

Interferences in School –Electronic Equipment

Students who bring electronic equipment or “toys” must understand they run the personal risk of those items being broken, lost or stolen. A good rule is, “don’t bring anything to school that you personally cannot or do not want to replace.” All electronic equipment: radios, CD players, televisions, cell phones, mp3 players and other similar items must be turned off during the school day. If they are found on without permission, items are taken away from the students and returned at a later date. Children in the lower grades may bring items for show-and-tell; however, there always exists a risk that it might be broken, lost or stolen.

Students are not to use the office phones unless it is an emergency. The pay phone near the main entrance of the school is to be used. Please plan accordingly to have any change needed to use the phone. The phone is not to be used to call friends, boyfriends/girlfriends, or make prank calls. Cell phones are to be turned off and out of sight between 8 AM and 3:30 PM. If a student needs to make an emergency call they then must get approval from the principal. Appropriate discipline measures will be determined by the principal for any misuse of the telephone. If a cell phone is used without permission, it will be confiscated and returned to the student at the end of the day. If a second offense occurs, the cell phone will be confiscated, parents will be called and invited to pick the phone up from the principal. Any occurrence thereafter will result in confiscation, parental pick-up, either after-school detention or In-School Suspension (ISS), and the cell phone must be brought to the office during school hours anytime it is brought to school in the future.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Detention

Detention is sometimes used as the consequence for violating class rules or a portion of the code of discipline. The purpose of detention is not to punish students; rather, it is to help school personnel manage behavior. The guidelines for detention are as follows:

1. The instructor must tell the student directly that he/she has a detention.
2. Parents will be notified through the teacher, student, or detention report form that the child was placed on detention.
3. Students cannot serve more than one detention per day.
4. *When a detention is assigned, the student is ineligible until it is served.*
5. *A student who receives a detention and has an activity that same night, faces the choice of serving the detention that night or not participating in the event.*
6. Students who have detention have the option to serve the detention that same night or before school the next morning.

Occasionally students skip detention after being notified that they are to be in attendance. If a student deliberately misses detention, the following action will be taken:

First Offense: detention doubled, notification of parents, loss of eligibility for next event

Second Offense: two days in-school suspension (ISS), notification of parents, loss of eligibility for the next event, or two Saturday Schools.

Third Offense: two days out-of-school suspension (OSS), notification of parents, and loss of eligibility for one week

Due Process/ Student Suspension

The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power on members of the district administrative team. The principal may suspend a student for a period not to exceed five days for disciplinary reasons by following the due process procedures which include the right of the student to

1. Be given oral and/or written notice of charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the Superintendent of Schools of his/her decision to suspend the student explaining the basic facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the Superintendent of Schools that may be relayed to the Board of Directors.

The superintendent may extend the suspension upon the Principal’s request, for a total of no more that ten days. An informal hearing may be called to determine the most appropriate educational program for the student. It may also be used to consider an administrative recommendation to the Board of Education for expulsion. The superintendent, principal, shall attend the informal hearing with any student, parents, and any other persons deemed appropriate by the superintendent or requested by the parents or student.

Expulsion

The building administrator is responsible for the origin of the recommendation for expulsion. The building administrator shall have the authority to suspend the student up to five days. The superintendent at his/her discretion may suspend the student for an additional five days

pending the arrangement of a meeting of the Board of Education. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension.

When it is felt that sufficient reasons exist for calling a meeting of the Board of Education to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parents, or legal guardians, of said student, of the place and time at which the Board of Education will hold said meeting. Such notice shall be both oral and in writing and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above mentioned student and said parent(s), shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion.

At the meeting, the Board shall have in attendance the person(s) who initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s) or guardian(s), and representatives of the student.

The Board will hear the evidence and render its decision. The president of the Board of Education will instruct the secretary of the Board to issue to the student and his/her parent(s) or guardian(s), a written summary of the Board's decision in the matter specifying terms and provisions of the decision.

In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education to the expelled student.

When expelled by the Board of Education, a student may be readmitted only by the Board of Education and upon such terms as prescribed by the Board or by law.

In School Suspension (ISS)

In-school suspension is served when it is deemed by the administration that it would be best if a student remain at school. It may be used as one of the first steps prior to more severe consequences. Rules for (ISS) include but are not limited to the following:

1. No sleeping
2. Only school work is to be done
3. All scheduled tests/projects are to be completed
4. Ineligible for extra-curricular activities for that day.
5. Failure to serve (ISS) results in (OSS) being assigned

Out of School Suspension (OSS)

A student may be suspended out-of-school suspension for serious or repeated breaches of discipline. It will also be used for flagrant insubordination by a student. By a majority vote, the Board of Education may expel any student from school for a violation of the rules and regulations approved by the Board, or when the presence of a student is considered to be detrimental to students or staff for the purpose for which school is conducted.

