

**SUMNER - FREDERICKSBURG
MIDDLE SCHOOL**

STUDENT HANDBOOK 2021-22



This handbook is a means to provide information about the organization and practices of Sumner-Fredericksburg Middle School as set forth by the Board of Education and Administration necessary for efficient operation of the school. It is designed to help parents, students, and patrons of the district understand school rules and expectations.

If there are any questions concerning the information contained in this guidebook, please contact the school. We encourage parents to visit the school and become acquainted with the faculty, administration, the school and its operation.

SCHOOL DISTRICT MISSION STATEMENT

Committed to continued excellence in lifelong learning, leadership and character.

**SUMNER-FREDERICKSBURG MIDDLE SCHOOL
ADMINISTRATION, TEACHERS & STAFF**

ADMINISTRATION

Mr. Fred Matlage District Superintendent / Middle School Principal
Mr. Kurt Volker District Student Support Services Director

FACULTY

Mrs. Gail Allison Vocal Music
Mrs. Bonnie Brandenburg Aide
Mrs. Renee Bullerman Counselor
Mr. Justin Carpenter Social Studies, FCS & Coach
Mr. Steve Crawford Social Studies, & Coach
Mrs. Sara Haught Language Arts, Literature & Special Education
Mrs. Sandy Koch At Risk Coordinator
Mrs. Toni Kroenecke TAG & Teacher Instructional Coach, MS AD
Mrs. Gayle Hartman Aide
Ms. Melissa Laue Aide
Mrs. Renee Maher Language Arts, Literature
Miss Kayla Mobley Math
Mr. Martin Nuss Science
Mrs. Katherine Owen Art
Mrs. Abby Priebe Special Education
Mrs. Kendra Rochford Aide
Mrs. Betsy Rucker Science & PLTW
Mrs. Jennifer Rueber Instrumental & Exploratory Music
Mrs. Kelly Schaufenbuel Media Specialist
Mr. Darren Schmitt Math & Coach
Mrs. Colleen Shurtleff Aide
Mrs. Caitlyn Sittig Special Education
Mr. Mike Sorenson Language Arts, Literature, Computer & Coach
Mrs. Tori Sorenson Physical Education, Health
Mr. Jalen Tranbarger Literature, Language Arts & PAWS
Mr. Taylor Volker Special Education

MIDDLE SCHOOL SECRETARIES

Mrs. Keri Fountain
Mrs. Karla Suckow

CUSTODIAN

Bobbie VanSickle

OFFICE PHONES

Superintendent's Office 563-578-4431
Principal's Office 563-237-5334
Athletic Director Office 563-237-5334
Counselor's Office 563-237-5334

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STUDENT ATTENDANCE

It is the educational philosophy of the Sumner-Fredericksburg Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Sumner-Fredericksburg Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

All students who have reached the age of six and are under sixteen years of age on September 15 (unless otherwise exempted) are of compulsory school age and required by Iowa law to attend school. Students may continue to attend public school until they earn a diploma and are under the age of 21. Students of compulsory school age who are not in school without a valid excuse from the school shall be considered truant.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 563-237-5334 on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

By Iowa State Code the school must determine whether an absence for any portion of the day or for the entire day is excused or unexcused. Excused absences include, but are not limited to, illness, medical or dental appointments, family emergency, recognized religious observances and school activities. Students are expected to be in class on time. Unexcused absences include but are not limited to absence or tardiness, which is not excused by the parent and the school.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students who are dropped off by the bus or parent prior to **7:50 a.m.** must report to the supervised study hall in the multi-purpose gym. Students who arrive at school after the start of the normal day or who leave school before the end of normal day are required to sign in or out at the office.

Students participating in school activities must be in school all day on the day of the event in order to participate in a school activity. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teacher in advance to make up schoolwork. Students have one day for each day of absence to make up schoolwork upon return from an excused absence.

Students are not allowed to make up schoolwork or to submit late school work due to truancy. Make-up work for an unexcused absence is due upon return to school.

When a student is absent more than 10% of the time, excuses for sickness must be accompanied by a doctor's excuse. If there is no doctor's excuse, it will be considered unexcused. After a total of five unexcused absences in a semester, the student will lose credit in those classes missed. This could result in repeating that grade level.

INCLEMENT WEATHER

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over KCRG, 95.1 FM and KWWL. You can also receive notifications via email or text message by downloading the app available on the school website: www.sfcougars.org The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that the school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

START AND END OF DAY

Fredericksburg bus students should report to the multipurpose gym for a supervised study hall in the morning. Non-bus students should not enter the building before 7:45 a.m. All students are to leave the building at 3:25 p.m. unless he or she is under the direct supervision of a teacher or coach.

TARDINESS

All students will be allowed one (1) unexcused tardy, per class, during the nine weeks. If students are late because of another instructor, it is the student's responsibility to have that teacher write an excuse. This should be shown to the instructor whose class the student was late for at the end of the period. The middle school principal may excuse a tardy of an extraordinary nature. On the second unexcused tardy, the student will be grounded to study hall for two weeks. **All unexcused tardies after two will result in a detention.** Arrival to the classroom during the first five minutes of the period will be tardy to that class. Anything later than five minutes or leaving the class at any time will be an absence to that class.

TRUANCY

If it is established that the parents are not aware of the student's absence, the student will be considered truant. Truancy will be handled as follows:

- *First Violation* – Student will make up time in detention on an hour for hour basis
- *Second Violation* – Student will be given a ~~Saturday school~~ In-School Suspension.
- *Third Violation* – Student will face expulsion in front of the Board of Education

STUDENT RIGHTS AND RESPONSIBILITIES

Rights of students include to:

- Be respected as unique individuals
- Be given assignments that will fulfill their needs
- Study in well-planned and organized classrooms with professional teachers
- Expect fair treatment as individuals and groups
- Be informed of the expectations of the school
- Expect that their rights, feelings, person and property will be respected
- Conference with teachers, principal and school personnel on issues which affect school work

Section 9524 of the No Child Left Behind Act (2002) on "School Prayer" requires schools to certify that we have NO policy that "otherwise denies participation in constitutionally protected prayer in public...schools as detailed in the act.

Responsibilities of students include:

- Act in a manner that will reflect credit to themselves, their parents and school
- Accept ownership for their actions
- Be attentive in class and have all materials necessary to participate and complete assignments
- Be regular and punctual in attendance
- Respect the rights, feelings, person, and property of others
- Respect the skills, judgment and authority of teachers and staff members
- Obey school rules, regulations and school personnel in the performance of their assigned duties
- Dress, groom and conduct themselves in a manner that is healthy, safe, and conducive to the mission of the school

CARE OF SCHOOL PROPERTY

The buildings have been cleaned during the summer vacation. It's the responsibility of each of us to take pride in our surroundings and help keep the buildings clean and presentable at all times. Any student found guilty of purposely defacing or damaging school property will face an automatic suspension and be required to restore the item to its original value. This includes writing on any school property (desks, walls, books, etc.) regardless of the instrument used.

Students may be in the building before and after school, also weekends, when they are under an adult's supervision. Students in the building without supervision at the above named times will be trespassing and will be subject to disciplinary action.

CHEATING

Whether you give or receive information during an examination or on certain assignments, the offense is the same. You will receive a zero for the work. A one-hour detention will be assigned for the first offense. Students caught cheating will not be eligible for a presidential letter.

