

# Fredericksburg Elementary

**401 East High Street  
Fredericksburg, Iowa 50630  
563-237-5364**



**Parent-Student Handbook  
2021-2022**

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# MISSION STATEMENT

*The Sumner-Fredericksburg Community School District is Committed to Continued Excellence in Lifelong Learning, Leadership & Character*



## STUDENT LEARNING GOALS

Sumner-Fredericksburg's student learning goals are the general expectations for all its students. It is the expectation the Sumner-Fredericksburg students will be able to do following upon entering high school:

- **Communicate Effectively** – Express themselves clearly orally or written, adapts message to different audiences, displays good listening skills, and can interpret written and oral information
- **Achieve Academically** – Develops competence in basic academic skills and has knowledge in language arts, fine arts, mathematics, science, and social studies
- **Thinks Critically** – Makes intelligent decisions; willing to learn from successes and failures; seeks full understanding; develops solutions based on sound evidence
- **Solves Problems** – Identifies parameters of the problem; gathers information from appropriate sources; generates a variety of solution options; applies strategies to make decisions; reflects on decisions
- **Be a Responsible Citizen** – Exhibits cooperative attitudes with peers, acquires skills necessary to become a productive community member, is responsible for themselves, others and diversity, develops leadership and teamwork skills, portrays positive character traits

The purpose of this handbook is to assist students and parents in understanding the school routine, requirements, and procedures of Fredericksburg Elementary School. The information presented here is intended to help in our cooperative effort to make the best educational opportunities available to our students.

This handbook is meant to provide information about the organization and practices of Sumner-Fredericksburg Community School District and Fredericksburg Elementary as set forth by the Board of Education and Administration necessary for efficient operation of the school, designed to help parents, students, and patrons of the district understand school rules and expectations. It may be summarized in three simple sentences: *Respect yourself! Respect others! Respect property!*

## **NON-DISCRIMINATION POLICY:**

It is the policy of the Sumner-Fredericksburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, age (employment only), religion, creed, marital status, sexual orientation, gender identity and socioeconomic status (student/program only) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have any questions or concerns or a grievance related to this policy, please contact the District's Equity Coordinators:

Employment: Beth Weepie – School Business Official  
Sumner-Fredericksburg Community School District  
802 W. 6<sup>th</sup> Street  
Sumner, IA 50674  
Phone: 563-578-3341  
Email: [weepieb@sfcougars.k12.ia.us](mailto:weepieb@sfcougars.k12.ia.us)

Student/Programs: Tim Johnson – High School Principal  
Sumner-Fredericksburg Community School District  
802 W. 6<sup>th</sup> Street  
Sumner, IA 50674  
Phone: 563-578-3341  
Email: [johnsont@sfcougars.k12.ia.us](mailto:johnsont@sfcougars.k12.ia.us)

Fred Matlage – Middle School Principal  
Sumner-Fredericksburg Community School District  
300 East Main Street  
Fredericksburg, IA 50630  
Phone: 563-237-5334  
Email: [matlagef@sfcougars.k12.ia.us](mailto:matlagef@sfcougars.k12.ia.us)

Kayla Hoth – Durant Elementary Principal  
Sumner-Fredericksburg Community School District  
601 W. 5<sup>th</sup> Street  
Sumner, IA 50674  
Phone: 563-578-3354  
Email: [hothk@sfcougars.k12.ia.us](mailto:hothk@sfcougars.k12.ia.us)

Kayla Hoth – Fredericksburg Elementary Principal  
Sumner-Fredericksburg Community School District  
401 East High Street  
Fredericksburg, IA 50630  
Phone: 563-237-5364  
Email: [hothk@sfcougars.k12.ia.us](mailto:hothk@sfcougars.k12.ia.us)

Students are educated in programs fostering knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator.

**SUMNER-FREDERICKSBURG SCHOOL PERSONNEL**

**ADMINISTRATION:**

**District Superintendent**..... Mr. Fred Matlage

**Elementary Principal**..... Ms. Kayla Hoth

**SUMNER-FREDERICKSBURG SCHOOL BOARD MEMBERS:**

Mr. Lonnie Schult (President), Mr. Michael DeSloover (Vice President),  
Mrs. Jamie Steege, Mr. Dave Hassman, Mr. Roger Wedemeier

**FREDERICKSBURG ELEMENTARY FACULTY & SUPPORT STAFF:**

Secretary..... Mrs. Julie Brunner

Nurse..... Mrs. Erica Luebbers

Counselor ..... Ms. Kristen Bogacz

Preschool..... Mrs. Carly Schmitt

Kindergarten..... Mrs. Amanda Harkrader  
Ms. Macie Njus

1<sup>st</sup> Grade..... Mrs. Kelsey Hammond

2<sup>nd</sup> Grade..... Ms. MaKaya Henniges

3<sup>rd</sup> Grade..... Mrs. Diane Boltz

4<sup>th</sup> Grade..... Mrs. Morgan Steege

Title 1/TLC..... Mrs. Kandi Attleson

Special Education..... Mrs. Jane Brooks  
Mr. Cody Luebbers

Interventionist ..... Mr. Riley Steckelberg

Art..... Mrs. Katie Owen

Music..... Mrs. Gail Allison

Physical Education..... Mrs. Tori Sorenson

Media Specialist..... Ms. Kelly Schaufenbuel

TAG Coordinator..... Mrs. Toni Kroeneke

MultiCat K-4/English Language Learners (ELL) Instructor.....	Mrs. Jane Brooks
TLC Curriculum Lead Teacher.....	Mrs. Holly Myers
Media Center Associate/Grant Writer.....	Mrs. Kara Johns
Media Center Aide.....	Ms. Kayla Wendland
Preschool Associate.....	Mrs. Jaclyn Krivacheck
Special Ed Associates.....	Mrs. Cheryl Hampton Mrs. Lynne Harris Mrs. Dena Palmer Mrs. Sarah Westendorf
Custodian.....	Mr. Cody Wilker
Food Service Director.....	Mrs. Lynn Richards
Kitchen Supervisor.....	Mrs. Dawn Zmoos
Kitchen Staff.....	Mrs. Laure Bouska Mrs. Mary Beth Brandenburg Mrs. Eileen Carlon Mrs. Lynne Harris Mrs. Barb Kane
Maintenance Director.....	Mr. Tim Flaig
Transportation Director.....	Mr. Trey Myers

Employee Email:

Last name first initial @ sfcougars.k12.ia.us

(Example: hothk@sfcougars.k12.ia.us)

# Daily Routine and Procedures

## Daily Schedule

**Supervision of students is available from 7:30 a.m. until 3:30 p.m. on school days.** The school is not responsible for any injury that may occur on school property at other times.