Saturday School

As an alternative to ISS and missing class time, students may attend Saturday school. Every hour spent in Saturday school will equal two hours of In-school suspension. Saturday school will be held from 8:00 – 12:00 on days when scheduled.

Suspension / Expulsion

School districts have the authority to suspend or expel students for violations of school policies or regulations. Suspensions can include in-school suspension, out-of-school suspension, Saturday school, or after-school suspension. Expulsion generally means that a student is removed from the educational program for a set period of time. Unless a student is receiving special education services the school district has no duty to educate any student after expulsion.

When a student receiving special education services or 504 accommodations has violated a school policy or rule, it should be determined if the violation was caused by the student's disability. If the manifestation determination is that there is no direct or substantial relationship between the misconduct and the disability, a school district may generally discipline a special education student as it would a general education student. However, the district must continue to educate the child pursuant to the student IEP.

In all cases, school districts do not need to "prove beyond a reasonable doubt," that a student has violated a school rule or policy. School districts need only to prove it is more likely than not a student has violated a school rule or policy.

Bullying and Harassment

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce

and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative,

judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Discipline

Disruptive Speech

Verbal, written, or symbolic speech that materially or substantially disrupts classroom work, school activities, or school functions; or simply talking in class when told not to do so; and/or behavior that is disruptive to the orderly educational procedure of the classroom cannot be tolerated. Students who do not function in an appropriate manner in hallways may be assigned direct teacher supervision during transition times. After others have passed, they would be allowed to get books, etc.

First Offense: detention, notification of parents

Second Offense: one-day in-school suspension (ISS) or Saturday school

Third Offense: two days in-school suspension (ISS) or Saturday school

Fourth Offense: three days out-of-school suspension (OSS)

Assault

A person commits assault if: (1) he/she attempts to cause or recklessly causes physical injury to another person; or (2) with criminal negligence he/she causes physical injury to another person by means of a deadly weapon; or (3) he/she purposely places another person in apprehension of immediate physical injury; or (4) he/she recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; or (5) he/she knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

First Offense: Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities, possible recommendation for expulsion

Second Offense: Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion

Fighting

Since fighting disrupts the learning environment and/or threatens the safety of students, fighting in school or at school-related activities will not be tolerated. Fighting is engaging in or threatening physical contact in which one or both parties have contributed to the conflict either verbally or by physical action including, but not limited to: verbal challenges, pushing, shoving, hitting, tripping, or spitting on or at someone.

First Offense: One to five days out-of-school suspension, notification of parents.

Second Offense: Three to five days out-of-school suspension (OSS), notification of parents

Third Offense: Five to ten days out-of-school suspension (OSS), notification of parents, appear before the Board of Education for recommended expulsion.

Extortion

Extortion is the solicitation of money or something of value from another person in return for protection, or in connection with a threat to inflict harm.

First Offense: three to five days out-of school suspension (OSS), notification of parents, restitution, possible notification of authorities

Second Offense: five to ten days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities, recommendation for expulsion

Fire Alarm/ Bomb Threat

The dialing of 911 without just cause or the reporting of false fire reports or alarms, bomb threats, or other actions similar in nature, cause disruption in the school and endanger the public safety of students and staff, and is prohibited.

First Offense: Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities

Second Offense: Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommendation for expulsion

Foul Language

Foul language cannot be tolerated in school or at school activities by anyone associated with the school. Students will be assigned a 30-minute detention for each incident.

Gambling

Gambling by students is prohibited. Gambling is the participation in games of chance for the purpose of exchanging money or property.

First Offense: two days in-school suspension (ISS), notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents, notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Insubordination

Defiance, refusal, or failure to comply with the reasonable request of school personnel is insubordination. Insubordination may include obscene gestures. School personnel include administrators, teachers, aides, workers in the kitchen, custodians, bus drivers, secretaries, etc. Insubordination can, at times, be disruptive or passive.

First Offense: two days in-school suspension (ISS) or Saturday school, notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents

Third Offense: ten days out-of-school suspension (OSS), notification of parents, and possible recommendation of expulsion.

Fourth Offense: ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

Lighters/ Flammable Liquids

Possession of lighters, matches, fireworks, or any ignitable liquid or material is prohibited at school, on school property, or at any school activity. If such material is needed for the classroom, the school will provide it. Consequences may range from detention to suspension and/or expulsion.

Printed or Electronic material/ Inappropriate objects

Students should not bring items, or printed matter to school that may be inappropriate, that contains profanity, or that is derogatory toward religion, religious views, ethnic groups, or is a representation of racism. Printed matter and/or objects depicting lewd conduct, drugs or alcohol are not allowed.