CITIZENSHIP

Being a citizen of the United States, of Iowa, and of the school district community, entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment, present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to the following:

- alcohol or tobacco
- wearing any type of head covering in the building, i.e. hat and hoods unless documented culture or religion requires

- wearing shoes with cleats except for outdoor athletic practices
- wearing any type of gang related item
- wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays

Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the strict requirement. Students' shirts, pants, slacks or dress must come high enough to cover their midriff; no bare midriffs and no visible undergarments are permitted. Shirts or blouses must have straps at least one inch in width over the shoulder and there is to be no spaghetti straps and no cleavage showing. No see-through/race back shirts without a one inch strap shirt underneath will be permitted. Shorts and dresses must be of a length that when hands are held as fists at his/her side, that the hem is at least as long as where the fist hand is on the thigh. Loose fitting athletic shorts are okay. NO spandex shorts are permitted, except for volleyball practice and/or games. The appropriateness of the student's appearance is at the discretion of the school staff. The principal makes the final determination.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent or principal.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Objects such as razor blades, lighters, matches, pins and weapons such as knives are prohibited. Hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal are not allowed on school grounds or at school activities. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the students may be reported to law enforcement officials.

GRIEVANCE PROCEDURE (STUDENT COMPLAINTS)

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

- If a schoolteacher or employee is involved, within three school days of the incident, discuss the complaint with the individual.
- If unsatisfied with the employee's response or if there is no employee involved, within five school days of the employee's response or the incident, place the complaint in writing to the principal or designee.
- If unsatisfied with the principal's or designee's response, within five school days of the principal's or designee's response, submit a written request for appeal to the superintendent.
- If unsatisfied with the superintendent's response, within five school days of receiving the superintendent's response, the student may file a written request to speak to the board. The board determines whether it will address the complaint.

INTERNET

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students who are enrolled in classes that require this service to meet the course goals and objectives. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school. It is a goal to allow teachers and students access to the rich opportunities of the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Student's Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set for the in the Internet Safety Policy
 - safety on the Internet
 - appropriate behavior while online, on social networking Web sites, and in chat rooms
 - cyber bullying awareness and response
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to give permission, during registration, to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks. Students will adhere to the on-line protocol:

- Respect all copyright and license agreements
- Cite all quotes, references and sources
- Remain on the system long enough to get needed information, then exit the system
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication

Student access for electronic mail will be through the supervising teacher's 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 file

Restricted Material

Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

- *First Violation* – A verbal and written "Warning" notice will be issued to the student. The student will lose Internet access for a period of three (3) weeks. A copy of the notice will be mailed to the student's parent/guardian and a copy will be filed by the building principal.
- *Second Violation* – A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent/guardian, board President, superintendent of schools, and a copy filed by the building principal. The student shall forfeit all Internet privileges for a minimum period of one (1) semester.
- *Third Violation* – A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent/guardian, board President, superintendent of schools, and a copy filed by the building principal. The student shall forfeit all Internet privileges for at least one (1) calendar year. At the end of the one-year penalty, the student will meet with the District Administrative Team and Guidance Counselor prior to having Internet privileges restored.

Unauthorized Costs

If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Parents/guardians shall be asked annually to grant permission for their student to use the Internet using the prescribed form.

CELL PHONES IN SCHOOL

Cell phones may be brought to school but must be turned off and kept in lockers from 8:05 a.m. until 3:15 p.m. Cell phones may never be used in the locker rooms or restrooms. Students, who need to make a call, may bring their cell phone to the office to make the call. Any use of a cell phone in the restrooms and/or locker rooms could result in disciplinary action and possible referral to law enforcement.

Violations for cell phone use will be the following:

- *First Violation* – Warning to student, Student to put cell phone in their locker.
- *Second Violation* – Phone will be left in the main office for three (5) days during school hours-parent contact
- *Third or Subsequent Violation* – Phone is to be left at home for the remainder of the academic school year. Parent and student must meet with principal and school counselor.

ELECTRONIC DEVICES

Electronic music devices, games, computers, etc. are not allowed at school. Headphones, earbuds or Bluetooth earbuds are not to be used during school hours unless required by classroom teacher for an academic purpose.

UNAUTHORIZED ITEMS

Students may not possess televisions, water guns, toys and other similar items in the school building or at school activities. The items are taken away from the students and returned at a later date.

INITIATIONS, HAZING OR HARASSMENT

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when, and where it happened
 - who was involved
 - exactly what was said or what the harasser did
 - witnesses to the harassment
 - what the student said or did, either at the time or later
 - how the student felt
 - how the harasser responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demanding implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature

- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories or activities

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

Code 104.R1

The Sumner-Fredericksburg Community School District 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. Bullying and/or harassment of/or by students, staff, and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived 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, 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 substantial detrimental effect on the student's physical or mental health
 - Has the effect of substantially interfering with a student's academic performance
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within **60 days** of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. (Complaint forms and Witness disclosure forms may be obtained from Mrs. Bullerman)

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Suggestions for administrative procedures regarding this policy include:

- Developing procedures for reporting acts of bullying and harassing behavior (see IASB sample regulation 104.R1)
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior

Decision

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 and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, 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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, assault, physical force or fighting, extortion, inappropriate physical contact including displays of affection, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Specific examples of disciplinary infractions include but are not limited to fighting, extortion, sit-ins or boycott, smoking or tobacco use and theft. Disciplinary measures include, but are not limited to individual conferences, conferences involving parents, removal from the classroom, detention, behavioral contracts, fines, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. Corporal punishment (deliberately inflicting pain as punishment) is prohibited as a disciplinary measure. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

In the discipline process, students are entitled to due process: at a minimum this means being told of the rule violation, given an opportunity to present their side of the story.

Local, county and state laws may require or allow police involvement. A student may be interviewed by law enforcement officials at school only when it is not possible to interview him/her at home. The law enforcement official will contact the principal and request permission to talk with the student. The principal shall notify the parent or guardian to obtain permission for the student to be interviewed and may witness the interrogation. The interview will continue with the

student's consent. A student may be removed from school taken into custody by law enforcement officials only when it is essential to the best interests of the student or school community. When removing a student, a law officer shall present a warrant or court order stating the reasons for the student's removal.

LEGAL STATUS OF STUDENT

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

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

POSTING OF INFORMATION

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

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the superintendent. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

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

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

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees
- information received from reliable sources
- suspicious behavior by the student
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- age of the student

- sex of the student
- nature of the infraction
- emergency requiring the search without delay

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT LOCKERS

Students are expected to keep their hall lockers clean and orderly at all times. Locker assignments are made by the Principal's Office, and students are to retain the assigned locker. If you have difficulty opening your locker, contact the office. Please do not kick the locker door. Nothing is to be taped or stuck on the inside or outside of the lockers. Pictures, awards, etc. may be hung up in the locker by the use of magnets only. Any advertisement for liquor, beer, tobacco, suggestive remarks, pornography or any obscenities will not be permitted in lockers. Random searches of lockers may be conducted without the student present. Students will be notified of the search afterward as soon as possible.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or acts of terrorism:

- the background of the student, including any history of violence or prior threatening behavior
- the student's access to weapons of any kind
- the circumstances surrounding the threat
- the age of the student
- the mental and emotional maturity of the student
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation
- the existence of the student's juvenile or criminal history
- the degree of legitimate alarm or concern in the school community created by the threat
- any other relevant information from any credible source

STUDENT HEALTH, WELL-BEING AND SAFETY

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students must provide written instructions for administration of medication as well as parental authorization to administer the medication. All medication needs to be kept in the office.

Medication is held in a secure area and distributed by the office staff. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times, and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend classes or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, human immuno-deficiency virus (AIDS), mumps, measles, and chicken pox.

EMERGENCY DRILLS

Periodically, the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, regulations, and may be reported to law enforcement officials.

