10 feet or in sight of the driver and wait for the proper signal for crossing. Upon signal from the driver, or from a personal escort, look both to the right and to the left and proceed across the highway in front of the bus.
 - c. Walk (not run) in front of the bus when crossing the highway.
- F. Keep hands and head inside the bus at all times.
- G. Inform driver when absence is expected from school.
- H. Report to the driver at once any damage to the bus that is observed.
- I. Help keep bus clean, sanitary, and orderly.

Major and Minor Offenses

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. In some cases a minor offense could be determined to be a major offense depending upon the circumstances and vice versa, The following examples are not all encompassing:

Minor

Consuming food or drink
 Disrespect toward others
 an adult
 Abusive language
 personal property
 Pushing
 Standing while bus is moving
 Spitting
 Yelling in or out of bus

Corrective Discipline

Major

Fighting
 Abusive language toward
 Destruction of school or
 Improper use of emergency door
 Throwing any object
 Lighting matches
 Possession of any type of weapon

1. Students in violation of a minor offense shall:
 - A. Receive an oral warning for the first offense. The driver will address the student on the matter, then will contact the parent or guardian by telephone. (Letters will be used when there is no telephone). "Telephone Contact Cards" will be used for the purpose of documenting the call. This card must be on file before a "Misconduct Report" can be issued.
 - B. If a second violation should occur for a minor offense, a "Bus Misconduct Report" will be filed. The Misconduct Report will result in an oral warning from the Transportation Supervisor. Copies of this report will be sent to the building principal and parents/guardians of the student along with a phone call or letter.
 - C. If a third violation should occur for a minor offense, a second "Misconduct Report" will be issued resulting in an automatic 3 day suspension from bus riding privileges, which include transportation to all extra-curricular activities.
 - D. If a fourth violation should occur for a minor offense, a third "Misconduct Report" will be issued resulting in suspension from riding the bus for 5 full days. A satisfactory parental conference must be held before the student will be allowed back on the bus.
 - E. A fifth violation for a minor offense will result in permanent suspension of bus privileges for the balance of the school year upon recommendation from the Transportation Supervisor to the Superintendent of Schools.
2. Students in violation of a major offense shall:
 - A. Receive suspension from riding a bus for up to 5 days from the Transportation Supervisor for a first offense.
 - B. Receive a suspension from riding a bus for up to 10 days from the Transportation Supervisor for a second offense.
 - C. Receive a suspension from riding a bus for up to one semester from the Superintendent of Schools for the third offense.
 - D. Be referred to the Board of Education for corrective discipline for 4 or more offenses which could

include suspension from riding a bus for up to the balance of the school year or for 1 calendar year.

School Fight Song:

Fight on Fremont, Fight on Fremont,
Fight on for your fame,
Take the ball around the end zone,
Victory sure this game.
Rah! Rah! Rah!

Fight on Fremont, Fight on Fremont,
Fight on for your Fame,
Fight fellas, fight, fight, fight,
We'll win this game.

Who fight, We fight, Red, White, Fight! Fight!

Carpe Diem!

Ken Haggart
Middle School Principal
July 1, 2009