First Offense: confiscate item, notification of parents

Second Offense: confiscate item, detention, notification of parents

Third Offense: confiscate item, one to three days in-school suspension (ISS), notification of parents

Fourth Offense: confiscate item, three to five days out-of-school suspension (OSS), possible recommendation of expulsion.

Public Display of Affection

School is neither the time nor the place for contact such as embracing, kissing, etc. Parents will be notified and discipline consequences will escalate if behavior continues.

First Offense: warning

Second Offense: detention, notification of parents

Third Offense: one day in-school suspension (ISS), notification of parents

Fourth Offense: one to three days out-of-school suspension (OSS)

Theft

Stealing or attempting to steal private property or school property shows a lack of respect for others.

First Offense: One to three days out-of-school suspension (OSS), restitution, notification of parents, possible notification of authorities.

Second Offense: Three days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities

Third Offense: Five days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities

Fourth Offense: ten days out-of-school suspension (OSS), notification of parents, restitution, recommendation for expulsion.

Vandalism

The willful damage or attempt to damage property (real or personal) belonging to the school, staff, or students is vandalism. Students caught vandalizing school property will be asked to make financial restitution to the school for the amount of money it would cost to replace or repair the property that has been damaged. The following action will be taken against students caught vandalizing school property or the personal property of others while at school:

First Offense: detention or one day in-school suspension (ISS) or Saturday school, notification of parents, restitution and /or community service, possible notification of authorities

Second Offense: three to five days out-of-school suspension (OSS), notification of parents, restitution and /or community service, notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents and authorities, restitution, recommendation for expulsion.

Verbal Conflict

The use of language that is disparaging, obscene, demeaning, abusive, degrading, disrespectful, and/or profane is verbal conflict. The use of such language to staff or students is harmful and will not be tolerated.

First Offense: One-day out-of-school suspension, notification of parents

Second Offense: Two-day out-of-school suspension, notification of parents

Third Offense: three days out-of-school suspension (OSS), notification of parents

Fourth Offense: five to ten days out-of-school suspension (OSS), possible recommendation for expulsion.

Offenses Involving Substances

Possession: Possession, use, attendance after recently using, or being under the influence of scheduled (controlled) substances, drug paraphernalia, alcoholic beverages, inhalants with intoxicating or hallucinogenic properties, or substances represented to be such is prohibited.

First Offense: five to ten days out-of-school suspension (OSS), notification of parents, and notification of authorities.

Second Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, completion of rehabilitation program.

Third Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Sale or Distribution of Substances: The sale or distribution of alcoholic beverages, controlled substances, and inhalants with intoxicating or hallucinogenic properties or substances representing to be such is not tolerated.

First Offense: Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Tobacco Use: The policy of Farragut Community School District prohibits students from smoking or chewing tobacco on school property or at school activities. Students shall not possess cigarettes, lighters, or cigarette packages or chewing tobacco. These items will be confiscated and disciplinary action will result.

Definition of Smoking: Smoking consists of holding a lit or unlit cigarette, throwing a cigarette away, having smoke come out of the nose or mouth, admitting having smoked on school property or at a school function, or in possession of any tobacco-related items.

First Offense: two days out-of-school suspension (OSS), notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents, and notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

Note to parents and adults: Iowa law mandates that all school buildings and grounds are smoke-free environments and that smoking is prohibited.

Weapons/ Firearms

The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about the prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored activity or event shall not carry, conceal or transmit any weapon in school buildings or on or about the school district's grounds or at school-sponsored activities. Weapons will be confiscated and turned over to the administration. *State and Federal laws require school districts to expel students for a minimum of not less than one year for bringing a weapon to school or for possessing a weapon at school. (The penalty period is twelve months.)* The Superintendent of Schools may modify the suspension on a case-by-case basis.

A firearm: the term firearm means any weapon that is designed or adapted to expel a projectile by the action of an explosive.

The Farragut Community School District also prohibits bringing dangerous objects to school. Dangerous objects will be confiscated and turned over to the administration. Students found to be carrying, concealing, or transmitting dangerous objects may be suspended for up to ten (10) days pending an investigation and may be expelled. A dangerous object will include but are not limited to:

1. **Knife:** Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. "Knife" does not include any ordinary pocket knife with no blade more than 2 – ½ inches in length.
2. **Switchblade Knife:** any knife which has a blade that folds or closes into the handle or sheath, and opens automatically by pressure applied to a button or other device located on the handle; or that opens or releases by the force of gravity or application of centrifugal force.
3. **Knuckles:** any instrument that consists of finger or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckle.
4. **Blackjack:** any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use.
5. **Fabricated Objects:** any metal, plastic or glass object that is altered or fabricated into an object that could threaten, intimidate, or injure students or staff.
6. **Explosives:** any solid, liquid, or gas material designed or adapted for the purpose of inflicting serious injury, death, or the destruction of personal property or public property.
7. **Projectile Weapon:** any bow, crossbow, pellet gun, slingshot, or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.