EMERGENCY FORMS

At the beginning of each school year, during registration, parents must provide the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency online registration form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate signed by a health care provider stating that the student has received the immunizations must make arrangements with the principal.

Only for specific medical or religious purposes are students exempted from the immunization requirement. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

INSURANCE AND HAWK-I INSURANCE FOR CHILDREN

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular activities. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. All students entering ninth grade are required to have a physical examination before the start of school.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport, before the first practice. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Renee Bullerman or Fred Matlage, as its Level I investigators. They can be reached at 563-237-5334.

Physical abuse is a non-accidental physical injury that leaves a mark at least twenty four (24) hours after the incident. While employees cannot use physical force or corporal punishment (punishment designed to inflict pain) to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to:

- times when it is necessary to stop a disturbance
- to obtain a weapon or other dangerous object
- for purposes of self-defense or to protect the safety of others
- to remove a disruptive student

- to protect others from harm
- for the protection of property
- to protect a student from self-infliction of harm

Sexual abuse includes, but is not limited to:

- sexual acts involving a student and intentional sexual behavior as well as sexual harassment

Sexual harassment is:

- unwelcome sexual advances
- request for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- submission to or rejection of the conduct is used as the basis for academic decisions affecting that student
- the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment

STUDENT ACTIVITIES

ACADEMIC ELIGIBILITY AND EXTRACURRICULAR ACTIVITIES

A student who wishes to participate must be passing (D- or above) in all courses, which they are currently enrolled in. The first check will be the midterm for the first quarter. A check will then be made at each grading period, including midterms. A student with an "F" or an incomplete will be ineligible to participate in competitions or events for two weeks in order to bring the course up to a passing level. If, after two weeks, the student maintains the failing grade, they will be ineligible for one quarter (25%) of the season. An incomplete can be excused by the principal due to extenuating circumstances such as a prolonged hospital stay, etc. This policy will continue for the entire school year.

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the office.

ASSEMBLIES

Assemblies and Pep Rallies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Do not leave the assembly until dismissed.

DANCES AND SOCIAL FUNCTIONS

School functions sponsored by various organizations are held throughout the school year. All scheduled social functions must be approved three weeks in advance by class or club sponsors and by the middle school principal. Policies governing social functions are as follows:

- Parents and staff must chaperone each event
- No high school students are allowed at middle school social functions
- Only current SFMS students may attend middle school dance events
- All events will be "dress up" occasions unless specific dress is predetermined, approved, and stated by sponsoring organizations (School dress code will be enforced)
- Anyone who leaves the building will not be readmitted (Parents will be contacted)
- Anyone who shows evidence of having consumed alcoholic beverages will be detained and their parents/guardian will be notified if they are a student
- In cases of improper behavior, a chaperon will ask the student to leave and that student will face the possibility of non-admittance to future events
- Any destruction of property will be assessed to the sponsoring organization unless it can be recovered from the person or persons committing the damage

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course; students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperons, and guides with respect and courtesy. At the beginning of each school year, during registration, parents are asked to give permission for students to attend field trips and excursions.

FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal or superintendent at least two weeks prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes or organizations that wish to donate a gift to the school district should discuss potential gifts with the principal prior

to selecting a gift. No class or organizational funds are to be expended for memorials or flowers due to deaths or hospitalization of students or members of a student's immediate family.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

GOOD CONDUCT POLICY

Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles and the standards of Sumner-Fredericksburg school district shall be declared in violation of this good conduct policy.

Student participation in extracurricular activities is a privilege, not a right. Students who participate in extracurricular activities accept different rights and responsibilities than non-participating students. They represent the community, school, their peers as well as themselves as individuals in activities and for this reason accept more responsibility than non-participating students. Therefore conduct deemed inappropriate to the standards set forth by the district may result in disciplinary actions. Good Conduct violations may include, but are not limited to:

- Possession, use of, or knowingly in the presence of those using alcohol or controlled substances
- Possession or use of tobacco, regardless of age
- Vandalism or damage to property
- Theft
- Harassment, initiation or hazing
- Actions, habits or conduct at any time or place that would degrade or be detrimental to the ideals, principles or standards of the school
- All other conduct deemed criminal in the State of Iowa

Violations of the Good Conduct Policy carry over from year to year. The Good Conduct Policy applies each day (365 days) of the year.

- *First Violation* – If the student self-reports the violation he/she will miss up to $\frac{1}{3}$ of the regular season competition and attend counseling for the violation. If the student does no self-report the violation, he/she will be ineligible for up to $\frac{1}{2}$ of the season
- *Second Violation* – Same as above (The second violation in the same activity or sport will mean elimination from competition for the balance of the season)
- *Third Violation* – The student will be ineligible for up to one year (365 days)

If a student is not currently participating in any co-curricular activity at the time of infraction, the student will be ineligible in the next related activity that he/she participates in. If the offense occurs near the end of a season, part of the penalty will be served during that season and the balance will be served during the next sport or activity the student participates in. A student who violates the above and has been declared ineligible will not be allowed to sign up for an activity already in progress if the first interscholastic game or event or school performance, contest or concert has been held. Students who are ineligible for activities must continue practice to work off ineligibility.

Penalties for Non-Athletic Activities: Same as athletic offenses above

It should be understood that non-athletic activities will follow the same code but not be used to replace an athletic penalty. Any student who is found guilty or admits to breaking the law or is placed on probation status or is in violation of the student behavior code outlined in co-curricular and intra-curricular activities may be ineligible to participate in band and vocal. If the activity is used to figure a student's grade, students will not be held out of that activity. Ineligible students must continue to participate in all rehearsals.

Due Process

A student or parent contesting the declared ineligibility of a student based on the rules shall be required to state the basis of his or her objections in writing and also request an oral hearing with the superintendent within five days of notification of ineligibility. The superintendent shall set a date for the meeting with all parties involved within five days of receipt of the request for hearing. Upon the completion of the hearing, the superintendent shall give his decision in writing to all parties within five days. Within ten days, the complainant may appeal the decision of the superintendent to the board. Written requests for an appeal shall be sent to the Superintendent of Schools or School Board Secretary. The appeal will be placed on the next board agenda, and student and parents will be notified of the date, time, and place of the board meeting. The board shall consider the evidence presented and make written findings of its decision within five days of the hearing by mailing a copy forthwith to said appellant.

Appeals

If the complainant is still dissatisfied, an appeal may be made in writing to the Department of Education by sending an affidavit of appeal to the Director of the Department of Education. Such appeal shall be made within thirty days of receipt of said written decision of the School Board. The procedures for the hearing followed by the State Department of Education shall be applicable. All penalties shall be enforced within one calendar year.

Transfer students

Any student declared ineligible under the student's prior school district's Good Conduct Policy who transfers to Sumner-Fredericksburg Middle School without having completed the full period of ineligibility at the prior school will NOT be eligible for interscholastic competition at the middle school until the full period of ineligibility has been completed. Once the period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Sumner-Fredericksburg, provided he/she meets all Sumner-Fredericksburg eligibility requirements.

OPEN GYM DURING NON-SCHOOL HOURS

Sumner-Fredericksburg Community Schools opens its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in an open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:

- the supervisor shall not engage in any type of coaching nor participate during supervision
- attendance by students is voluntary
- volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport
- open gym shall not be called or posted for specific sports
- an open gym notice shall be posted on the general student information bulletin board and shall be assigned or initialed by a school administrator other than the coach supervising the gym

Students are not permitted to use the weight room in isolation or in groups without the direct permission of the school personnel.