Once at school, students are not allowed to leave the school grounds during the normal school day unless they have written permission from a parent or by special permission from the Principal.

7:30 a.m. ....	Doors are open to the students
7:45 – 8:00.....	Breakfast served
8:00.....	Warning bell
8:05 .....	Classes begin
11:05 – 11:40.....	Lunch served
3:12 PM.....	End of the school day: Bus riders will be dismissed first; car riders; then walkers.

## Attendance

Classroom teachers will be taking attendance at the start of the school day and reporting to the office any student who is unaccounted for at that time. **The office will then call the parents/guardians of this unaccounted-for student.** We appreciate your cooperation in this matter in helping to make the school as safe as possible for your child. Attendance will be taken again in the afternoon. **A student is counted tardy if he/she is late for class.**

8:05 – 8:35 .....	Students not in the classroom during this time will be counted TARDY for the morning
8:36 – 11:30 .....	Students not in the classroom during this time will be counted ABSENT for the morning
11:31 – 12:00.....	Students not in the classroom during this time will be counted TARDY for the afternoon
12:01 – 3:12 .....	Students not in the classroom during this time will be counted ABSENT for the afternoon

## Absences and Make-up Work

When a student **is going to be absent**, a parent or legal guardian is asked to **call in advance or on the morning of the absence** to notify the school of the reason for the absence. If you are calling on the morning of the absence, please call the school office **after 7:30 a.m. but before 8:30 a.m.** The school secretary will attempt to call the family of every student who is not present during the time attendance if we have not received any notification.

The principal or homeroom teacher will review all requests before a **planned absence**. If the absence is approved, all **class work must be completed prior to the absence or at the discretion of the teacher.**

If your child is ill and you wish to have **make-up work** to be done at home before returning to school, please call the office to request that the work be arranged for you. Please allow ample time so the teacher can prepare the work before you plan to pick it up. For every day the student misses, he or she will have two days to make up the work assigned on those days.

If the absence is due to illness, it is requested that parents report the type of illness. A doctor's note may be requested to explain prolonged or frequent absences.

## Excessive Absences

We know attendance is extremely important for academic success. Parents will be notified in writing when their student's absences reach **seven days in any one semester**. At this time, a conference may be held with the building administrator to examine the reasons for the excessive absences.

**If the absences reach ten during the semester**, the parents again will be notified in writing. Any absence after ten must be accompanied with a doctor's excuse or must be excused by the building administration under extenuating circumstances.

## **Board of Education Attendance Requirements:**

TRUANCY - UNEXCUSED ABSENCES REGULATION Code No. 501.10R1

Students are required to be in attendance, pursuant to board policy when school is in session unless their absences have been excused by the principal. Absences that do not fall within approved categories will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates two (2) unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit.

Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

A student who loses credit due to excessive absences is assigned to supervised study hall or in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching two (2) unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, or early dismissal.

## **Attire, Supplies, and Other Personal Property**

### **Dress and Appearance**

**School attire** is a matter in which parents, students, administrators, and teachers are concerned. Most will agree that good appearance stimulates good behavior and that proper attire encourages self-confidence. It is also important for the well-being of the children.

- Elementary students **may wear shorts of proper length** on hot fall and spring days.
- **A set of tennis shoes is required for P.E.**
- **Flip flops are not recommended** due to their potential for causing injury at recess and on stairways.
- **Shorts should not be worn when temperatures are not above 60 degrees.**

Fredericksburg Elementary has set up **clothing guidelines for when the weather gets cold**. The temperature on which these are based is taken from REALFEEL on Accuweather. Students in grades K-4 should wear the following on the playground:

- 55° to 60° – long sleeves
- 41° to 54° – coat or something to put over what is worn to school
- 40° and below –coat, hat, and mittens
- During bad weather and when there is snow on the ground or blacktop—snow pants and boots; a sign will be posted in the building notifying students when boots are required
- 0° or less—recess will be indoors



**Please mark your child's clothes**, especially coats, gloves, caps, and boots, so they can be easily identified if they are lost. **Please occasionally check the lost-and-found box by the main office.**

The following articles **will not** be allowed:

- Articles of clothing displaying tobacco or alcoholic beverages
- Hats and caps inside the school building
- Articles of clothing with obscenities, pornography, or suggestive remarks
- Midriff shirts (no skin showing front or back)
- Gang-related clothing
- Any other type of clothing or excessive body decor that could disrupt the educational community

**Notice: Students may be asked to change their footwear or clothing and remove excessive stick-on tattoos at the discretion of their teacher or administrator.**

### **Supplies and Other Items at School**

Each student needs the supplies listed for his/her grade in order to participate in all class work. These supplies need to be replaced from time to time, especially paper, pencils, erasers, tissues, etc. Please check with your child to see if he/she still has adequate school supplies during the year. **Please see the *Supply List*.**

Unless the teacher has given them permission, children are **discouraged from bringing items, such as the following**, from home:

- I-PODS and other electronic devices
- Extra money
- Radios or walkie talkies
- Toys, balls, collector/trading cards, etc.
- Umbrellas

**The school cannot assume responsibility for damage, loss, or theft of personal property brought from home at school, on the bus, or at school-sponsored activities.**

**Please label all student property, including supplies, so they can be easily identified and returned to the owner if lost.**

### **Items Not Permitted at School by Students**

**Potentially dangerous objects will not be permitted** in the school or on the playground. These objects include:

- Baseballs, golf balls, tennis balls, small rubber balls, steel marbles
- Wooden or metal bats
- Skateboards, skates, or rollerblades
- Laser pointers
- Whiteout, glue, and markers with warning labels
- Any items related to smoking or drinking

Students should **not bring any toy or other objects that represent or could be mistaken for a dangerous object** to school; otherwise, misunderstandings may occur. These "toys" will be taken from the student and returned to the parent upon request. These include:

- Pocket knives
- Guns
- Water guns or water spraying devices
- Lighters

**Any of the above items that are brought onto school grounds will be confiscated, parents will be notified and appropriate discipline will be administered.** Additional items may be added as necessary.

# Arrival/Dismissal/Changes in Routine

## Arrival and Dismissal Procedures

- a) Town students arriving at school in morning and leaving school in the afternoon need to use the crosswalks that are painted to the north of the front driveway of the school.
- b) Students are not to enter school grounds from the tennis court entrance. This entrance is to be used by service trucks and buses only.
- c) No vehicles are allowed to enter when buses are in the parking lot or at dismissal. At dismissal bus students are dismissed first at 3:12 p.m. then car riders and walkers last. Parents who want to pick up their students at dismissal are not to park in the school parking lot. **PLEASE PARK ON THE STREET.** This is for the safety of the students and adults.
- d) If your child is a car rider or walker, we ask parents and guardians to please wait outside the school until your child is dismissed. Parents please wait to enter the building until bus students have left the building. This will help alleviate congestion at the front doors as we try to organize and dismiss students.

## Departure Change at the End of the Day

Students in grades K-4 are to have **written permission** from their parents if there is to be **any change in their routine upon leaving school**. This is important so that there are no misunderstandings between the child, the teacher, the bus driver, and the parent as to what the child is to do. **If changes have to be made after the school day has begun, please notify the office of these changes before 2:00** to help avoid giving children unnecessary stress or confusion regarding what they are to do at the end of the day. **No email, text, or fax changes will be accepted.** Any change in transportation must be received by the office through **written note or telephone call** to the school office.

If a child has arrangements to go home with another student, the school needs a written note or verbal communication confirming the arrangements from **both** parents involved before 2 p.m. Dismissal can be hectic if students do not know where they are to go after school.

## Leaving Early

The procedures for parents or guardians requesting their child to leave early are as follows:

- **Write a note and send it with the child to be given to the teacher** so necessary arrangements can be made.
- **If plans change after the child has gone to school, please notify the office before 2:00 p.m.** so that the message can be delivered to the teacher and necessary plans can be made.
- **Adults picking up their child before dismissal will have to report to the office and complete the sign-out sheet.** At this time, the secretary will call the child to the office.
- **A student who becomes ill at school will be dismissed through the office** after parents or emergency people have been contacted and someone has come to pick him/her up.

**Under no circumstances is a student to leave the building early without a note or phone call from his parents and without checking out in the office.**

## General Procedures

### Animals in the Classroom Code 606.3

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

***This policy is not intended to address the use of service animals, assistive animals, therapy animals, or emotional support animals on District property.***

## **Change of Address and Contacts/Release of Information**

Please **notify the school office** if your telephone number, your address, or the person who is to be notified in case of an emergency changes.

If you are planning to move out of the Sumner-Fredericksburg Community School District, **please stop at the office to sign a release of information form**. The school **will not release information about your child's record** to anyone outside this school district **without your written consent**. All official records of your child will be transferred to the new school as soon as all needed paperwork is completed and any unpaid fees are paid.

## **Community Volunteers**

A community volunteer program is used at the school. Members of the community volunteer some of their time to **assist teachers** in many ways **or make special presentations** to our students on careers or other special interests. If you are interested in volunteering or know of someone who is interested, please call the school office.

## **Conferences**

Parent-Teacher Conferences are **held twice each year**, once in the fall and once in the spring. These conferences are to promote better communication and understanding between the parent and teacher regarding the student. **Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress in school.**

## **Emergency Disaster Procedures**

**Fire, disaster, and lockdown drills** are held regularly during the year. Two fire and two tornado drills are held each semester.

## **Field Trips**

Field trips are planned in order to provide additional educational experiences for your child. Typically, these field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom.

**Written permission is necessary for your child to go on field trips requiring transportation**; if it is not received, the child will remain in the building. You will always receive advance notice of up-coming field trips. On occasion, teachers **may ask parents to assist** with supervision on these trips. **Younger siblings are not permitted on field trips** unless approved by the administrator for extenuating circumstances.

## **Indebtedness**

It is school policy that **outstanding bills**, such as book rent, library fines, hot lunch bills, assessments, property damage, and other money owed to the school, **need to be paid before the end of the school year**.

## **In-School Parties**

K-4<sup>th</sup> grade classes may have room parties to celebrate the following times of the year: fall, winter, spring, and special days. **Other than these and celebrating birthdays with treats, parties should be cleared through the classroom teacher.**

Any snacks being provided for parties must be **cleared by the classroom teacher**. Due to dietary restrictions and food allergies, all snacks for birthdays will need to be purchased through the school cafeteria. The food service program will have a variety of snacks at reasonable cost available for purchase. Parents are asked to make these purchases 2 weeks in advance to allow for ordering if needed.

Please **do not send gum, or candy with gum inside, as a birthday treat**. Gum is not permitted before, during the school day, or after school.

### **Snack Guidelines:**

The following are ideas for snacks at parties:

- All fruits and vegetables (fresh, dried, sauce, 100% frozen fruit bars)
- Dips (hummus, salsa, bean, honey mustard, yogurt-based)
- String cheese or cottage cheese
- Yogurt (low-sugar or parfait)
- Lunch meat
- Pickle wraps
- Sunflower seeds
- Popcorn (look for low sodium/butter)
- Low-sodium pretzels
- Packaged snacks with whole grain as the first ingredient (ex. Wheat Thins)
- Chips (pita or baked corn tortilla)
- Low-fat granola bars
- Crackers (animal or graham)
- Drinks (Low-fat or fat-free milk, 100% fruit or vegetable juice)

Please avoid the following:

- Little Debbie, Hostess, and other packaged snacks (that are over 200 calories each)
- Homemade cakes, bars, cookies, etc.

## **Open Enrollment**

Parent/guardians considering the use of the open-enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

- **September 1** of the current school year is the **last date** for open-enrollment requests for **entering kindergarten students and those students falling under the “good cause” definition.**
- **March 1** of the current school year is the **last date for all others** requesting open enrollment for the **following school year.**

Parents/guardians of open-enrolled students whose **income falls below the federal poverty guidelines are eligible for transportation assistance.** This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment **might result in the loss of athletic eligibility.** For further details, contact the **school business office.**

## **Out-of-School Parties**

Individual **invitations** to parties to be held outside of school **should not be distributed at school unless all** of the children in the class **are invited.** The office **cannot give out phone numbers or addresses.**

**If students are attending** a birthday party after school and will be going home with someone else, **different from their daily departure routine, they must have a note in advance by a parent/guardian** or they will not be able to attend.

## **Photography Policy**

When visiting the school, we want to ensure student and family privacy. In doing so, we do not allow photographs to be taken of other students. Pictures are to be taken of your child only (unless prior written notice has been given to the office). Posting to social media (Facebook, Instagram, etc.) can affect the privacy of our students and families.

## **Report Cards**

Parents will receive report cards **four times a year at nine-week intervals.** Music, Art, and Physical Education inserts are also issued each quarter for Grades K-4. Midterms are issued for grades 3-4 during each quarter. The school calendar lists the dates when grades are issued. **Grades can also be viewed using Infinite Campus.**

## **SAT Team**

The elementary SAT (Student Assistance) Team consists of **staff members trained in identification of academic and behavioral problems.** The purpose of the team is to offer assistance to any student who is experiencing difficulty in these

areas. **If you have questions or concerns about your child, please feel free to contact the classroom teacher or the office.**

## **School Cancellations**

If it becomes necessary to delay, dismiss early, or cancel classes, the **school will make these announcements over the following stations: KWWL, Waterloo.** Since elementary age students are dependent on others for transportation and their safety, parents are reminded of the importance of listening to the radio and/or TV for any announcements during inclement weather. **You may also download the school app to receive email or text notifications. The link to the app is on the school website: [www.sfcougars.org](http://www.sfcougars.org)** under the Resources Tab.

## **Student Fee Waiver and Reduction Procedure**

Students are eligible to have their student fees waived or partially waived if their families meet the income guidelines for the following:

- Free-and-reduced price lunch
- The Family Investment Program (FIP)
- Supplemental Security Income (SSI)
- Transportation assistance under open enrollment
- In foster care

**Waivers do not carry over from year to year and must be completed annually.**

## **Student Records**

**The Sumner-Fredericksburg Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student.** The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student, maintained by the building principal, are generally located in the school where he or she is attending; therefore, the **elementary student records are kept in the elementary office.** Any exception will be stated in the student's other records or by the building principal.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary to the middle school level, then to the high school level, and also when a student transfers out of the district. Those records not of permanent importance are destroyed within five years of graduation or discontinued attendance.

**Parents of students under age 18 and students over age 18 may** exercise the opportunity to **review** educational records of the student, to **write a response** to the material in the record, to **challenge the content** of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, to **have the records explained**, and to **obtain copies of the records for \$.20 per copy.** Postage will be billed to the party requesting copies.

The following people, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon the written consent or upon court or legally issued subpoena.

- School officials, teachers, and AEA personnel with legitimate educational interest
- Officials of other schools in which the student proposes to enroll
- Representatives of the state and local government when auditing and/or evaluating federal education programs
- Officials connected with a student's educational financial aid applications
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974
- Organizations which process and evaluate standardized tests
- Accrediting organizations for accrediting purposes
- Parents of dependent children, regardless of the child's age
- Appropriate parties in a health or safety emergency

The principal in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information. Directory information is completed by September 1st. **Parents or guardians who wish to deny the inclusion of their child's information in any directory must do so in writing to the building principal by September 1st or within five days of enrollment (whichever is later).**

Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family of Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street, S.W., Washington, D.C. 20201.

## **Telephone Calls and Cell Phones**

**Permission must be obtained from the teacher** before a student uses the telephone. Children will not be allowed to use the school telephone for social or personal reasons. **Children and teachers will not be called from class to talk on the phone except in emergencies.**

**Cell phones may be brought to school but must be turned off and kept in lockers from 8:00 until 3:20.** Detention will be assigned for using a cell phone at school without permission. Students who need to make a long-distance call may make the call with staff or administration permission.

## **Testing**

The **Iowa Statewide Assessment of Student Progress (ISASP)** will be given to students in grades 3-4 each year. **FASTBRIDGE** screeners will be given to grades K-4 in the fall, winter, and spring. The dates of this testing will be announced later in the year. Results of all tests/screeners will be shared with parents. The main emphasis of this testing program is to improve the school's overall educational program.

Other tests may be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

## **Visitors**

We encourage parents and grandparents to come and visit the school. **We ask that these visits take place either during lunchtime, recess, and/or show and tell.** We have found that visitors are great, but can be disruptive to the learning environment. If you wish to visit during any of these times, **please contact the teacher and the office.** Any questions, please contact the principal.

**All visitors and students arriving or exiting during the school day may do so through the main entrance doors by the office only.** The school security system is in place and doors are locked during school hours. **Everyone entering the building will have to be buzzed in the front doors.** These are the only doors that are accessible during the school day. In an emergency, however, everyone within the building can safely exit it through any door at any time.

**All parents and visitors need to report to the office on arrival to sign in and receive a visitor's badge every time they enter the building and return to the office before leaving.** This is to ensure the safety of our students.

**Student visitors** who are mature enough to be good visitors are allowed in the upper grades. **Please call the principal or teacher at least two days in advance to make these arrangements.** Normally, it is better if a student visitor would plan to stay for only part of the school day since it is a long day for him/her when he/she is not actively involved in the classroom work. If the student visitor is approved to stay the day, please **make sure arrangements are made for lunch.**

## Special Subjects

### Art

A specialized teacher, as well as the classroom teacher, teaches Art. Students are urged to **bring paint shirts** (or any old large shirts) to be worn over their clothes for those activities that may be messy.

### Physical Education

All students will have regularly scheduled physical education classes and are expected to participate. A **doctor's excuse is required if the child is not to participate**, if participation is to be limited in any way, or if the child is to be excused from participating in more than two consecutive physical education classes.

All students participating in physical education **must have a clean pair of shoes for use in the gymnasium only**. Students must **tie their hair with a bow or rubber band if it is the length that will be in their eyes** while participating.

### Music

All students will participate in music class each week.

## Meal Programs

A school lunch program, as well as a breakfast program, is provided at school. Each family will have an **account into which money can be deposited** (in any amount). If money is brought in the morning before classes begin, it will be credited that day; after 8:30, it will be credited the next day. **To view your family's balance, you may check the Parent Portal on Infinite Campus**. For more information, **please see the Sumner-Fredericksburg Meal Charge Policy**.

In an effort to monitor nutrition and childhood obesity, and help students learn about proper nutrition, we have made some changes in our policies with breakfast and lunch. **Our food service staff is now held to even more stringent requirements for food quality, fat and sodium levels, and portion size**.

**Free-and-reduced breakfast and lunch programs** are offered at school. Parents must apply for these at the beginning of each school year or at any time during the year that their income status changes. Forms may be picked up at the office. The school keeps all such information confidential.

All **menus** for breakfast and lunch are given to the students at the beginning of each month. **A doctor's excuse must accompany requests for a beverage other than milk for lunch**.

Breakfast will be served from 7:30 to 8:00 a.m. Students who intend to eat breakfast are to come to the breakfast room (lunchroom) as soon as they arrive at school (after 7:30 a.m.) so they are ready to begin classes on time. **When school is postponed for a late start, breakfast will not be served**.

A student may bring his or her own **cold lunch**. This should be sent in the morning with the student and stored in the student's locker or classroom until it is time for his or her scheduled lunchtime.

- Parents should try to **include a fruit and/or vegetable** in the cold lunch to increase its nutritional value.
- **Acceptable drinks are milk, water, or fruit juice**. Gatorade and pop are not allowed. If there is a special drink that needs to be consumed by your child due to dietary needs or doctor's orders, please contact the school nurse or building principal to make arrangements.
- Students **are to eat only what they bring** and are **not allowed to bring extras to give away** to their friends.

Students who eat lunch at school are **not** allowed to do the following:

- **Trade food or take food from the lunchroom**
- **To leave the school grounds at noon** without the written permission of his/her parents or guardians

**Kindergarten students have an afternoon milk break** each day. The price of the carton of milk is **not** included in the free-and-reduced lunch program.

## **Lunchroom Guests**

Parents, grandparents, and special visitors are always welcome to come and eat lunch.

- Please let the office know of your intention to eat before 9:00 a.m. on the day you will be eating in order to be added to that day's lunch count.
- Also, stop in the office and pay for your meal before eating, and then you will receive a pass to hand to the lunch clerk when going through the line.

In order to model positive and healthy choices for our students, we have also added the following information:

- Birthday treats brought by students or adults are not to be celebrated in the lunchroom. Birthday celebrations need to be arranged with the homeroom teacher and celebrated in the homeroom classroom.
- Visitors coming to eat with our students are not allowed to bring in fast food items for themselves or any students. This includes fast food, pizza, sandwiches, fries, desserts, donuts, etc. If such items are brought into the lunchroom without prior approval from our food service director or building administrator, we reserve the right to ask you to dispose of the items.

Thank you for helping us in our efforts to fight childhood obesity.

## **Sumner-Fredericksburg Schools Meal Charge Regulations**

**Code No. 710.4**

In accordance with state and federal law, The Sumner-Fredericksburg Community School District adopts the following policy to ensure school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

All meal purchases should be prepaid before meal service begins. Payments may be brought to any of the four offices as well as electronic payments by going to into the Infinite Campus portal. Students who do not have sufficient funds shall not be allowed to charge ala carte items until additional money is deposited in the student account.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges.

Parents or guardians will be notified of an outstanding negative balance once the student owes five meals or more. Families will be notified by an automated email system and/or letters sent home. Negative balances of more than **\$20.00**, not paid prior to the end of the month, will be turned over to the superintendent or superintendent's designee for collection. Options may include collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

To view your hot lunch account balance, log into the Infinite Campus Parent Portal. You can find the Infinite Campus Parent Portal on the district website, [www.sfcougars.org](http://www.sfcougars.org). Go to the Buildings tab, click on the school drop down menu and select Infinite Campus Parent Portal.



# Health

## Health

**A nurse is on duty at the school daily.** The Area Education Agency screens hearing annually in Kindergarten through Second Grade, and for others with known hearing problems. Vision is screened in Kindergarten and 3<sup>rd</sup> grade as well as those with vision concerns. Parents may request scoliosis and blood pressure screening.

Each student entering Kindergarten is required to have a physical examination at the time of entering school. **All students are required to have their immunization records up-to-date when they enroll in school.** The school nurse is available to explain these requirements if you have questions.

## Medication

School personnel **cannot give your child medication of any kind unless we have your specific, written instructions.** Medication **should be brought to the office in its original container.** The container should include your child's name, the name of the medication, and dosage instructions. This is our way of protecting your child and other children and making sure your child receives the proper medication at the proper time.

**The Code of Iowa does not permit school personnel to dispense medication that has not been prescribed unless a parent or legal guardian gives written permission.** Tylenol, aspirin, and other nonprescription products, including cough drops, can only be given if these over-the-counter medications are still in their container and are accompanied by a note. They will then be given as instructed at the nurse's discretion.

## Dental Cards

Students are encouraged to visit the dentist regularly. **Please have a dental card filled out by the dentist when the dental work is completed.** Classes that have 100% dental participation in the dental program are recognized.

# Safety and Recess Rules

## Door Lock System

For safety purposes, the front door near the office entrance is locked from 8:20 a.m. until 3:15 p.m. daily. Once the bell rings, all students must ring the buzzer and then come in with their parent/guardian and **sign in** at the office. All other doors are also locked during the day, so ringing the buzzer at the front office is the only way to enter once the school day has begun. In an emergency, however, everyone withing the building can safely exit through any door at any time.

## Student Safety Rules

1. Students will **walk inside the building at all times.**
  - Running and loud talk will not be permitted between classes, or when going to and from recess. This is a distraction to other students that are still working in their classroom.
  - Students are to walk up and down the stairs. Sliding down the banisters or railings is not permitted.
2. To ensure safety when vehicles may be present on the grounds:
  - **Bicycles are to be walked while on school grounds and parked at the designated places.** They are not to be ridden on the playground during school hours.
  - **Rollerblading is not permitted** on the school grounds during school hours.
3. **Gum chewing is not allowed** at school. Please do not send it as a birthday treat. This includes candy with gum inside.
4. Students who **choose to act in an unsafe manner may have certain privileges taken away**, and further disciplinary action may result.

## **Recess on the Playground**

Recess is an important part of the school day. **Every child should participate unless he or she has a doctor's excuse.** This is **also at the discretion of the school nurse.** In many cases, a child too sick to go out for a few minutes at recess is too sick to be in school. Fresh air and exercise are important for maintaining good health.

A teacher **may keep a child in from recess as a form of discipline, or in order to complete work** resulting from absence from school.

During regularly scheduled recesses, adults supervise the playground at all times. All classroom teachers will cover specific playground rules. **No student is allowed to leave the designated playground area for any reason without permission from the supervisor.** Although playground supervision is provided, an injury may occur or clothing torn. The school cannot be responsible for torn garments.

For safety purposes, the students are **not allowed** to:

- Stand on top of, jump off of, or use balls on the equipment (ex. slides, swings)
- Climb back up the slides
- Play tag on the playsets
- Use balls on the equipment
- Play games involving tackling
- Use baseballs, tennis balls, or other handballs
- Throw rocks, sticks, sand, rubber chips
- Throw snowballs or ice balls in the winter months.

Students **are allowed** to play underhand-pitched softball and touch football in designated places.

For safety and social reasons, students are only allowed to play with other students either in the same grade or one grade higher or lower.

## **Discipline and Procedures for Violating Expectations**

### **Student Discipline/Due Process**

**Our goal at Fredericksburg Elementary School is to meet the needs of each individual student.** In order to do this, it is essential for home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. Also, parents are asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help to facilitate our understanding of behavior problems that may arise.

**The philosophy of school discipline is to work with the children and parents to develop behaviors and habits that will add to their success.** It is the teacher's role to guide and direct the classroom; and, knowing we all make mistakes, to teach and coach to obtain positive behaviors. There are times, however, when more serious means need to be taken depending on the behavior of a student. It is expected that parents will support and cooperate with the classroom teacher.

**Effective discipline is necessary for quality education. These are the steps to be followed:**

**Step 1**—The teacher is the administrator of classroom discipline; therefore, minor disciplinary offenses are the responsibility and the obligation of the classroom teacher. If a school problem arises with your child, **your first contact is with your child's teacher.**

**Step 2**— When serious or persistent problems arise, discipline will become the joint responsibility of the principal, teacher, and other staff members. If you and the teacher are **unable to resolve** the problem, **contact your building principal for a conference.**

**Step 3**—If the problem is **not resolved** with the principal, then **your next contact is with the superintendent.**

The school is authorized by the Sumner-Fredericksburg Board of Education through the Code of Iowa to use whatever reasonable means are necessary to ensure the orderly process of education. The consequences for violating expectations may vary depending on the severity and frequency of the offense. **Possible consequences are:**

- Removal of privileges, such as **immediate loss of recess**
- A **conference** with the student(s) involved
- **Parents/guardians notification**
- Writing and enforcing a plan for **restitution**
- Collecting debris or other **custodial duties**
- **Payment of fines**
- **In-school detention** or time-out room
- **After school detention**
- **Suspension** from school
- **Expulsion**, upon meeting with the School Board
- **Further disciplinary action** at the discretion of the staff and administration

In an effort to align with our wellness policy, please note the following in regard to disciplinary measures. **In the case of disciplinary action, (e.g. revoking of recess, in-school suspension) students will be guaranteed the opportunity for a minimum of 20 minutes of physical activity during the day.** The building administrator may put on hold and later waive any of the above-mentioned disciplinary actions pending a suitable restitution plan submitted by the student and his/her parent/guardian.

### **Examples of Behavior Offenses**

The following are examples of **behavior offenses that will not be tolerated** in the elementary:

- **Swearing, foul language, intimidation, and inappropriate gestures**
- **Fighting, hitting, kicking, or biting**—There are better ways to solve disagreements. The school principal or teachers will be glad to furnish alternate ways to settle disputes. Premeditated fights, such as "meet me after school," will be viewed as a more serious offense. Consequences, depending on the intent to do bodily harm and the age of student, will be those appropriate to a major offense.
- **Harassment and/or bullying**—Please see the separate section below.
- **Theft**—Students are strongly encouraged not to steal school property or property of others. Occurrences of theft or stealing will be dealt with on an individual basis.
- **Disrespect for school personnel**—Refusal to respond to requests by any member of the school staff in an appropriate manner will be dealt with severely. Appropriate and courteous behavior is required and expected.
- **Vandalism**—Any person or persons willfully damaging Sumner-Fredericksburg Community School District property will be assessed the total cost for all replacement or repairs. **In the case of a minor child, the parent or guardian will be held responsible, as provided in Chapter 613.16, Code of Iowa, for all vandalism or destruction.**
- **Throwing of inappropriate objects, such as sticks, stones, rubber chips, snowballs, etc.**—This creates a dangerous situation and is not allowed on school property.

### **Dangerous Weapons**

**Any weapon or dangerous object will not be allowed** at school, so these will be taken from students immediately. The parents of the student will be notified. Each case will be handled as an individual matter. Upon completion of a conference with the parents, appropriate discipline, which may include suspension and/or expulsion, will result. These weapons and other dangerous objects include, but are not limited to, firearms, knives with blades, clubs, or explosives or items relating to smoking or alcohol.

**Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities.** For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

**Weapons under the control of law enforcement officials shall be exempt from this policy.** The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

## **Harassment**

Harassment of employees and students **will not be tolerated in the school district.** "School District" includes school district facilities, school district premises, and non-school property if the employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the control of the school district, or where the employee is engaged in school business.

**Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited.** Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

**Harassment includes, but is not limited to: racial, color, gender, religion, creed, sexual orientation, gender identity, socioeconomic status, national origin, age, disability, and sexual harassment. Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals or groups.**

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Employees and students who believe they have suffered harassment shall report such matters to the investigator or the alternate investigator for harassment complaints.**

- **Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts.** It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the Superintendent, who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible; those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.
- **No one shall retaliate** against any employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge, or because they have opposed language or conduct that violates this policy.

**It shall be the responsibility of the board members, administrators, licensed and classified employees, students, parents, and others having business or other contact with the school district to act appropriately under this policy.** It shall be the responsibility of the Superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

**This policy and accompanying regulations shall only apply when an employee is the victim of an alleged harasser or an employee is the alleged harasser.** It shall be the responsibility of the Superintendent, in conjunction with the investigator, to develop administrative rules regarding this policy.

**In addition, please see the Board Policy on *Initiations, Hazing, Bullying, or Harassment* located on the school website: [sfcougars.org](http://sfcougars.org) under *District Information*.**

# Bus Rules and Procedures

## Bus

**Written permission** to the bus driver from the parent or guardian is **required** for the following:

- **Before a child will be permitted to go home with a regular bus student**
- **For a regular bus student to leave the bus at a place other than his/her home**

**If during the school day it is necessary to make a change in plans, please call the school office before 2:00 p.m. No email, text, or fax changes will be accepted.** A note will then be sent with the student to the bus driver giving permission to ride.

The Sumner-Fredericksburg Community School District expects **proper student behavior** on the bus while on the regular bus routes, activity trips, and field trips. It is the student's responsibility to know and follow the following rules:

1. Obey the driver at all times.
2. Follow all school guidelines for health and safety of the driver, students, and staff.
3. No food or drink is to be consumed on the bus at any time.
4. Remain seated while the bus is in motion.
5. Keep hands, arms, body, head and feet inside the windows at all times.
6. Keep hands and feet out of the aisles.
7. Do not scuffle, yell, throw objects, litter, destroy school or personal property of others or create a disturbance deemed unsafe by the driver, event sponsor, or coach.
8. Use appropriate language at all times.
  - a. Use of abusive, profane, or obscene language and gestures is prohibited

## Consequences for Failure to Comply with Bus Rules

The following consequences applies to all bus riders, at all times:

**1<sup>st</sup> Offense:** Verbal warning, documented by the driver and given to the Transportation Director. Notice will be provided to the parents and building administrator. Incident will be documented in Infinite Campus, with appropriate notifications sent.

**2<sup>nd</sup> Offense:** Transportation will make contact with parents and meet with student. Transportation Director will notify the student(s) and building principal to make aware of the situation. Student is assigned a seat for up to six weeks from the incident. Incident will be documented in Infinite Campus, with appropriate notifications sent.

**3<sup>rd</sup> Offense and Subsequent Offenses:** Student will be suspended for a period up to 3 days and no more than 10 days per incident. The student(s) will be assigned a seat for the remainder of the school year. The length of suspension will be dependent on the incident. The parent is called and a meeting set for parent and student to take place before the student can ride the bus at the conclusion of the suspension. The meeting will take place with the Transportation Director, Building Principal, and the Superintendent. Incident will be documented in Infinite Campus, with appropriate notifications sent.

## Internet Access

Students have access to electronic communication known as the internet. The internet is a collection of more than 20,000 interconnected networks. The vast domain of information contained within the internet can provide opportunities to students.

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students for approved classroom activities. If a student already has an electronic mail address, they will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

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

- Students will respect all copyright and licenses agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Students access for electronic mail will be through their own account. Students should adhere to the following guidelines:
  - Others may be able to read or access the mail, so private messages should not be sent.
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited.
  - Always sign messages.
  - Always acknowledge receipt of a document or a file.
- Students accessing the internet services which have a cost involved will be responsible for payment of those costs.
- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which, in the opinion of the supervising teacher would:
  - Be obscene, libelous, indecent, vulgar, profane, lewd, or is in any way inappropriate.
  - Advertises any product or service not permitted to minors by law.
  - Constitutes insulting or fighting words, the very expression of which injures or harasses others.
  - Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school.

## **Directory Information**

The Sumner-Fredericksburg Community School District has adopted a policy designated to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the district policy is available for review in the office of the principal of Sumner-Fredericksburg Middle School and Fredericksburg Elementary.

The law required the school district to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public.

Student addresses and phone numbers are considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents NOT wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information:

- Name, Address, Telephone Listings.
- Date & Place of Birth
- Email Addresses
- Major field of study;
- Participation in official recognized activities or sports.
- Weight and height of members of athletic teams.
- Dates of attendance;
- Degrees & awards received;
- Most recent previous school or institution attended by the student;
- Photograph and likeness and other similar information.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district **IN WRITING NOT LATER THAN**

SEPTEMBER 1, 2020 or by the fifth day after enrollment of this school year (whichever is later). If you desire to make such a refusal, please DO NOT initial the statement on the permissions form included in your packet.

## **SUMNER-FREDERICKSBURG COMMUNITY SCHOOL DISTRICT ANTI-BULLYING/HARASSMENT POLICY**

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 other students, by school employees, and by 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 the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, socioeconomic status, 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 which may include suspension or 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 which may include, 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 which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 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 Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

Designated Investigators: Building Principals:

- Durant Elementary School and Preschool: Kayla Hoth
- Fredericksburg Elementary School and Preschool: Kayla Hoth
- Sumner-Fredericksburg Middle School: Fred Matlage
- Sumner-Fredericksburg High School: Tim Johnson



## Guidelines for Student Success at Fredericksburg Elementary School

The Fredericksburg Elementary School is a **Character Counts School**. The program at Fredericksburg Elementary focuses on those activities that foster the social, emotional, intellectual, and behavioral development of our students. The six pillars of character are: **Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship**.




























































































The social, emotional, intellectual, and behavioral skills are essential for children to experience success throughout life. We use the **PBIS (Positive Behavioral Interventions and Supports) model** to help us look at the whole child.

**The Sumner-Fredericksburg Community School District does not discriminate** on the basis of race, color, national origin, religion, creed, age, sex, marital status, social class, physical disability, or handicap in the educational programs or activities operated by it. The requirements not to discriminate in educational programs and activities extend to employment therein and to admission thereto.

**It is our goal that the school, the students, the parents, and the community work together in building our children's future.**

## Fredericksburg Elementary Behavior Expectations

Expectations	Playground	Hallway/Office	Lunchroom	Bathroom	Bus	School Activities
<b>Trustworthy</b>	<ul style="list-style-type: none"> <li> Tell the truth to teachers on duty</li> <li> Turn in any items left behind to Lost &amp; Found</li> </ul>	<ul style="list-style-type: none"> <li> Go directly to where you're going</li> <li> Do what you were sent to do</li> <li> Return to class when finished</li> </ul>	<ul style="list-style-type: none"> <li> Follow the line rules</li> <li> Be on time</li> </ul>	<ul style="list-style-type: none"> <li> Go directly to the bathroom</li> <li> Do what you were sent to do</li> <li> Go directly back to class</li> </ul>	<ul style="list-style-type: none"> <li> Sit in your own seat</li> <li> Be honest with the bus driver</li> </ul>	<ul style="list-style-type: none"> <li> Sit at your spot</li> </ul>
<b>Respect (GOLDEN RULE)</b>	<ul style="list-style-type: none"> <li> Treat others the way you want to be treated</li> <li> Follow the directions of the teacher</li> </ul>	<ul style="list-style-type: none"> <li> Use line basics</li> <li> Use quiet or no voice</li> <li> Greet or nod/wave to others you meet</li> <li> Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li> Use good table manners</li> <li> Say "Please" and "No, thank you"</li> <li> Sit peacefully</li> <li> Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li> Give others their privacy</li> <li> Use/flush/wash/leave</li> </ul>	<ul style="list-style-type: none"> <li> Use appropriate language</li> <li> Cooperate with driver and other riders</li> <li> Stay seated</li> </ul>	<ul style="list-style-type: none"> <li> Cheer and applaud</li> <li> Stand still and no talking for the national anthem</li> <li> Be on time</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li> Play safely with others</li> <li> Do as the teacher says</li> </ul>	<ul style="list-style-type: none"> <li> Set a good example with quiet voice and walking</li> <li> Follow the route taught by the teacher</li> </ul>	<ul style="list-style-type: none"> <li> Stay at your spot</li> <li> Put tray, trash, and utensils in proper area</li> </ul>	<ul style="list-style-type: none"> <li> Report unsafe conditions to an adult</li> <li> Keep floors dry</li> <li> Use/flush/wash/leave</li> </ul>	<ul style="list-style-type: none"> <li> Stay at your spot</li> <li> Follow safety rules</li> <li> Keep track of your belongings</li> </ul>	<ul style="list-style-type: none"> <li> Match behavior to activity</li> <li> Sit at your seat</li> </ul>
<b>Fairness</b>	<ul style="list-style-type: none"> <li> Take turns</li> <li> Include others in play</li> <li> Share the equipment</li> </ul>	<ul style="list-style-type: none"> <li> Stay in your place in line</li> <li> Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li> Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li> Wait your turn</li> <li> In emergency, let others go first</li> <li> One person per stall</li> <li> Protect other's privacy</li> </ul>	<ul style="list-style-type: none"> <li> Sit in your seat</li> <li> Offer peaceful solution to the problem</li> </ul>	<ul style="list-style-type: none"> <li> Wait your turn</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li> Invite others into games</li> <li> Follow the rules</li> <li> Help those who are hurt</li> </ul>	<ul style="list-style-type: none"> <li> Use quiet or no voice</li> <li> Help others if needed</li> <li> Greet or nod/wave to others you meet</li> </ul>	<ul style="list-style-type: none"> <li> Say "Please" and "Thank you"</li> <li> Help those in need</li> </ul>	<ul style="list-style-type: none"> <li> Use appropriate words</li> <li> Keep area clean</li> <li> Get help if someone is sick or needs help</li> </ul>	<ul style="list-style-type: none"> <li> Use kind words</li> <li> Help others on and off the bus if needed</li> <li> Offer a seat</li> </ul>	<ul style="list-style-type: none"> <li> Encourage others</li> <li> Be a good audience</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li> Keep it clean and safe</li> <li> Take care of equipment</li> <li> Return equipment</li> </ul>	<ul style="list-style-type: none"> <li> Pick up items on floor</li> <li> Report problems to an adult</li> <li> Be quiet</li> </ul>	<ul style="list-style-type: none"> <li> Keep your eating area clean</li> </ul>	<ul style="list-style-type: none"> <li> Report problems</li> <li> Keep bathroom area clean and safe</li> <li> Use only towels and soap needed</li> </ul>	<ul style="list-style-type: none"> <li> Keep your bus clean</li> <li> Report problems to the bus driver</li> <li> Obey bus rules</li> </ul>	<ul style="list-style-type: none"> <li> Clean up your area</li> <li> Be thankful</li> </ul>

# SUMNER-FREDERICKSBURG COMMUNITY SCHOOL DISTRICT LEGAL NOTICES

## **EQUAL EDUCATIONAL OPPORTUNITY**

### **Code No. 102**

It is the policy of the Sumner-Fredericksburg School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact *Theresa Schulz, Equity Coordinator, (for employees) at;* [schulzt@sfcougars.k12.ia.us](mailto:schulzt@sfcougars.k12.ia.us) or *Alan Eckelman, Equity Coordinator (for programs)* [eckelmana@sfcougars.k12.ia.us](mailto:eckelmana@sfcougars.k12.ia.us). 802 West 6<sup>th</sup> Street, Sumner, IA 50674 (563) 578-3342.

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

## **ANNUAL NOTICE OF NONDISCRIMINATION**

### **Code No. 102.E1**

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

Agriculture Science  
Business  
Family and Consumer Science  
Health Occupations  
Industrial Technology/Project Lead The Way

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## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

### **Code No. 102.E2**

It is the policy of the Sumner-Fredericksburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact *Theresa Schulz, Equity Coordinator, (for employees) at;* [schulzt@sfcougars.k12.ia.us](mailto:schulzt@sfcougars.k12.ia.us) or *Alan Eckelman, Equity Coordinator (for programs)* [eckelmana@sfcougars.k12.ia.us](mailto:eckelmana@sfcougars.k12.ia.us). 802 West 6<sup>th</sup> Street, Sumner, IA 50674 (563) 578-3342

## **NOTICE OF SECTION 504 STUDENTS AND PARENTAL RIGHTS**

### **Code No. 102.E3**

The Sumner-Fredericksburg Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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## **CHILD ABUSE REPORTING**

### **Code No. 402.2**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July, 1 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019, two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

## **PARENT AND FAMILY ENGAGEMENT**

### **Code No. 505.8**

Parent involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. The board will:

- (1) Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;
- (2) Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs;
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy; need of parents and family to assist their children's learning; and strategies to support successful school and family interactions
- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies;
- (6) Involve parents in Title I activities.

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

## **STUDENT HEALTH AND IMMUNIZATION CERTIFICATES**

### **Code No. 507.1**

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

## **MULTICULTURAL/GENDER FAIR EDUCATION**

### **Code No. 603.4**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## **HEALTH EDUCATION**

### **Code No. 603.5**

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

# Fredericksburg Elementary School Supply List 2021-2022

## 4 YR OLD PRESCHOOL *LABEL ALL ITEMS*

- 1 large roomy bag to carry binder and winter clothing
- A change of clothes (send in a ziplock bag)
- 1 Pencil Box
- 1 – ½” 3 ring binder with clear insert overlay on front, back, and spine
- 1 pair of Fiskars Scissors
- 4 Large Crayola or Elmer’s glue sticks
- 1 box Crayola crayons (box of 24)
- 1 Composition Notebook

## KINDERGARTEN *LABEL ALL ITEMS*

- 1 Box of 24 crayons (regular size)
- 1 Headphones – **NO ear buds**
- 1 Large School Bag or backpack (no gym bag)
- 1 Paint Shirt (adult sized T-shirt preferred)
- 12 #2 Lead Pencils
- 1 Plastic Pocket Folder
- 1 Zipper Pencil Pouch
- 1 Pink Eraser
- 1 Gallon Size Box of Ziplock Baggies
- 12 Glue Sticks
- 1 Large Box of Kleenex
- 1 Pair Fiskars Scissors
- 1 Pkg. Black Expo Fine Tip Dry Eraser Markers
- 1 Composition Notebook

## FIRST GRADE *LABEL ALL ITEMS*

- 1 School Box
- 1 School Bag
- 12 #2 Pencils
- 1 Large Box of Kleenex
- 1 Large Eraser
- 1 Pair of Scissors
- 1 Box of Crayons
- 1 Spiral Notebook
- 1 Bottle of Liquid Glue
- 6 Glue Sticks
- 1 Box Markers
- 1 Pocket Plastic Folder (no prongs)

**\*\*\* All students need GYM SHOES for PE days.**  
**\*\*\*All Students K-4 Art Supplies – Watercolors & Art Shirt**

## SECOND GRADE *LABEL ALL ITEMS*

- 1 School Box
- 1 School Bag
- 2 Chunk Erasers
- 10 #2 Pencils
- 1 Pair of Scissors
- 3 Spiral Wide-Lined Notebooks
- 2 Glue Sticks
- 1 Bottle Liquid Glue
- 1 Box Crayons
- 1 Box Markers
- 1 Pocket Plastic Folder (no prongs)
- Headphones
- 2 Large Boxes of Kleenex
- 1 Package of Dry Erase Markers
- 1 Package of Loose-Leaf Paper
- **Boys:** 1 Quart Size Box of Ziplock Baggies
- **Girls:** 1 Gallon Size Box of Ziplock Baggies

## THIRD GRADE *LABEL ALL ITEMS*

- 1 Large Eraser
- 12 #2 Pencils (more will be needed)
- 1 Box of Crayons (or) Colored Pencils & Markers
- 1 Bottle of Glue
- 1 Large Container of Disinfectant Cleaning Wipes
- 2 Pocket Folders
- 1 School Box (or) Pencil Case
- 1 School Bag
- 4 Wide-Lined Spiral Notebooks
- 1 Pair Scissors
- Headphones

## FOURTH GRADE *LABEL ALL ITEMS*

- 1 Bottle of Glue
- 2 Pocket Folders with Clasps Inside
- 1 Set of Highlighters & Markers
- #2 Pencils
- 1 Large Eraser
- 1 Pair of Scissors
- Pens
- 1 Large Box of Kleenex
- 3 Single Subject Notebooks
- 2 Composition Notebooks
- Headphones
- 1 School Box or Pencil Case
- 1 Box of Crayons (or) Colored Pencils
- 1 Package of Dry Erase Markers
- 1 Package Disinfectant Wipes