8. **Firearm Silencer:** any instrument, attachment or appliance that is designed, adapted, or fabricated to muffle the noise made by the firing of any firearm.
 9. **BB guns, carbon dioxide pistols and rifles:** starter pistols, toy weapons or look-alike items that could be used to intimidate are also prohibited items.
 10. **Spring Gun:** any fused, timed on non-manually controlled trap or device designed or adapted to set off an explosion or expel a projectile which could inflict serious injury or death.
 11. **Explosive Weapons:** any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury or substantial property damage; or any device designed or adapted for delivering or shooting a weapon.
 12. **Gas Gun:** any gas ejection device, weapon, cartridge, container or contrivance that is designed of adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury.
 13. **Machine Gun/Assault Weapon:** any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger.
 14. **Rifle:** any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger.
 15. **Shotgun:** any firearm designed or adapted to be fired from the shoulder or hand and will make use of the energy of the explosive in a fixed shotgun shell to fire a number of shot or single projectile through a smooth bore barrel by a single function of the trigger.
- Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 3 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 7 days of the superintendent's response. The board determines whether it will address the complaint.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper, website and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from superintendent.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. At the end of the 4th grading period, arrangements to make up incompletes must be made between the student, teacher, and Jr./Sr. High Principal. Exceptions to the two-week period must be cleared through the Jr./Sr. High Principal. If work is not completed in the allotted time, the incomplete may become an “F” resulting in loss of credit.

Secondary students receiving an “F” in a required subject must repeat and pass the failed class in order to fulfill graduation requirements. If a student receives an “F” in a course that is part of a sequence, it must be repeated and passed in order to continue in the sequence.

Report Cards

(Elementary) Report cards are given to parents during conferences at the end of the first and third quarters. Semester report cards are handed to students. If you have questions concerning your child’s progress, please talk with his/her teacher. **(Secondary)** Report cards are given to students at the end of first, second and third quarters. Fourth quarter report cards can be picked up in the secondary office approximately one week after the completion of the school year.

Grades

(Elementary) Lower elementary classes do not use the letter scale for issuing grades on report cards. Grades 3 - 6 will use the following scale: A+ 100, A 99-97, A- 96-94, B+ 93-92, B 91-89, B- 88-86, C+ 85-84, C 83-80, C- 79-77, D+ 76-75, D 74-71, D- 70, F 69 and below.

(Secondary) The recommended scale is: A 94-100, B 86-93, C 77-85, D 70-76, F Below 70, U Unsatisfactory.

Grade Point Average

The following grade points will be used in figuring grade point average of a student: A 4.0, A- 3.8, B+ 3.5, B 3, B- 2.8, C+ 2.5, C 2, C- 1.8, D+ 1.5, D 1, D- .6, F 0. P(Pass) is not entered into grade point average.

Progress Reports and Downlists

Beginning with the third week of each quarter, teachers will submit a weekly downlist with students achieving a grade of D or F in their classes. On Thursday afternoon or Friday morning, teachers will notify students in their classes that they are on the downlist with either a failing or near failing cumulative grade. *Unless otherwise stipulated in the student’s IEP, any student failing any classes will be ineligible to participate in extracurricular activities (performances or competitions or dances) the following week (Monday through Saturday).* Students will be expected to attend all practices and performances (unsuited) during that week. Students who are on the downlist with an F at the end of the eighth week remain ineligible through the end of that quarter.

Each week of the quarter beginning with the third week, parents will receive a notification that their child is failing or doing D work (is on the downlist). The third, sixth, and eighth weeks of the quarter, this letter will also contain a progress report from the teacher of the classes. If during the other weeks after the third week, the student is placed on the downlist and has not been the week before, the parent will also receive the progress report from the teacher enclosed with the downlist letter. Parents wishing to know the academic status of their child (whether or not he/she is on the downlist) before Saturday’s mail may call the high school on Friday.

Plagiarism and Cheating

Students are expected to do their own work and complete their own assignments to the best of their ability. Work submitted by a student for credit or recognition is to be done by that student. Cheating by looking at another student’s work, copying from other sources, or copying from the internet is not tolerated. Cheating or plagiarism may result in a loss of credit for the test or assignment. Parents will be notified if their child is caught cheating in school.

1st offense: loss of all credit on the test, paper or assignment. The teacher will notify the parent and the administration in writing that the offense occurred.

2nd offense: suspension from school and/or removal from the class with loss of credit from the class.