SUMNER-FREDERICKSBURG MIDDLE SCHOOL COUGAR STUDENT COUNCIL

- Purpose
 - Provide for an exchange of ideas among the student body and a way for each student to have a voice in the decision making process of the student council.
 - To develop leadership qualities of middle school students by way of service to the school and community.
 - To provide adequate representatives of all student programs.
- Election
 - Two boys and two girls each grade for student council
 - Must be elected by September 1, but incoming 5th graders will be elected by midterm.
 - You need a nomination form completed a week before the election.
- Officers
 - President - conduct all meetings
 - Vice-President - serve in the absence of President
 - Treasurer - Maintain financial records
 - Secretary - Maintain minutes of all meetings and complete correspondence on behalf of student council
 - Members - be part of making final decisions

SUNDAY ACTIVITIES AND FAMILY NIGHT ACTIVITIES

There shall be no organized practices or scheduled events held on Sunday.

Wednesday evening of each week has been reserved for the family. Except for state sponsored activities, all extracurricular activities, practices, and official activities will end by 5:00 PM on Wednesdays.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during and after these meetings.

STUDENT EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

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

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person:
 - employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers)
 - a person serving on the school board
 - a person or company with whom the district has contracted to perform a special task
 - a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 1 or within five days of initial enrollment to the principal. The objection needs to be renewed annually.
NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

The "Armed Forces Recruiter Access to Students and Student Recruiting Information" Act requires that student names, addresses and telephone numbers are available to military recruiters and institutions of higher education. Students and parents are permitted to request that their information not be sent to the military recruiters without their consent. This request must be submitted annually in writing by September 1, or within five (5) days of enrollment, whichever is later, to the principal.

STUDENT SCHOLASTIC ACHIEVEMENT

PRESIDENTIAL ACADEMIC AWARD

- Must be an 8th grade student who is taking at least the minimum class requirements.
- The student must maintain a 3.5 grade point average for all four years of middle school and must be in the 85% or above in reading or math in any national recognized test.
- An academic certificate will be awarded to 8th grade students who meet the above requirements.
- Students who have violated the good conduct policy anytime while in middle school or were caught cheating would not be eligible for this award.

CAREER EDUCATION

Preparing students for careers is one goal of educational program. Career education will be infused into the educational program for grades K-12. Career education includes awareness of self, in relations to others and the needs of society, exploration of employment opportunities, experiences in personal decision making, and integrating work values and skills into daily life.

GLOBAL EDUCATION

Because of the growing interdependence with other nations of the world, global education is incorporated into the educational program, K-12. Students shall have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world. Global education includes an active understanding of the world community and the interdependence of its people and social, cultural, racial, economic, linguistic, technological and ecological systems.

GRADES AND GRADE POINTS

Scholarship marks or grades are determined by the individual subject area teacher and will be based upon achievement in daily and unit tests as well as semester examinations, completion of assigned work and homework, proper adherence to classroom procedure, recitation in class, individual interest and ability to achieve. Within the first week of each course, each teacher will inform each student in writing the grading procedures for each class.

The definition of letter grades is as follows:

A—Superior B—Above Average C—Average D—Below Average F—Failing (no credit awarded)
P—Pass I—Incomplete (no credit awarded) W—Withdrawn (no credit awarded)

Plus and minus grades will be used in all classes. Grade points will be assigned as follows to determine grade point average:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	.67		

GRADE REPORTS

Four times during the year grade reports will be issued to the students and parents. At the close of the first and third quarters, a parent-teacher conference will be scheduled whereby parents will be able to talk with any or all teachers concerning the student's progress.

Grade reports are handed out to the student at the end of the first, second, and third quarters, and picked up at the end of the year. Midterm reports will be given to each student for all four quarters. If nine week/midterm grade reports are not brought home, parents should call the middle school office, and a duplicate will be sent home.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Parents should check assignment books daily. Students should find a quiet place for homework completion (quiet and uncluttered, no television or music). Set a homework schedule that fits with each week's activities. Parents should encourage, motivate, and prompt their child to do homework. Do not do your child's homework. Students need to practice skills learned in class.

Homework assignments will be checked for content and timeliness. If your child does not turn in an assignment on time, he or she will face the following consequences:

- *First Violation* – Verbal warning
- *Second Violation* – Call to the Parents/Guardians
- *Third Violation and above* – Mandatory attendance at Homework Club

These consequences are on a nine weeks basis.

HONOR ROLL

The school district honors students who excel academically. Honor rolls based on grade point averages (3.00-3.49, 3.50-3.99, and 4.00) will be published two weeks after the end of each grading period-First quarter, First semester, Third Quarter and Second Semester.

All grades will be averaged to determine honor rolls. Incomplete grades must be completed within one week following the end of the grading period for the students to be eligible for the honor roll.

HUMAN GROWTH AND DEVELOPMENT

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

INCOMPLETE

Any student not meeting the requirements for completion of a course because of extenuating circumstances will be given an "incomplete" (I) grade. All incomplete grades must be finalized within two weeks after report cards have been distributed. If incomplete work is not made up, a failing grade (F) is recorded.

INSTRUCTIONAL MATERIALS

Instructional materials (textbooks and other materials used in class) are available to parents for inspection. If materials are used in connection with a survey, analysis, or evaluation in which a student participates, parental permission is required if the survey, analysis, or evaluation asks children to reveal information related to any ONE of the following:

- political affiliation or beliefs held by the student's family
- psychological issues of the student or the student's family
- sexual attitudes or behaviors
- anti-social, self-incriminating, or illegal behavior of the student
- critical appraisals of other individuals with whom the student has close family relationships
- information related to a legal privileged relationship such as attorney/client or doctor/patient
- religious practices, affiliations, or beliefs held by the student or the student's family
- income, where the information is NOT related to evaluating the student's eligibility for a financial assistance program.

In addition, parents have the right to inspect a survey created by an outside party before it is administered to students and instructional material used as part of the school's curriculum. Parents will be informed of any screenings (physical/health related) and parents will have the right to exempt their students from these screenings by submitting written requests to the principal.

MIDDLE SCHOOL CURRICULUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION

All middle school students will be enrolled in the following curriculum:

- Math
- Language Arts
- Social Studies
- Science
- Literature
- Physical Education

Exploratory (nine week courses/or equivalent of nine weeks which include the following: Computer, Art, Project Lead the Way, and 6th General Music/7th Family Consumer Science & Life Skills/8th Health.

MULTICULTURAL GENDER FAIR PROGRAM

Curriculum content, instructional materials, and practices reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total

curriculum is to reduce stereotyping and eliminate bias on the basis of color, national origin, creed, age, marital status, socio-economic status, sex, race ethnicity, religion, physical disability, or handicap. The curriculum fosters respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.

REGISTRATION FEE

The registration fee for all middle school students will cover the cost of all textbooks and workbooks, lockers, locks, assembly programs and other registration costs. The registration fees for middle school students will be set prior to the start of the school year by the Board of Education. This fee should be paid during the set registration days prior to the opening day of school. Students will have the opportunity to purchase an activity pass, which will allow them to attend high school athletic events at a reduced rate.

RETENTION

Middle School places students in an environment where their maximum development will take place. If a student fails four or more semesters of core classes (language arts, literature, mathematics, science and social studies), he/she may, after a review by teachers and administration, be retained at the present grade level. Parents shall be informed as early in the school year as possible, when in the judgment of the faculty, a student is to be retained in the same grade for another year.

SEMESTER TESTS

All classes are required to give a semester test. Tests will count as 10% of the semester grade. Any student who does not attend his/her entire final test period, must receive a grade of "0."

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal or as outlined by an Individual Educational Plan.