Homework

Students are responsible for completing assigned work. If it is not completed, the student is responsible for completing it at home ready for the teacher the following day. Elementary students will stay after school Thursdays from 3:30 to 4:00 to complete work if a note has been sent home or personal contact made by the teacher. For secondary students, homework help is available each day from 3:30 – 4:00 or from 8:00 – 8:15.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Open Enrollment

Iowa’s open enrollment law allows students residing in one district to request transfer to another school district upon the parent’s request. Students wishing to open enroll to another district must apply for open enrollment by February 1 of the school year preceding the school

year in which they wish to open enroll unless there is good cause as defined by law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrollment out of the school district must contact the superintendent for information and forms.

Junior High Retention

It is the policy of the Farragut Community School to provide our junior high students with a broad spectrum of exploratory classes as well as required courses. By this, we hope to help junior high students discover their areas of interest to guide future educational choices. Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

Adding/Dropping Classes

Students who wish to add or drop a class must do so within (3) days after the start of the semester. The teacher, parents, principal and guidance counselor's permission are necessary to drop or add a course. Students who drop after the three days may receive an F and no credit in that class.

Study Halls

Study halls are to be used for academic purposes such as homework, reading, etc. Students assigned to a study hall are expected to use their time productively. Learning to study is a very important habit that needs to be developed by each student. The following rules need to be followed by students in study hall:

1. Enter the study hall and immediately go to your assigned seat. The tardy policy applies to study halls as well as classes.
2. It is important that you do not forget anything you may need during study hall.
3. Students will not leave study halls for the first twenty (20) minutes. If a student leaves a study hall after the first twenty minutes, he/she must have a legitimate reason and must have a pass. Students must sign out when leaving a study hall and sign in when returning.
4. In order to visit another instructor during a study hall, the student must have a pass from that instructor. This should be very selective, and it should be only for those classes where there is a bona fide need.

Any study hall supervisor has the right to suspend privileges for any misuse of any study hall privileges.

Extracurricular Eligibility

Participation in extracurricular activities is a privilege. Students involved in these activities must be responsible both in the classroom (academically) and exhibit good behavior. On a weekly and on a quarterly basis, a student must be passing all classes to be eligible. Students failing at the end of a quarter will be ineligible until the first downlist of the next quarter is printed. This will run through the summer months based on fourth quarter grades. All students, including athletes, performers and spectators must be at school one-half day (four full class periods) in order to attend or participate in the event. Exception is a verified doctor/specialist appointment or other emergency.

Students are not in good standing and are ineligible when:

1. They are academically ineligible
2. They are in violation of the Good Conduct Policy
3. They are currently under (ISS) or (OSS) penalty
4. They have detentions not served
5. They are not at school for one-half day (four (4) full class periods) *Exception is a verified doctor/specialist appointment, or other emergencies
6. They are currently under a Good Conduct Policy violation from another school.
7. If not passing all at end of a grading period, student is ineligible for first period of 20 consecutive school days in the interscholastic athletic event in which the student is a bona fide contestant.

Post Secondary Enrollment

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

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall

sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students in ICN classes will adhere to their own district's decision for weather dismissal and adhere to the teaching district for all other decisions. Students interested in participating in this program should contact the guidance counselor.

Early Graduation

Farragut High School allows early graduation for students who have a legitimate need. Initially, inquiries should be discussed with the high school principal and guidance counselor. If the request is legitimate and graduation requirements can be met, the request must be processed by the December Board of Education meeting. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

High School Graduation Requirements

1. **Language Arts:** 8 semester credits. They must include English 9 (one semester), Oral Communications (one semester), English 10 (one year), Junior-level English (one year), and Senior-level English (one year).
2. **Social Studies:** 6 semester credits. They must include American History I and II and American Government. World History, Economics and Current Issues are available as an elective. *Beginning with the graduating class of 2010 students will be required to have 8 semester credits of Social Studies.*
3. **Mathematics:** 6 semester credits. *Beginning with the graduating class of 2010 students will be required to have 8 semester credits of Mathematics.*
4. **Science:** 6 semester credits. *Beginning with the graduating class of 2010 students will be required to have 8 semester credits of Science.*
5. **Physical Education:** All students are required to take Physical Education unless they have been given a medical excuse.
6. **Practical Arts:** 2 semester credits. All students are required to take Computer Applications during their freshman year.
7. All students (as juniors and seniors) are required to take Vocational Core as a job market skills class. *Beginning with the graduating class of 2010 students will be required to have 2 additional credits of Vocational classes.*
8. All students are required to complete 48 credits in order to graduate. *Beginning with the graduating class of 2010 students will be required to complete 56 semester credits of in order to graduate.*
9. Students deciding to take college credit classes receive a college grade, as well as a high school grade which counts toward GPA. Credits earned count in the high school curriculum area that relates to that course. Prior approval must be obtained from the Principal/Superintendent before taking a course for college credit.

Class Substitution

Beginning with the class of 2010 students may substitute certain classes.

Agriculture:	2 years of agriculture = 1 year of science Physical Science and Biology are required and may not be replaced.
Accounting:	1 year of accounting = 1 semester of math, 2 years = 1 year of math
Vocational Core:	1 year = .5 year of math At least 2.5 years of math must be taken in the math department.
Art:	4 years of art = 1 semester of Social Studies American History and Government are required and may not be replaced.
Health:	1 year will not count towards the three years required in science.

MISCELLANEOUS

Announcements

Daily announcements will be read to students within the class period they are received. The daily announcements contain important information about the school, meetings, and activities. Items that need to be in the bulletin must be in the office before 8:30 A.M.

NCLBA

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Please contact the school if you have any questions about this regulation.

Visitors at School

Parents are encouraged to visit their child's classroom. Please feel free to visit often if you desire. However, to insure an environment that is conducive to learning is maintained, we ask that classroom visits are limited to one hour or less. Please do not use a classroom visit as an opportunity for a parent-teacher conference. If you want to visit with a teacher about your child, please set up an appointed time to meet. If you are going to visit school, please call ahead to inform the teacher and principal of your visit. Visitor tags are available in the offices. Please come to the office to get a visitor nametag before going to a classroom.

Legal Status of Student

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

School Lunch

Farragut Community School uses a systematic computerized machine for accounting and reporting school lunch. Each student is issued an account number. As the student goes through the lunch line, the price of their lunch is deducted from their account. Please deposit as much money as possible into the child's account to avoid a negative balance. Due to state regulations, students will not be served a meal if their lunch account is negative. Deposits can be made on the school's website or a check can be sent with the student.

Please do not send soda to school as part of a sack lunch (or otherwise). Also, when sending lunches to school, do not send food items or drinks in glass containers.

A student eating breakfast, needs to be in the breakfast line by 8:10 A.M. or will not be served.

In order to maintain a safe and orderly environment, the following rules are in effect:

1. Remain in the cafeteria areas.
2. Please keep hands, feet, and objects to yourself.
3. You are responsible to keep your own area clean.
4. Put all trash and uneaten articles in the trash containers.
5. Speak in a casual voice. No yelling, screaming, or shouting.

Pop and Food

Pop and food are not allowed during school between 8:20 A.M. and 3:30 P.M. Students who are eating food, or drinking pop during school hours will have the items confiscated. Edible items must not be left in lockers. If a special occasion involves food, the principals must give approval. Elementary students are not to purchase pop during the day from the machines before or after school.

(Secondary Students) No a la carte food items may be purchased from the kitchen except during assigned lunch periods or with special permission from an administrator or school nurse. "Fast Food" is prohibited at lunch except when approved by the Jr./Sr. High Principal in advance.

Buses and Other School District Vehicles

The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others. Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and will notify the principal of a student's inappropriate bus conduct.

Video Cameras

The Farragut Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Student and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined to be necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Students boarding a bus which is not their usual bus need a written note for the bus driver.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.

- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Students riding the bus must go directly into the school building and may not go somewhere else in town.
- The good conduct rule is in effect.

The following rules will be posted in each bus.

Bus Behavior:

- Be Seated When Bus in Motion
- No Touching; No Yelling
- Throw away your trash
- Do not damage seats
- Bus Driver is in Charge

Consequences:

Consequences will be left to the discrimination of the Administration.

Inappropriate bus behavior may result in detention, a meeting with parents, or suspension from the bus.

After a second suspension of the bus, a student must have parents address the board upon a third suspension.

Student Delivery & Pick-Up

Parents and others picking up and unloading students will use Washington Street (south side). School buses will use Essex Street (west side) to load and unload students at the end of the school day. Traffic will be one-way on each street temporarily at the beginning and end of the school day. Traffic on Washington Street will be one-way west and traffic on Essex Street will be one-way north.

Bus Loading

Students are asked to go directly from the classroom to their bus after school to go home. Elementary students are not permitted to go through the lunchroom area (concourse) to purchase items from the pop and milk machines for the bus ride home. Students must go directly to the bus. If students want to visit with one another, please do so before exiting the playground gates (where the buses are being loaded). Students are not permitted to congregate around the buses and/or pass between the buses while they are parked and being loaded.

Running to the Bus

Students should not run from the building to the bus after school. The playground becomes congested as people are exiting the building and loading the buses. Areas of the playground become extremely slippery when snow falls on the playground. To help prevent falling or running into the younger children as they are walking to the buses, students should not run on the playground when leaving.