Students participate in the following standardized tests and formal information gathering: Iowa Statewide Assessment of Student Progress (ISASP)

STUDY HALL

Any time that a student is not scheduled for a regular class, that person will be assigned to a study hall. Study halls are designed to give students an opportunity to do their assigned work, independent study or recreational reading. Students will be expected to cooperate with the study hall supervisor in maintaining an orderly room and an atmosphere conducive to study. A supervisor may grant a pass to another room after attendance has been taken if a student has had a pass signed by a teacher permitting some work to be done in that teacher's room.

General study hall expectations:

- Always take study materials, books, pencils, etc. to study halls. Good planning would mean bringing enough work to keep you busy all period.
- Report on time, be seated; remain quiet with no sign-outs until attendance has been taken. The study hall supervisor will indicate when students may sign-out. A student will be allowed one sign-out per study hall. No more than two boys and two girls may be signed out to the restroom at one time. This rule is left up to the discretion of the study hall supervisor.
- There is to be no studying together or talking of any kind without specific permission from the study hall supervisor.
- Any student who signs out of study hall must sign back in within five minutes.
- Students who are tardy to study hall will be grounded to the study hall for that period with no sign-outs to any place for any reason.
- When a student needs to see an instructor, he/she will have a pass beforehand from the instructor or must sign out to the office.
- No sleeping at any time.
- General rule - As a study hall student, be prompt, bring enough work to keep busy all period, be quiet, and don't infringe upon the rights of others in having a quiet study area.

MISCELLANEOUS

RELATIONS

All relationships in and around the school are expected to be kept at the highest social level. Offenders will be subject to detention. Holding hands, arm in arm, etc. will not be permitted.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

- Be on time for the bus; help keep the bus on schedule.
- Use caution in approaching the bus stop; walk on the left towards the traffic.
- Take your seat as soon as you have entered the bus without disturbing other students.
- Remain seated at all times when the bus is in motion. Keep arms and head inside the bus at all times. Board or leave when the bus is completely stopped. If it is necessary to cross the road, do so in front of the bus after it stops and the highway is clear.
- Each student must see that his/her books and personal belongings are kept out of the aisle.
- Help to keep the bus clean, sanitary and orderly.
- Any damage done to seats or to bus equipment by the passenger will be that passenger's responsibility. Discipline will be handled the same as damage to other school property.
- In the event of a road emergency, remain in the bus until directed to do otherwise by the bus driver. Cross the road at least ten (10) feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving the signal from the driver.
- Bus riders are not permitted to leave the bus except at regular bus stops unless written authority has been given in advance by the parents to the school.
- Students riding the bus to any co-curricular activities must return to the school on the bus unless prior permission has been granted to return home with his or her parents. This rule may be waived only by the administration under extenuating circumstances when the student wishes to ride home with an adult other than his or her parent.
- Any student, not a regular bus passenger, wanting to ride a bus route must have prior parental permission approved by the administration.
- Swearing will not be allowed.
- Any wrestling, shoving, fighting, etc. will be prohibited.

In case of misconduct reported by the driver to the school administration, parents will be notified on the first offense, and the student will be placed on bus probation. If improper conduct continues, the student(s) on probation will be suspended from riding the bus for a period of two weeks (10 school days). A third offense would result in loss of bus riding privileges for the remainder of the school year.

COMPUTER LAB

Students in study hall are to use the computers in the library for reports, assignments, or research. If they are full they may ask for a pass to go to the computer lab.

DAILY ANNOUNCEMENTS

Each day, during the first two minutes of the 1st period, the announcements will be read over the intercom system. All student organizations must have the approval of their sponsor to place an announcement over the intercom system.

GAMBLING

Any form of gambling will not be permitted.

GUIDANCE & COUNSELING PROGRAM

The purpose of the Guidance and Counseling program is as follows:

- To assist students with personal problems
- To help students to develop a realistic self-concept
- To help students develop and implement educational plans
- To provide assistance in vocational planning
- To work with students, parents, and teachers for the well-being and benefit of each student

Your counselor will discuss any questions you may have about anything. Many students are concerned with things such as planning for the future, wanting to know about their interests and abilities, how to study, how to get along with teachers or other students, how to get along with their family, etc.

Your counselor expects you to work at the problem to shoulder your own responsibilities. She will allow you to say anything about any topic you like. She will be sympathetic to your feelings and problems. She will try to understand it and give you

help and direction when possible. Your counselor will do a lot of listening, which means that you will do a lot of talking. While you are talking, your counselor will try to understand your problem exactly as you know it and feel about it. Only through what you say, can all the personal meaning a problem has for you be understood by her. The counselor never knows more than what you tell her. Your counselor has no unusual "powers" enabling her to know things about you, which you do not tell him/her.

All the information you give your counselor is held in strictest professional confidence. Your counselor will not discuss information obtained in an interview with you among friends or in public. Your counselor does little disciplining. Instead, she tries to help you do better in the future by helping you to understand yourself and others.

Your counselor can talk to your teachers for you in order to help you and your teachers understand each other better. She can rearrange your schedule (under certain circumstances), and she can make other arrangements to assist you in making plans and in reaching your goals.

INDEBTEDNESS

All book rents, library fines, breakage, assessments, property damage, and other money owed to the school must be paid before credit will be transferred or accepted toward graduation from Sumner-Fredericksburg High School.

INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

A student may not be interviewed during the school day or periods of extracurricular activities unless the principal or another delegated staff member is present when possible.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview.

No student may be taken from school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first consideration.

FOOD IN THE BUILDING

There is to be no food in the building unless permission is given by instructors on special occasions. Only nutritious snacks are to be brought for the homeroom, non-nutritious snacks will be allowed on specified dates as determined by administration. Students are allowed to have water or zero sugar drink (i.e. Gatorade Zero®/Powerade Zero®/Propel®) in a ***clear*** water bottle, in the classroom and during the homeroom period. Hard candy is allowed. **Gum will not be allowed** in the middle school. Juice from the machine by the concession stand may be purchased before and after school.

LIBRARY/MEDIA CENTER

Library/Media Center Policy

Since the use of the library/media center is a privilege and since it is maintained for the purpose of serious study and research, it is not to be considered or used as a social area. Therefore, the following rules have been set up in order that this function will be maintained:

- The library/media center will be a very quiet area throughout. Any student violating this will be sent back to his/her assigned class or study hall immediately for the rest of the period. Repeated violations will result in loss of library/media center privileges.
- Books must be checked out at the library/media center desk. Materials that are taken out of the library/media center and not checked out will be considered stolen. A detention will be given to a student in possession of non-checked out materials.
- Media is available for students and staff to read in the library/media center. They are to be returned to their shelves after usage. They are not to be taken out of the room without permission from the media specialist.
- Students using the Internet must have signed permission from their parents.
- Students using sites that are inappropriate for school usage will have Internet privileges taken away. Refer to Internet policy for guidelines.
- Only materials for school usage are to be printed on school printers. Students must show the media specialist or teacher materials printed.

Library/Media Center Hours

The library/media center hours are from 8:05 a.m. until 3:15 p.m. Since the library/media center is unsupervised at other times, students are not to ask anyone to open the library/media center door before or after these hours. Students may be in the library/media center before and after hours only under the direct supervision of an instructor.

Library/Media Center Service

The goal of the library/media program is to put the right materials, book, pamphlet, newspapers, electronic resource materials, etc., into the hands of the right student at the right time. Also, the goal of the program is to help the classroom teacher in making him/her aware of the growing quantity of valuable educational aids available to teachers and students alike. The library/media center is a work area for both students and teachers.

The arrangement and classification of books and material should be familiar to all students and teachers. Also, accessing the Internet and electronic resources available on the Internet such as encyclopedias, magazines, etc. should be familiar to students and staff. A period of learning and orientation should be arranged with the media specialist at the beginning of the school year in order that both may make maximum use of all materials

LOCKER ROOMS

Locker rooms will be used only during gym classes and athletic games and practices. Lockers and locks are provided for gym clothes. Make use of these; pickup after yourself; be responsible for your own clothes. Help keep these rooms tidy. Students needing to enter the locker rooms at times other than their Physical Education period will need a pass from an instructor or the office. **A detention will be assigned if a student is in the locker room without permission.**

LOST AND FOUND

Lost and found articles are placed in a box next to the concession stand and kept for a minimum of one week. At least once each quarter, unclaimed items are donated to charity (if appropriate) or discarded.

LUNCH PERIOD

All students (including students bringing sack lunches) will eat in the multipurpose room. Students will eat lunch according to the schedule posted on the bulletin boards. The lunch period will be subdivided in such a way as to allow plenty of eating time for all students with a minimum of waiting time. Avoid misuse of the facilities provided. Practice good table manners at all times and be sure all milk containers, napkins, and refuse are placed in the receptacles provided. The lunch period will be a closed lunch hour. Students will not be allowed to go home to eat, unless under extenuating circumstances.

Students may bring their own cold lunch. Acceptable drinks are: milk, water, juice or zero sugar drink (i.e. Gatorade Zero®/Powerade Zero®/Propel®). **No pop/soda is allowed.** Students will not be allowed to bring treats for other students or share their cold lunch with anyone else. Students may not take food from the lunchroom.

LUNCH MEALS

Each student will be required to enter in their student ID number at lunchtime. Each family will have a lunch account and may keep any amount in this account. Families are responsible for keeping money in their account. Charging on another student's account will not be allowed.

MEAL CHARGES

Code 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. Students who do not have sufficient funds shall not be allowed to charge ala carte items until additional money is deposited in the family account.

Students shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

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 families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches **\$-1.00**. Families will be notified by an automated emailing 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.

Students that qualify for free meals will be allowed one breakfast and one lunch per day **ONLY**. However, they can buy ala carte items or pay for a second lunch.

ALL students **MUST** have funds available in their account to purchase a second meal, extra items or ala carte.

Deposits brought to school may not be recorded the same day. We suggest you pay in advance. If the check is given directly to the cashier in one building, other buildings may not know immediately the payment has been made. All payments will first be applied to any outstanding negative balance on the account.

Visitors are welcome to enjoy lunch with their child/children, however; we encourage you to put additional funds in the account to cover these charges.

To view your hot lunch account balance, login to the Infinite Campus Parent Portal at:

https://iacloud.infinitecampus.org/campusE/portal/sumner_fredericksburg.jsp

You will need your login and password.

If you do not remember your login and/or password, please call one of the following;

Fredericksburg Elementary (563) 237-5364

Durant Elementary (563) 578-3354

Sumner-Fredericksburg Middle School (563) 237-5334

Sumner Fredericksburg High School (563) 578-3342

We are available to help with any questions, or concerns you may have.

BAND LESSONS

At times during the year it will be necessary to have student's miss classroom time due to lessons. The time spent for lessons will not be more than twenty (20) minutes. No student will be asked to miss a class more than once a week unless the student is in a study hall. Every possible effort will be made to have lessons during the student's study hall.

PHYSICAL EDUCATION UNIFORMS

All 6-8 students at Sumner-Fredericksburg Middle School will wear physical education uniforms. A proper uniform will consist of a navy Sumner-Fredericksburg Physical Education shirt that must be in original condition, not torn or altered, and navy blue shorts. Uniforms may be purchased in the office at the Sumner-Fredericksburg Middle School.

PREVENTATIVE AND CORRECTIVE PROCEDURES

The Sumner-Fredericksburg Community School District recognizes that prevention of behavioral problems is more desirable than correction. The teacher is expected to maintain a classroom climate favorable to learning and to handle most behavioral problems within this setting. However, certain procedures are identified that the teacher may follow in dealing with behavioral problems that warrant special attention. Normally, these will be utilized in the order listed, but circumstances may dictate that different order be used.

Corrective Isolation

Whenever the teacher deems the student's behavior might warrant such action, that teacher may isolate a student for a short period of time, not to exceed one class period. Said isolation may occur in the hall outside the door, or a corner of the

classroom, or any such place that will enable the teacher to supervise the student's activity. Corrective isolation shall be used as:

- a "cooling off time"
- a way to remove the student from the situation which precipitates his or her behavior
- a manner in which the student can think about the conditions under which the teacher will readmit the student to the classroom

Parent-Conferences

Conferences with parents shall be used to inform parents as early as possible when serious classroom difficulties occur, continue, and/or intensify.

Detention

A student who is assigned a detention must take the major/minor form home to have parents sign. This form must be returned (in its original condition - not ripped or crumpled) on the day the detention is to be served to the detention supervisor. The signed form simply informs the school that the parents are aware of the detention. If the student fails to make up the detention, unless excused by the middle school principal or designee, the detention time will double.

Detention will be held, when necessary, on Tuesday from 7:00-8:00 a.m. and Thursday from 3:15-4:15 p.m. The following rules shall prevail:

- No sign outs
- School related work is to take place
- No sleeping
- No talking

If a student is asked to leave detention for breaking any of the above rules, the detention time will double. A teacher may detain a student after school for academic reasons after first giving notice of this effect to the student's parents.

Temporary Removal from the Classroom

If a student persists in defiant action, which repeatedly disrupts the learning atmosphere of the classroom or presents a physical danger to the teacher, other students or the student himself/herself, that student may be sent to the principal's office. The principal, in consultation with the teacher, shall cause the teacher and student to understand the conditions and circumstances under which the student may return to the classroom.

- **Suspension From Classes**
 - Teachers are in charge of student control in all areas as well as their specific classroom at all times. Removal from a classroom is deemed a very serious offense; when the action or conduct of a student warrants this drastic measure, the student will report directly to the office of the principal and wait until a hearing takes place. If the results of the hearing warrant punishment, either detention, temporary or permanent removal from class, or suspension from all classes will be the result in accordance with the seriousness of the misconduct.
 - The student or parents have the right to appeal any decision to the Superintendent and then to the Board of Education.
 - A record of each infraction shall be kept in the office of the principal and shall not be made a part of the student's permanent record unless the degree of severity warrants.
 - If a decision results in a suspension, the Board of Education shall be notified in writing of this action.

Corporal Restraint

The Sumner-Fredericksburg Community Schools will follow the guidelines as passed by the 1989 Legislature.

Suspension

The Board of Education has the authority to suspend or by regulation to authorize the superintendent or principal to suspend students guilty of gross disobedience or misconduct for a period not to exceed ten school days. Suspensions will be in school unless a decision is made by the Middle School Principal or designee that an out-of-school suspension is necessary. Students will not be allowed to attend any activities scheduled before or after school on the day(s) that they are suspended. For in school suspension the student's lunch will be brought to him or her from the lunchroom.

Expulsion

The Board of Education has the authority to expel students guilty of gross disobedience or misconduct after the parents have been requested to appear at a meeting of the board to discuss the student's behavior. An expulsion may range from the remainder of the semester to one calendar year. No credit will be given for any semester during which a student was expelled.

RESOURCE ROOM

A resource room will be available for students who qualify for special assistance in their coursework. A specially qualified, fully certified teacher will provide specially designed instruction to support their educational needs. Enrollment will be based on teacher referral and a Central Rivers AEA/SFMS diagnostic and evaluation team recommendation. Parental permission will be a prerequisite for referral and placement.

"ROUGHHOUSING/HORSEPLAY"

There will be no acts such as shoving, slugging, tripping, etc. allowed on school property. The first violation will result in a detention.

SCHOOL STAFF

All bus drivers, custodians, cooks, and secretaries are to receive the same respect given to the teachers. Substitute teachers will command the same respect as regular staff members. Every member of the class will do all he or she can to help in the absence of the regular teacher.

SNOWBALLS

There will be no snowball throwing on school property. The first violation will result in a detention.

STEALING

Any student who commits or attempts to commit a theft or breaking and entering will receive a suspension. The following procedure will be followed:

- The school administration will follow the automatic suspension policy.
- All incidents will be reported to the local law enforcement agency.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action that may include: in-school suspension, out-of-school suspension, administration/parent/student meetings, and possible expulsion.

- Fighting, disruption, or interference with curricular or extracurricular activities
- Destruction or defacing of school property
- Destruction or defacing of private property
- Possession of dangerous weapons
- Possession or use of narcotics, tobacco, alcoholic beverages, and other dangerous drugs while on school premises or while in the custody and control of the school or in the course of a school-related activity
- Stealing of school or private property
- Violation of attendance policy or truancy policy
- Abuse of student driving and parking privileges including reckless driving on or near school property
- Being insubordinate or showing disrespect toward a school employee, student or guest of our school
- Disregard of directions or commands by school personnel
- A student shall not use any form of profanity, written or verbal, to included the use of obscene gestures, signs, pictures or publications
- Students will not sell or distribute any object or substance that has not been authorized for sale or distribution by the administration
- Leaving school grounds during school hours without proper permission
- Repeated violations - any series of behavioral violations that create a pattern of misconduct may result in suspension or expulsion
- Harassment of any form will not be tolerated

TELEPHONE USE DURING THE SCHOOL DAY

Only the telephone in the office may be used when necessary by students during the school day. Permission for use of the phone must be granted by office personnel. This is a privilege that shall not be abused. Phone calls will be accepted only from parents or guardians.

TRANSPORTATION

Transportation services are provided for all students living in the rural areas of the district. Such services represent a considerable expense to the entire district. It is the aim of the school board and the administration to operate these buses as economically and efficiently as possible.

For those students who ride the bus, it is an extension of the school day and rules. Your driver is fully qualified and is certified by the State Department of Education to drive a school bus. Students must respect the driver's authority at all times.

VISITORS/GUESTS

Relatives or past Sumner/Fredericksburg students will be the only visitors allowed. Students may bring one visitor to school for one day if prior permission has been granted by the administration. No visitors will be allowed during the last week of each semester or during make-up days.

Sumner-Fredericksburg Middle School

Major/Minor Matrix

<p>Abusive Language/Profanity: Minor</p> <ul style="list-style-type: none"> ● Use of milder inappropriate words (i.e. shut-up, crap, sucks...) ● Yelling after a reminder ● Unintended hurtful words (shows remorse) 	<p>Abusive Language/Profanity: Major</p> <ul style="list-style-type: none"> ● Using profane language ● Using non-verbal profanity ● Sexual words or innuendo
<p>Destruction of Property: Minor</p> <ul style="list-style-type: none"> ● Making marks on any school property ● Punching/kicking lockers ● Misusing or destroying others property ● Misuse of glue ● Making a mess in the restrooms with water, paper towels, etc... 	<p>Destruction of Property: Major</p> <ul style="list-style-type: none"> ● Going to the bathroom on the floor, or in an inappropriate area ● Putting holes in the wall ● Intentionally breaking desks or chairs ● Vandalism ● Writing on bathroom walls or stalls ● Setting fires
<p>Disruption of Instruction/School Activity: Minor</p> <ul style="list-style-type: none"> ● Random noises or comments ● Talking out of turn ● Interrupting, unnecessary talking/blurting ● Repeated bodily noises (burping, passing gas) ● Note passing ● Slamming lockers, desks, chairs, books ● Screaming in the building 	<p>Disruption of Instruction/School Activity: Major</p> <ul style="list-style-type: none"> ● Throwing chairs, tables, desks... ● Standing on furniture or counters ● Closing someone in a locker or closet ● Threatening an unsafe action (i.e. jumping from window, putting fist through glass) ● Bomb threat ● False fire alarm
<p>Harassment of Staff or Student: Minor</p> <ul style="list-style-type: none"> ● Name calling ● Threatening gestures (showing a fist) ● Intentionally blocking the path of another ● Spreading rumors ● Invading privacy (peeking in the bathroom stall, shower, watching someone at the urinal) 	<p>Harassment of Staff or Student: Major</p> <ul style="list-style-type: none"> ● Threatening language to inflict bodily harm or injury ● Direct threat toward personal safety ● Inappropriate touching ● Sexual comments (written or spoken) ● Flashing/exposing privates ● Ostracism ● Organized teasing toward specific victims
<p>Incomplete Schoolwork: Minor</p> <ul style="list-style-type: none"> ● Less than three incompletes in a class per quarter 	<p>Incomplete Schoolwork: Major</p> <ul style="list-style-type: none"> ● Three or more incompletes in a class per quarter
<p>Noncompliance: Minor</p>	<p>Noncompliance: Major</p>

<ul style="list-style-type: none"> ● Making noises after being asked to stop ● Running/skipping in the hall after a reminder ● Refusing to follow directions ● Refusing to comply with adult request 	<ul style="list-style-type: none"> ● Total refusal to comply/shuts down/ requires removal from situation by an adult ● Leaving building ● Cheating on work or tests
Overt Disrespect: Minor	Overt Disrespect: Major
<ul style="list-style-type: none"> ● Walking away from teacher/adult when being spoken to ● Yelling at others ● Arguing with teacher/adult ● Leaving room without permission or prior behavior plan arrangement 	<ul style="list-style-type: none"> ● Swearing at student or adult ● Aggressive verbal exchanges or gestures ● Heated arguing into escalation ● Storming out of a room, slamming doors, throwing objects
Physical Aggression: Minor	Physical Aggression: Major
<ul style="list-style-type: none"> ● Pushing in line ● Pushing back toward someone who initiated contact ● Bumping into others intentionally ● “Play fighting” ● Shoving/slapping (no marks or injury) ● Invading personal space purposefully ● Throwing small object with no intended target 	<ul style="list-style-type: none"> ● Hitting with a closed fist/punching ● Pushing to the ground with injury ● Kicking, biting, hair pulling, spitting ● Initiating a fight ● Premeditated assault ● Assault that leaves a mark or injury ● Threatening gesture with dangerous object (i.e. a bat, large stick, rock)
Possession of a Weapon: Minor	Possession of a Weapon: Major
<ul style="list-style-type: none"> ● Possessing a gun, knife, or other weapon which is obviously a toy (miniature, water pistol, char, rubber, plastic, clay, etc..) ● Possession of a formerly combustible or dangerous item that is no longer capable of causing bodily harm or property damage (i.e. empty match book, lighter with no fluid, empty alcohol container, spent cartridge) when there is no evidence or recent use. 	<ul style="list-style-type: none"> ● Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.
Possession of Alcohol/Drugs: Minor	Possession of Alcohol/Drugs: Major
<ul style="list-style-type: none"> ● Possession of an empty container ● Wearing clothing with drugs or alcohol emblems on it 	<ul style="list-style-type: none"> ● Possession of drug paraphernalia ● Possession of alcohol, tobacco, drugs
Tardy: Minor	Tardy: Major
<ul style="list-style-type: none"> ● Less than one or two tardies from the same teacher in a quarter is documented 	<ul style="list-style-type: none"> ● Three tardies from the same teacher in a quarter is a detention
Theft: Minor	Theft: Major
<ul style="list-style-type: none"> ● Taking another’s property of minor value (less than \$5.00) ● Refusing to return a borrowed item 	<ul style="list-style-type: none"> ● Taking another’s property of significant sentimental or monetary value
Truancy: Minor	Truancy: Major
<ul style="list-style-type: none"> ● Skipping class 	<ul style="list-style-type: none"> ● Skipping school one or more days

P.R.I.D.E. Expectations by Settings

COUGAR P.R.I.D.E. Expectations	Bus	Hallway	Locker Room	Classroom/ Computer Lab	Lunchroom	School Activities
P erseverance	Stay in the designated area.	Keep traffic moving. Be on time to class.	Get in, get out, and get to class.	Hand in completed work on time. Participate.	Stay seated until permission to leave. Stay in line.	Stay seated. Stay positive. Acknowledge the efforts of others.
R espect	Obey staff. Use quiet voices. Use manners Exit bus according to protocol.	Respect others' space and property	Respect privacy. Use quiet voices. Leave others' belongings alone.	Talk with permission. Active listening. Use quiet voices. Be kind & use manners.	Quiet voices. Be courteous to lunch ladies. Use manners. Ask for permission to use the restroom.	Quiet voices or no voices. Hats off.
I ntegrity	Pick up after yourself. Be honest.	Keep the hallway free of litter. Keep lockers clean.	Put towels in the proper place.	Follow expectations & directions. Keep computers in intended working order.	Pick up after yourself. Use a napkin. Wait your turn.	Pick up after yourself.
D isciplined	Remain orderly and seated. Keep hands and feet to self.	Stay to the right. Hands to self. Use walking feet.	Wash up. Take PE clothes home regularly.	Use your planner. Be in class on time. Be at your seat. Keep chair legs on the floor.	Hands to self. Walk into the building. Sit 3 to a side. Stay in a single file line.	Walk. Sit up straight. Keep hands to self. Enter and exit at appropriate times.
E mpathy	Share your seat. Wait your turn.	Greet others nicely. Be helpful when necessary.		Greet others and give appropriate responses. Compliment and encourage others. Use positive body language.	Consider younger students. Invite others to sit with you.	Cheer on your team. Be aware of others around you.

Warning - Verbal																		1			
Warning - Written																					1
Clothing Change																					
Detention - TBD - Lunch	1																				
Detention - TBD - After Scho	2+	1																			
In School Suspension 1-Day	4+	2+																			
In School Suspension 3-Day																					
Loss of Average -0- Assigum	1+																				
Loss of Average -0- 8 Weeks	3																				
Loss of Average -0- Semester	4																				
Parent/Guardian - TBD- Notif	1+	1+																			
Parent/Guardian - TBD - Com	1+	2	1+																		
Counseling	2+	2																			
Authorities Notified		TBD	TBD																		
Charges Filed	TBD	TBD	TBD																		
Remedial Discipline Plan	3		1+																		
Restitution			2																		
Suspension - OSS- 1-Day																					
Suspension - OSS- 3-Day																					
Suspension - OSS- 5-Days					1																
Suspension - OSS - 7-Days					2+																
Suspension - OSS - 9-Days										3+											
Suspension - Graduation																					
Loss of Privileges	1+	1+																			
Confiscation	1+	1+	1+																		
Expulsion	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

In order to ensure all students have an excellent learning environment, the Student Conduct and Discipline matrix has been

adopted to ensure all students are treated fairly and equitably. This plan is to ensure that the educational experience will be positive for staff as well as students.

Behavioral Infraction	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Warning - Verbal			1		2				1+			1+
Warning - Written												1+
Clothing Change												
Detention - TBD - Lunch		1+								1+		
Detention - TBD - After School		3+	2					3+				TBD
In School Suspension - 1-Day	1								1	2		1
In School Suspension - 3-Day	2		3+						2	3+		2
Loss of Privilege - 0-1 Week												
Loss of Privilege - 0-1 Semester												
Parent/Guardian - TBD - Met	1+	2+	1+	1+	1+			1+	1+	1+	1	2+
Parent/Guardian - TBD - Call	1+		2+	1+				1+	2+	2+	2+	3+
Counseling	1+			1+				1+	1+	1+	2+	1+
Authority Notified	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Charge Filed	TBD		TBD	TBD			TBD	TBD	TBD	TBD	TBD	TBD
Remedial Discipline Plan									2		TBD	3
Restitution								1+				
Suspension - OSS - 1-Day					1+					3		TBD
Suspension - OSS - 3-Day						3+			1+	4+		TBD
Suspension - OSS - 5-Day								4				TBD
Suspension - OSS - 7-Day												TBD
Suspension - OSS - 9-Day												TBD
Suspension - Graduation	TBD						2					
Loss of Privilege	1+	1+	1+	1+	TBD	1+	1+	1+	1+	1+	1+	2+
Confiscation	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Expulsion	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Recurring behavior for good behavior is the primary objective, but consistent consequences for negative behavior will be used for their behavior when a student chooses to violate school rules. The range of penalties on these sheets are not all inclusive and are an example of minimum consequences. The administration reserves the right to follow the sequential steps as outlined in the chart and the handbook or impose other consequences to deter negative behavior.

	Profanity	Riot	Sexual Acts	Senior Prank/Mischief	Skip Day	Drugs/Look Alike Substances	Theft/Stealing	Tobacco/Smokeless/E-Cigs	Trespassing	Tardiness	Truancy - All Day	Truancy - Class Period	Weapons					
Behavioral Infraction																		
Warning - Verbal														1+				
Warning - Written														2				
Clothing Change														3				
Detention - TBD - Lunch														3				
Detention - TBD - After School	1		1+											4+			1+	
In School Suspension 1-Day	2+		3+											8+	1		3+	
In School Suspension 3-Day	4+													10+	2+		6+	
Loss of Average -0- Assignment															1+			
Loss of Average -0- 9 Weeks																		
Loss of Average -0- Semester																	6	
Parent/Guardian - TBD- Notified	1+	2+				1+		1+	1+	1+	1+	1+		3+	1+		1+	
Parent/Guardian - TBD - Conferer	3+	3				1+		1+	2+	1+	2			5+	2+			
Counseling	2+	2+				1+		1+	1+	1+					1+			
Authorities Notified	TBD	TBD				TBD		TBD	1+	1+	1+	1+		TBD	3+		TBD	1+
Charges Filed	TBD	TBD				TBD		TBD	1+	1+	TBD	TBD		TBD	TBD		TBD	TBD
Remedial Discipline Plan	3	3				1+		1+	2						3			
Restitution				1+			1+		1+									
Suspension - OSS- 1-Day																		
Suspension - OSS- 3-Day							1		1	1	1							
Suspension - OSS- 5-Days	6+								1	2+	2+							1+
Suspension - OSS- 7-Days																		
Suspension - OSS- 9-Days																		
Suspension - Graduation																		
Loss of Privileges	1+	1+				TBD		TBD						1+			1+	TBD
Confiscation		1+				1+		1+	1+	1+	1+						1+	1+
Expulsion	TBD	TBD				1+		1+	1+	1+	1+						1+	TBD

Multi/combinaton penalties may also apply. Areas not addressed here can most likely be found in board policy and or Iowa Law Code.

As day-to-day operations develop, many unforeseen and/or unplanned situations may need to be addressed. When a situation arises where no policy exists, the penalty or consequences picked will be most fitting for the offense/violation, and will not be grounds for non-punishment.