Media Center

(Secondary) The Media Center is central to the learning environment for our students. It is a work center. Students and teachers are encouraged to use the Media Center and are permitted to do so as long as regulations are respected. Students in the Media Center are expected to conduct themselves in a manner that allows others to concentrate and study. We encourage students to seek help from Mrs. Sanders, our media specialist, at any time while preparing special projects, reports, papers, and other assignments involving the Media Center. In order to provide a proper learning environment, it is necessary to enforce the following guidelines for Media Center use:

1. When reporting to the Media Center, please bring a pass from the study hall or your classroom teacher.
2. Students may not bring food or drink into the Media Center.
3. To ensure a study atmosphere, please visit with others outside of the Media Center.
4. The media specialist supervises the center and will limit or deny Media Center privileges to students who are disruptive.
5. Computers in the Media Center are for research and writing only. No games will be played on these computers. Check out Procedures:
 - a. Reference books may be checked out only if there are cards and pockets in them.

- b. Some encyclopedias may be checked out for one night only.
 - c. Other reference books may be checked out longer, with permission from Mrs. Sanders.
 - d. Old magazines from the Media Center office may be checked out for a period of two weeks and renewed once.
 - e. Other materials may be checked out for two weeks and renewed if no one else has requested them.
 - f. Materials may be put on hold at student's request.
6. Fines for Overdue Materials are \$.10 per day.
 - a. Magazines, information file material, and pamphlets (\$.05/day)
 - b. Lost Bar Code Labels are \$1.00 each.
7. Payments for Lost Materials Will Be:
 - a. Magazines: issue price as on front of magazine
 - b. Pamphlets: \$1.50 each
 - c. Books: If new that year, purchase price less \$1.00. If older, the price will be adjusted to the age of the book and the replacement cost as determined by the media specialist.
8. Students who do not pay fines may be unable to check out books.

Teacher Assistance Team

The Teacher Assistance Team – T.A.T. – is a building-level system designed to assist problem solving by and for teachers and students. Two teachers, counselor, and the Principal will serve as a core team, but the size of the team will vary to include other individuals on an ad hoc basis. The TAT team process is based on the belief that we can work through a group problem-solving process and address the needs of any student that is in need of assistance. If you would like to refer a student, please call the building principal.

Guidance Program

The school district guidance program is divided into counseling and information services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Textbooks

Students should plan to bring their textbooks to class each day unless the teacher instructs them otherwise. Textbooks are the property of Farragut Community School. If a student has lost a textbook for over a week, the student will be assessed the replacement cost of the book. A letter will be sent to the parents as notice of payment due. At that time, the student will be issued another textbook for use. If the original book is found, reimbursement will be made. Students are asked to take care of their textbooks and respect the property of the school. *Students will be asked to pay for lost or damaged books.*

Good Conduct Rule

The Board of Directors of the Farragut Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of Farragut Community School throughout the calendar year, whether away from or at school. Students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The high school principal shall keep records of violations of the Good Conduct Rule.

Activities in which a student may lose eligibility by violating the Good Conduct Rule include but are not limited to: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, FCCLA, National Honor Society, all **co-curricular** clubs (e.g., Art Club, Math Club), all honorary and elected offices (e.g., Homecoming king/queen/court, class officer, student government officer or representative), cheerleading, drill team, state contests and performances for cheerleading and drill team, Prom, Senior Trip, attendance at art fairs and art trips, FFA conventions and trips, and student dances.

Extracurricular activities that are graded in the classroom and contribute to classroom credit are exempt from the Good Conduct Policy.

Academic Eligibility

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Have met academic eligibility standards according to the Farragut Community School Student Handbook.
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;

- Have met all transfer requirements, if the student is a transfer student, or eligible under state law and regulations if the student is an open enrollment student.

Special Education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

To retain eligibility for participation in Farragut High School's extracurricular activities, students must conduct themselves as good citizens, at all times, both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side and is considered more likely than not to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall be declared ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

Penalties

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First offense within the student's high school career – Up to thirty (30) calendar days of ineligibility **commencing with the next public performance or contest.**
- Second offense within the student's high school career – Up to forty-five (45) Calendar days of ineligibility **commencing with the next public performance or contest**
- Third offense within the student's high school career – Up to sixty (60) calendar days of ineligibility **commencing with the next public performance or contest.**
- Fourth or more offense within the student's high school career – Up to one calendar year of ineligibility **commencing with the next public performance or contest.**

Ineligibility Requirements :

- The student shall attend all athletic practices during the ineligibility period.
- Athletes shall attend all performances and sit on the bench during the ineligibility period.
- The ineligible athlete shall not wear a uniform during performances.
- Ineligibility time shall not be credited to the student for nonattendance at practice or games unless mutually agreed to by the coach and principal.
- Ineligibility time shall not be credited to the student between athletic seasons or other extra-curricular activities or events.
- School holidays shall not be credited as ineligibility time served.
- Students may not serve their ineligibility in extra-curricular activities as a new participant for the sole purpose to serve ineligibility time. Exceptions may be granted to freshman and sophomore students at the discretion of the principal.
- The student must complete the season/activity for the ineligibility to be fulfilled.

Violation for Use of Tobacco: Ineligibility for the possession, use, or purchase of tobacco products may not exceed 60 days. However, each violation that is tobacco-related does advance the student to the next offense (e.g., if a student previously had three violations of the Good Conduct Rule, and is caught purchasing, using, or in possession of a tobacco product, the period of ineligibility may not exceed 60 days even though the offense is considered that student's fourth offense. The student must note that the next violation of the Good Conduct Rule, that is not tobacco-related, will cause that student to be ineligible for one year).

Successive Periods of Ineligibility: A student that is already serving a period of ineligibility for violating the Good Conduct Rule, may not serve a second period of ineligibility concurrently with the first. If a student violates the Good Conduct Rule while already ineligible, the periods of ineligibility will be served successively.

Reduction in Penalty

Evaluation and Treatment: A student who has a third and/or fourth violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation, agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, adheres to the recommendations of the evaluation, and provides written documentation from the treatment center that the alcohol and/or drug problem is under control, the student's penalty for the third violation may be reduced by twenty (20) calendar days. If it is the student's fourth violation, the penalty may be reduced to sixty (60) calendar days. This reduction is not available for the first violation or second violations. This reduction is also not available beyond the fourth violation.

Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school principal, the student's penalty may be reduced to fifteen (15) calendar days for a first violation, to thirty (30) calendar days for a second violation, or to forty-five (45) calendar days for a third violation within the student's high school career. Admission of guilt must occur by 8:30 a.m. on the school day following the incident that violates the Good Conduct Policy.

Combined Reductions: The reductions available in the above items of this section may not be combined.

Behavior Agreement: A student who has been found to violate the provision described above as conduct that would be grounds for arrest or citation, may seek to reduce the penalty by entering into a Behavior Agreement. The final decision on whether a behavior agreement may or may not be written rests with the high school principal. A behavior contract is an option only with a student's third or fourth violation of the Good Conduct Rule. If a behavior agreement is allowed, it shall be in writing and include (but not be limited to) an oral apology for the student's behavior to the affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty. If the student violates the agreement, the reduction of penalty is forfeited and the number of days of ineligibility that were initially reduced shall immediately be imposed upon the student as days of ineligibility.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is dissatisfied with the decision of the superintendent, he or she may appeal to the school board by filing a written appeal with the board secretary at least three (3) days prior to the next board meeting. The review of the board will be in closed session unless the student's parent (or the student, if the student is at least 18 years of age) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the good conduct rule, or the student was given inadequate due process in the investigation and determination of the Good Conduct Rule. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

ADVANCED MAKE-UP SLIP

DATE DUE _____ ORGANIZATION TRIP _____

STUDENT'S NAME _____ CHAPERON _____

The above named student has indicated that he/she will be absent – DATE: _____

TEACHERS: If possible, please give this student his/her make-up work for the dates missed. This work will be due the day the student returns to your class.

If the work can not be given prior to the absence, the student will need to make individual arrangements with you to receive the missed assignments and arrange a date due for them.

Your signature indicates that you are aware of the indicated absence and have made arrangements for the student's work to be made up according to your requirements.

STUDENTS: This form must be filled out and turned in to the Chaperon or the principal before the DATE DUE listed at the top of this form. Failure to obtain teachers' signatures or failure to turn in this form by the DATE DUE may result in not attending the trip. Failure to do the make-up work in the pre-arranged time will result in reduced credit or not credit for that assignment.

SUBJECT	ASSIGNMENTS	TEACHER SIGNATURE
PER 1		
PER 2		
PER 3		
PER 4		
PER 5		
PER 6		
PER 7		
PER 8		

HARRASSMENT COMPLAINT FORM

Name of Complainant: _____

Position of Complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e. letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Farragut High School
APPLICATION FOR REQUEST TO ATTEND ALTERNATIVE SCHOOL

Date_____

Name of student making request_____

Telephone:

Date of Birth:

Address:

City:

Zip Code:

Parent/Guardian's Name:

Telephone:

Address:

City:

Zip Code:

Emergency Contact Person:

Telephone:

Currently Enrolled (yes or no)_____

Current Grade Level:

Credits Earned:

Have you ever been identified or are you currently staffed into a special education program? Yes _____
No_____

Please explain why you should be given the opportunity to attend an alternative school.

Student Applicant Signature:

Parent/Guardian Signature:

Students will also supply referrals from two of their current or former Farragut High School teachers stating why they should attend an alternative school. These referrals should include, but may not be limited to, why students are unsuccessful in the regular school setting and how an alternative situation may help them be successful.

Date received by Farragut Administration: