

# **SUMNER - FREDERICKSBURG MIDDLE SCHOOL**

## **STUDENT HANDBOOK 2026-2027**



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.

This document may be updated throughout the school year as legislative regulations are passed or guidance from the Iowa Department of Education is provided. An updated version of the handbook can be viewed on the district website – [www.sfcougars.org](http://www.sfcougars.org) under your child's school attendance center. All Changes will be board approved prior to being added.

## **TABLE OF CONTENT**

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <b>SCHOOL DISTRICT MISSION STATEMENT</b>                             | <b>6</b>  |
| <b>NON-DISCRIMINATION POLICY</b>                                     | <b>6</b>  |
| <b>DIRECTORY INFORMATION</b>                                         | <b>7</b>  |
| <b>LEGAL CODE</b>                                                    | <b>7</b>  |
| ANTI-BULLYING/HARASSMENT POLICY – Code No. 104.0                     | 7         |
| EQUAL EDUCATIONAL OPPORTUNITY - Code No. 102                         | 8         |
| ANNUAL NOTICE OF NONDISCRIMINATION - Code No. 102.E1                 | 8         |
| CONTINUOUS NOTICE OF NONDISCRIMINATION - Code No. 102.E2             | 9         |
| NOTICE OF SECTION 504 STUDENTS AND PARENTAL RIGHTS - Code No. 102.E3 | 9         |
| CHILD ABUSE REPORTING - Code No. 402.2                               | 9         |
| STUDENT DISCLOSURE OF IDENTITY – Code No. 503.07                     | 10        |
| STUDENT HEALTH AND IMMUNIZATION CERTIFICATES - Code No. 507.1        | 10        |
| MULTICULTURAL/GENDER FAIR EDUCATION - Code No. 603.4                 | 11        |
| HEALTH EDUCATION - Code No. 603.5                                    | 11        |
| OBJECTION TO INSTRUCTIONAL MATERIALS – Code No. 605.03               | 12        |
| <b>STUDENT ATTENDANCE</b>                                            | <b>17</b> |
| CHRONIC ABSENTEEISM/TRUANCY                                          | 17        |
| INCLEMENT WEATHER                                                    | 17        |
| START AND END OF DAY                                                 | 17        |
| TARDINESS                                                            | 17        |
| BELL SCHEDULE                                                        | 17        |
| <b>STUDENT RIGHTS AND RESPONSIBILITIES</b>                           | <b>18</b> |
| CARE OF SCHOOL PROPERTY                                              | 18        |
| CHEATING                                                             | 18        |
| CITIZENSHIP                                                          | 18        |
| DRESS CODE                                                           | 19        |
| DUAL ENROLLMENT STUDENTS                                             | 19        |
| ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION             | 19        |
| GRIEVANCE PROCEDURE (STUDENT COMPLAINTS)                             | 19        |
| INTERNET                                                             | 19        |
| Restricted Material                                                  | 20        |
| Unauthorized Costs                                                   | 20        |
| CELL PHONES IN SCHOOL                                                | 20        |
| ELECTRONIC DEVICES                                                   | 21        |
| UNAUTHORIZED ITEMS                                                   | 21        |
| INITIATIONS, HAZING OR HARASSMENT                                    | 21        |
| ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES Code 104.R1   | 22        |

|                                                                   |           |
|-------------------------------------------------------------------|-----------|
| JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT              | 23        |
| LEGAL STATUS OF STUDENT                                           | 24        |
| OPEN ENROLLMENT                                                   | 24        |
| POSTING OF INFORMATION                                            | 24        |
| STUDENT PUBLICATIONS                                              | 24        |
| STUDENT SEARCHES/INSPECTIONS                                      | 24        |
| STUDENT LOCKERS                                                   | 25        |
| THREATS OF VIOLENCE                                               | 26        |
| POLICY FOR DISCIPLINE/DISCIPLINE MATRIX - Code No. 503.08 R1-R(1) | 26        |
| Incident Levels Defined                                           | 26        |
| Grades PK-2                                                       | 26        |
| Grades 3-5                                                        | 28        |
| Grades 6-8                                                        | 29        |
| Grades 9-12                                                       | 29        |
| Timeframe for Determining Repeated Incidents                      | 30        |
| Considerations for Determining the Maturity of the Student        | 30        |
| <b>STUDENT HEALTH, WELL-BEING AND SAFETY</b>                      | <b>30</b> |
| ADMINISTRATION OF MEDICATION                                      | 30        |
| ASBESTOS NOTIFICATION                                             | 31        |
| COMMUNICABLE AND INFECTIOUS DISEASES                              | 31        |
| EMERGENCY DRILLS                                                  | 31        |
| EMERGENCY FORMS                                                   | 31        |
| HEALTH SCREENING                                                  | 31        |
| ILLNESS OR INJURY AT SCHOOL                                       | 31        |
| IMMUNIZATIONS                                                     | 32        |
| INSURANCE AND HAWK-I INSURANCE FOR CHILDREN                       | 32        |
| PHYSICAL EXAMINATIONS                                             | 32        |
| SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES              | 32        |
| <b>STUDENT ACTIVITIES</b>                                         | <b>33</b> |
| ACADEMIC ELIGIBILITY AND EXTRACURRICULAR ACTIVITIES               | 33        |
| ACTIVITY BUS                                                      | 33        |
| ACTIVITY TICKETS                                                  | 33        |
| ASSEMBLIES                                                        | 33        |
| DANCES AND SOCIAL FUNCTIONS                                       | 33        |
| FIELD TRIPS                                                       | 33        |
| FUNDS AND FUND RAISING                                            | 34        |
| GOOD CONDUCT POLICY                                               | 34        |
| Due Process                                                       | 34        |
| Appeals                                                           | 35        |
| Transfer students                                                 | 35        |
| OPEN GYM DURING NON-SCHOOL HOURS                                  | 35        |
| SUMNER-FREDERICKSBURG MIDDLE SCHOOL COUGAR STUDENT COUNCIL        | 35        |
| SUNDAY ACTIVITIES AND FAMILY NIGHT ACTIVITIES                     | 35        |
| USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS        | 35        |
| <b>STUDENT EDUCATIONAL RECORDS</b>                                | <b>36</b> |
| <b>STUDENT SCHOLASTIC ACHIEVEMENT</b>                             | <b>36</b> |
| PRESIDENTIAL ACADEMIC AWARD                                       | 37        |
| CAREER EDUCATION                                                  | 37        |
| GLOBAL EDUCATION                                                  | 37        |
| GRADES AND GRADE POINTS                                           | 37        |
| GRADE REPORTS                                                     | 37        |
| HOMEWORK                                                          | 37        |

|                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| HONOR ROLL                                                               | 37        |
| HUMAN GROWTH AND DEVELOPMENT                                             | 38        |
| INCOMPLETE                                                               | 38        |
| MIDDLE SCHOOL CURRICULUM REQUIREMENTS                                    | 38        |
| ADD/DROP CLASS                                                           | 38        |
| MULTICULTURAL GENDER FAIR PROGRAM                                        | 38        |
| REGISTRATION FEE                                                         | 38        |
| RETENTION                                                                | 38        |
| STANDARDIZED TESTS                                                       | 39        |
| STUDY HALL                                                               | 39        |
| <b>MISCELLANEOUS</b>                                                     | <b>39</b> |
| RELATIONS                                                                | 39        |
| BUSES AND OTHER SCHOOL DISTRICT VEHICLES                                 | 40        |
| DAILY ANNOUNCEMENTS                                                      | 40        |
| GAMBLING                                                                 | 40        |
| GUIDANCE & COUNSELING PROGRAM                                            | 40        |
| INDEBTEDNESS                                                             | 40        |
| INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES                           | 40        |
| FOOD IN THE BUILDING                                                     | 41        |
| LIBRARY/MEDIA CENTER                                                     | 41        |
| LOCKER ROOMS                                                             | 41        |
| LOST AND FOUND                                                           | 41        |
| LUNCH PERIOD                                                             | 41        |
| LUNCH MEALS                                                              | 42        |
| MEAL CHARGES - Code 710.4                                                | 42        |
| Payment of Meals                                                         | 42        |
| Negative Account Balances                                                | 42        |
| Communication of the Policy                                              | 42        |
| BAND LESSONS                                                             | 43        |
| PHYSICAL EDUCATION UNIFORMS                                              | 43        |
| PREVENTATIVE AND CORRECTIVE PROCEDURES                                   | 43        |
| Corrective Isolation                                                     | 43        |
| Parent-Conferences                                                       | 43        |
| Detention                                                                | 44        |
| Temporary Removal from the Classroom                                     | 44        |
| Corporal Restraint                                                       | 44        |
| Suspension                                                               | 44        |
| Expulsion                                                                | 44        |
| Special Education Services                                               | 44        |
| "ROUGHHOUSING/HORSEPLAY"                                                 | 44        |
| SCHOOL STAFF                                                             | 44        |
| SNOWBALLS                                                                | 44        |
| STEALING                                                                 | 45        |
| STUDENT BEHAVIOR CODE                                                    | 45        |
| TELEPHONE USE DURING THE SCHOOL DAY                                      | 45        |
| TRANSPORTATION                                                           | 45        |
| VISITORS/GUESTS                                                          | 46        |
| <b>Major/Minor Matrix</b>                                                | <b>48</b> |
| <b>P.R.I.D.E. Expectations by Settings</b>                               | <b>49</b> |
| <b>POLICY FOR DISCIPLINE/DISCIPLINE MATRIX - Code No. 503.08 R1-R(1)</b> | <b>49</b> |
| INCIDENT LEVELS DEFINED                                                  | 49        |
| Grades PK-2                                                              | 49        |

|                                                            |    |
|------------------------------------------------------------|----|
| Grades 3-5                                                 | 50 |
| Grades 6-8                                                 | 50 |
| Grades 9-12                                                | 51 |
| TIMEFRAME FOR DETERMINING REPEATED INCIDENTS               | 52 |
| CONSIDERATIONS FOR DETERMINING THE MATURITY OF THE STUDENT | 52 |

## **MISSION STATEMENT**

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



## **STUDENT LEARNING GOALS**

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

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

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

## **NON-DISCRIMINATION POLICY**

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Beth Weepie, Business Manager, 802 West Sixth Street Sumner Iowa 50674, 563-578-3341, [weepieb@sfcougars.k12.ia.us](mailto:weepieb@sfcougars.k12.ia.us)  
Office for Civil Rights, Denver Office for Civil Rights U.S. Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, Colorado 80204-3582 Telephone: (303) 5695 Facsimile: (303) 844-4303 Email: [OCR.Denve@ed.gov](mailto:OCR.Denve@ed.gov) There is a grievance procedure for processing complaints of discrimination. If you have any questions or concerns or a grievance related to this policy, please contact the District's Equity Coordinators:

Employment: Tia Calhoun – Human Resources  
Sumner-Fredericksburg Community School District  
802 W. 6<sup>th</sup> Street  
Sumner, IA 50674  
Phone: 563-578-3341  
Email: [calhount@sfcougars.k12.ia.us](mailto:calhount@sfcougars.k12.ia.us)

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

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

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

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

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

## **DIRECTORY INFORMATION**

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

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

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

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

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district **IN WRITING NOT LATER THAN SEPTEMBER 1<sup>st</sup>** of the current school year or by the fifth day after enrollment of this school year (whichever is later). If you desire to make such a refusal, please **DO NOT** initial the statement on the permissions form included in your packet.

## **LEGAL CODE**

### **ANTI-BULLYING/HARASSMENT POLICY – Code No. 104.0**

The Sumner-Fredericksburg Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent’s designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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 regulation, 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.

### **Retaliation Prohibited**

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **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” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - Places the individual in reasonable fear of harm to the individual’s person or property.
  - It has a substantial detrimental effect on the individual’s physical or mental health.
  - Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” 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.

Designated Investigators: Building Principals:

- Durant Elementary School and Preschool: Kayla Hoth
- Sumner-Fredericksburg Middle School, Fredericksburg Elementary School and Preschool: Kurt Volker
- Sumner-Fredericksburg High School: Bruce Wall

## **EQUAL EDUCATIONAL OPPORTUNITY - Code No. 102**

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

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

## **ANNUAL NOTICE OF NONDISCRIMINATION - Code No. 102.E1**

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

Agriculture Science

Business

Family and Consumer Science

Health Occupations

Industrial Technology/Project Lead The Way



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## **CONTINUOUS NOTICE OF NONDISCRIMINATION - Code No. 102.E2**

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

## **NOTICE OF SECTION 504 STUDENTS AND PARENTAL RIGHTS - Code No. 102.E3**

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

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

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## **CHILD ABUSE REPORTING - Code No. 402.2**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence that they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years.

Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

### **STUDENT DISCLOSURE OF IDENTITY – Code No. 503.07**

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used by students.

### **PARENT AND FAMILY ENGAGEMENT - Code No. 505.8**

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

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

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws. The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

### **STUDENT HEALTH AND IMMUNIZATION CERTIFICATES - Code No. 507.1**

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

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

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

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

#### **MULTICULTURAL/GENDER FAIR EDUCATION - Code No. 603.4**

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

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

#### **HEALTH EDUCATION - Code No. 603.5**

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

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

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

#### **INSTRUCTIONAL MATERIALS INSPECTION – Code No. 605.02**

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Instructional and library materials may be viewed on school district premises.

- Sumner-Fredericksburg High School - Sumner
- Sumner-Fredericksburg Middle School - Fredericksburg
- Durant Elementary – Sumner
- Fredericksburg Elementary - Fredericksburg

The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district. It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

#### **OBJECTION TO INSTRUCTIONAL MATERIALS – Code No. 605.03**

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials. Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional materials or check out certain library materials./ For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials do not include lesson plans.

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

**ADMINISTRATION**

Mr. Kurt Volker Middle School Principal/MS Athletic Director

**FACULTY**

|                       |                                                 |
|-----------------------|-------------------------------------------------|
| Mrs. Renee Bullerman  | School Counselor, Careers & Guidance            |
| Mr. Justin Carpenter  | Social Studies, FCS & Coach                     |
| Ms. Toni Franzen      | Talented and Gifted, Language Arts & Computers  |
| Mrs. Sara Haught      | Language Arts, Literature & Computers           |
| Mr. Mark Jurgenson    | Exploratory Music                               |
| Mrs. Kayla Kenan      | Math & Agriculture Studies                      |
| Mrs. Abigail Kurtz    | Instrumental Music                              |
| Mrs. Renee Maher      | Language Arts, Literature & Computer Literacy   |
| Mrs. Abbigail Mizer   | Special Education                               |
| Mr. Martin Nuss       | Science & Science Health                        |
| Mrs. Katherine Owen   | Art                                             |
| Mrs. Abby Priebe      | Special Education                               |
| Mrs. Betsy Rucker     | Science & Robotics                              |
| Mr. Darren Schmitt    | Math, Financial Literacy & Coach                |
| Mr. Mike Sorenson     | Language Arts, Literature, Computer Sci & Coach |
| Mr. Sara Talib        | Vocal & Exploratory Music                       |
| Mrs. Amy Throckmorton | Media Specialist                                |
| Mr. Jalen Tranbarger  | Literature & Physical Education                 |
| Mr. Taylor Volker     | Special Education & Coach                       |

**MIDDLE SCHOOL SECRETARY/Ms Athletic Director Assistant**

Mrs. Keri Fountain

**SUPPORT STAFF**

|                        |                     |
|------------------------|---------------------|
| Ms. Nicolle Avenson    | Paraprofessional    |
| Ms. Bonnie Brandenburg | Paraprofessional    |
| Mrs. Stacy Knebel      | Paraprofessional    |
| Mrs. Sandy Koch        | At-Risk Coordinator |
| Ms. Melissa Laue       | Paraprofessional    |
| Mrs. Stacy McFarland   | Paraprofessional    |
| Mrs. Kendra Rochford   | Paraprofessional    |
| Mrs. Danielle Schell   | Paraprofessional    |

**CUSTODIANS**

Bobbie Van Sickle  
Chad Oberbrockling

**OFFICE PHONES**

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

## **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 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. A written doctor's note excusing the absence should be given to the office upon returning to school for all appointments.

Students who are dropped off by the bus or parent prior to **7:45 a.m.** must report to the supervised study hall. Students who arrive at school after the start of the normal day or who leave school before the end of the 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 to participate in the activity unless the absence is supported by a doctor's note. 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.

### **CHRONIC ABSENTEEISM AND TRUANCY - Code No. 501.09 [Last Reviewed 8-11-25](#)**

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged as active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester.



Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22;
- are exempt under Iowa Code §299.24;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building-level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy, including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up for work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

***This is a mandatory policy.***

## **CHRONIC ABSENTEEISM AND TRUANCY - Code No. 501.09-R(1) Last Reviewed 8-11-25**

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impact all these facets of their educational experience.

### **SECTION I – Legal Requirements**

#### **Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent, the school official will send a notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via U.S. mail, electronic mail, electronic message or in-person delivery that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. Letters will be sent at 10%, 15% and 20% missed days. Example 8 days, 12, days and 16 days if 80 days per semester.

#### **School Engagement Meeting**

If a student is absent from school for at least fifteen percent of the *days* in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and the student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and the student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

## **SECTION II – Academic and Disciplinary Requirements**

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to detention, in-school suspension, or other appropriate disciplinary sanctions. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Supervised study hall, detention, in-school suspension, or other appropriate disciplinary sanctions will be assigned on a two-for-one basis.

A student who is unexcused for one or more classes for less than a whole school day will be assigned to in-school suspension, or other appropriate disciplinary sanction for the next days during the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will spend the next two days in *detention*, in-school suspension or other appropriate disciplinary sanction. Parents are expected to telephone the school office to report a student's absence prior to 8 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Chronic Absenteeism is defined by the Department of Education as: Students who are chronically absent—meaning they have missed at least 10% of the hours/days in a school grading period—are at serious risk of falling behind in school. Chronic Absenteeism will also result in the need for the student to submit additional documentation designated by or have permission of school personnel to be absent. Truancy occurs when a student has missed more than 20% of the hours/days in a grading period without excused reasons.

- After a student has missed 10% or more of the current grading period the school will send a certified letter to the parents/guardians informing them of the attendance issue. The school will also mail or email the county attorney informing them as well. The county attorney will send a letter of their own to the parent/guardians.
- After a student has missed 15% of a grading period the student, parents/guardians along with school officials must attend a School Engagement Meeting. In this meeting the group will create an 'Absenteeism Prevention Plan Agreement' that will be signed by all parties involved. The school then agrees to contact the participants weekly with any updates for the remainder of the school year.
- If the plan is violated AND the student's absenteeism exceeds 20% the parents can be referred to the county attorney for prosecution.

The following circumstances would not be considered when determining truancy.

- Court Orders
- Religious participation
- Legitimate medical reasons
  - May require a doctor's note or excuse
- Individual education



**INCLEMENT WEATHER**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KCRG, 95.1 FM and KWVL. You can also receive notifications via email or text message by downloading the app available on the school website: [www.sfcougars.org](http://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 notified that **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.

**BELL SCHEDULE**

Class Schedule:

| <b>SFMS PERIOD SCHEDULE 26-27</b> |              |              |               |                             |                             |               |                            |                            |
|-----------------------------------|--------------|--------------|---------------|-----------------------------|-----------------------------|---------------|----------------------------|----------------------------|
| <b>Period</b>                     | <b>Day A</b> | <b>Day B</b> | <b>Period</b> | <b>Day A 2hr late Start</b> | <b>Day B 2hr late Start</b> | <b>Period</b> | <b>Day A 2hr Early Out</b> | <b>Day B 2hr Early Out</b> |
| 1                                 | 8:00-8:14    | 8:00-8:39    | 1             | 10:00-10:32                 | 10:00-10:32                 | 1             | 8:00-8:31                  | 8:00-8:31                  |
| 2                                 | 8:42-9:23    | 8:42-9:23    | 2             | 10:35-11:03                 | 10:35-11:03                 | 2             | 8:34-9:02                  | 8:34-9:02                  |
| 3                                 | 9:26-10:07   | 9:26-10:07   | 3             | 11:06-11:34                 | 11:06-11:34                 | 3             | 9:05-9:33                  | 9:05-9:33                  |
| 4                                 | 10:10-10:51  | 10:10-10:51  | 6             | 11:37-12:07                 | 11:37-12:07                 | 4             | 9:36-10:04                 | 9:36-10:04                 |
| 5                                 | 10:54-11:35  | 10:54-11:35  | 7             | 12:10-12:40                 | 12:10-12:40                 | 5             | 10:07-10:35                | 10:07-10:35                |
| 6                                 | 11:38-12:19  | 11:38-12:19  | 4             | 12:43-1:11                  | 12:43-1:11                  | 8             | 10:38-11:06                | 10:38-11:06                |
| 7                                 | 12:22-1:03   | 12:22-1:03   | 5             | 1:14-1:42                   | 1:14-1:42                   | 9             | 11:09-11:37                | 11:09-11:37                |
| 8                                 | 1:06-1:47    | 1:06-1:47    | 8             | 1:45-2:13                   | 1:45-2:13                   | 10            | 11:40-12:08                | 11:40-12:08                |
| 9                                 | 1:50-2:31    | 1:50-2:31    | 9             | 2:16-2:44                   | 2:16-2:44                   | 6             | 12:11-12:39                | 12:11-12:39                |
| 10                                | 2:34-3:15    | 2:34-3:15    | 10            | 2:47-3:15                   | 2:47-3:15                   | 7             | 12:42-1:10                 | 12:42-1:10                 |
|                                   |              |              |               |                             |                             | HR            | 1:10-1:15                  | 1:10-1:15                  |

**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 or kept in each classroom's wall organizer from 8:00 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.

A student may be asked to turn off their smartwatch, keep it in their locker or place it in the classroom wall organizer if the smartwatch is being used to send messages, used inappropriately or becomes such a distraction as to cause the student to lose focus during classroom activities. Smartwatches will be subject to cell phone violations.

If a student must contact a parent or be contacted by a parent during the school day, the office must be notified. Students may call parents in the office, if necessary.

### **Possible changes THIS IS WHAT WE WOULD LIKE TO ADD.**

## **Cell Phone and Smart Device Policy**

**Cell phones and any smart devices (including but not limited to smartwatches, cordless earbuds, and smart glasses)** may be brought to school but must be turned off and kept in lockers or kept in each classroom's wall organizer from 8:00 a.m. until 3:15 p.m.

- **Restricted Areas:** Cell phones and smart devices may **never** be used in locker rooms or restrooms. Any use of a cell phone or smart device in the restrooms and/or locker rooms could result in disciplinary action and possible referral to law enforcement.
- **Classroom Distractions:** A student may be asked to turn off their smartwatch, smart glasses, or other smart device, keep it in their locker, or place it in the classroom wall organizer if the device is being used to send messages, access content inappropriately, or becomes such a distraction as to cause the student to lose focus during classroom activities. All smart devices will be subject to the same violations and disciplinary actions as cell phones.
- **Making Calls & Parent Contact:** If a student must contact a parent or be contacted by a parent during the school day, the office must be notified. Students who need to make a call may bring their cell phone to the office to make the call, or use the office phones if necessary.

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 (3) 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. Corded headphones or earbuds are not to be used during school hours unless required by classroom teacher for an academic purpose. Bluetooth headphones or earbuds are not recommended. The school is not responsible for lost or stolen earbuds.

## **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
- demeaning jokes, stories or activities

## **ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**

**Code 104.R1**

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at all school building offices. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within *three 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 should receive assistance as needed.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The *superintendent or building Principal* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

*The investigation may include, but is not limited to, the following:*

- *Interviews with the complainant and the individual named in the complaint ("Respondent")*
- *A request for the complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building investigator.

The complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

### **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the complainant



and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the 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.

Individuals who knowingly file false bullying and/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, and 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. 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/INSPECTIONS**

### **SEARCH AND SEIZURE-REGULATION - Code No. 502.08-R(1) [Last Reviewed 2-10-14](#)**

#### **I. Searches, in general.**

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the 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:

1. eyewitness observations by employees;
  2. information received from reliable sources;
  3. suspicious behavior by the student; or,
  4. the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- B. Reasonable Scope: 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:

1. the age of the student;
2. the sex of the student;
3. the nature of the infraction; and
4. the emergency requiring the search without delay.

## II. Types of Searches

### A. Personal Searches

1. A student's person 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.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a. Pat-Down Search: 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.
  - b. A more intrusive search, short of a strip search, of the student's person, 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.

### B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### C. Automobile Searches

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 and articulable 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. The use of decals, stickers or tape stuck on the inside or outside of the lockers is prohibited. 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

### **POLICY FOR DISCIPLINE/DISCIPLINE MATRIX - Code No. 503.08 R1-R(1)**

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

#### **Incident Levels Defined**

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

## **Escalating Responses by Grade Band NEW**

### **Grades PK-2**

#### **Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses may include any of the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention; and/or
  - Temporary removal from class.
- Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

#### **Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to the incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);

- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention;
- Temporary or permanent removal from extracurricular activities;
- Temporary or permanent removal from class;
- In-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s).
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
  - Recommendation for expulsion.

**Grades 3-5**

**Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention; and/or
  - Temporary removal from class.
- Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

**Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:

- Parent or guardian conference that includes the student, when appropriate;
- When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
- Behavior intervention student agreement coupled with another response(s);
- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention;
- Temporary or permanent removal from extracurricular activities;
- Temporary or permanent removal from class;
- In-school suspension;
- Out-of-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- Recommendation for expulsion.

**Grades 6-8****Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention; and/or
  - Temporary removal from class.

**Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle;

- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- Recommendation for expulsion.

## **Grades 9-12**

### **Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary removal from extracurricular activities;
  - Temporary removal from class;
  - In-school suspension; and/or
  - Suspension of transportation, if misconduct occurred in a school vehicle.

### **Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

### **Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
  - Recommendation for expulsion.

## **Timeframe for Determining Repeated Incidents**

The District will consider all incidents occurring within a student's cumulative academic career/time within the school district as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. The rationale for establishing this timeframe is to ensure that the district has the authority to address students exhibiting continued instances of



violence or threatening behavior as a continuum or pattern, not limited to a school year. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student.

### **Considerations for Determining the Maturity of the Student**

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- Cognitive and developmental stage: Understand the student's cognitive abilities and developmental level, as these can vary widely even among students of the same age or grade.
- Social and emotional maturity: Assess the student's ability to regulate emotions, empathize with others, and understand the consequences of their actions.
- Past behavior and disciplinary history: Consider any previous incidents or patterns of behavior that may indicate the student's level of maturity and ability to learn from consequences.
- Home environment and exposure to violence: Evaluate the student's family situation and potential exposure to violence at home or in the community, as these factors can influence behavior and maturity.
- Mental health and special needs: Take into account any mental health issues or special education needs that may affect the student's behavior and ability to understand consequences.
- Peer influences: Consider the impact of peer pressure and social dynamics on the student's behavior and decision-making.
- Understanding of rules and expectations: Assess the student's comprehension of school rules, behavioral expectations, and the seriousness of their actions.
- Ability to learn from consequences: Evaluate the student's capacity to reflect on their behavior and make positive changes based on disciplinary measures.
- Age-appropriate decision-making skills: Consider the student's ability to make rational decisions and understand the long-term implications of their actions.
- Individual circumstances: Take into account any unique factors that may have contributed to the violent behavior or threats, such as recent trauma or significant life changes.

### **Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District**

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted
- The reasonable likelihood of the student's ability to carry out the threat
- The reasonable likelihood that the threat will interfere with the operation of the educational environment

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.

## **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 to 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](http://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/60% 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 at least one competition or event until they bring the course up to a passing level (60% +). Students-Athletes not passing will attend Homework Club for homework completion. 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. Detailed information will be provided to parents prior to the field trip taking place.

## **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 and the organization or group must submit a fundraising form 30 days before the activity for board notification. 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.

## **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 1 of the regular season competition and attend counseling for the violation. If the student does not self-report the violation, he/she will miss 2 of the regular season competition.
- *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 Advanced in reading or math in the Iowa Statewide Assessment of Student Progress (ISASP).



- 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- | .60  |   |      |

### **GRADE REPORTS**

Grade reports are handed out to the student at the end of the first, second, and third quarters, and picked up or mailed at the end of the year. Midterm reports will be given to each student for all four quarters. If quarter/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.

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 semester's grading period- First semester 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.

### **MIDDLE SCHOOL CURRICULUM REQUIREMENTS**

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 (5-6, 8)/Computer Literacy (7)
  - Art/Careers (7-8), Art/Study Hall (6), Art/Guidance (5)
  - Robotics (8)
  - Health (8)
  - Family Consumer Science (7)
  - Life Skills (7)
  - General Music (6)
  - Science Health (6)
  - Study Skills (5)
  - Agriculture Studies (5)

### **ADD/DROP CLASS**

Band or Vocal can be dropped or added for 7th and 8th grade students for one week at the beginning of each semester. An add/drop form must be obtained from the office, completed and returned to the office before changes to the student's schedule can be made.

### **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, workbooks, and/or digital materials, 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.

### **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), FASTBridge, and AReader/Math.

### **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.

### **DAILY ANNOUNCEMENTS**

Each day, during the first two minutes of Homeroom, 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 in a water bottle, in the classroom and during the homeroom period. Hard candy is allowed. **Gum will not be allowed** in the middle school unless approved by a classroom teacher. Juice from the machine by the concession stand may be purchased before and after school.

Students may use water bottles, or other containers to carry water not to exceed 20 ounces. If a student abuses the privilege or uses the water bottle for other purposes, this privilege could be suspended.

### **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 on a table in the office 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 their schedule. 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 or juice. **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](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 students 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 5-8 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 shorts of the students choice. Shorts must adhere to the school dress code. Uniform shirts may be obtained 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 and/or a phone call home. This form must be returned (in its original condition - not ripped or crumpled) the next day. The signed form simply informs the school that the parents are aware of the detention. If the student fails to serve the detention, unless excused by the middle school principal or designee, the detention time will double.

Detention will be held, when necessary, after school 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.

### **Special Education Services**

A special education 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/parent 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, paraprofessionals 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 include 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.

Students that ride their bike, scouter, etc. to the school will walk it while on school property.

## **VISITORS/GUESTS**

To maintain a safe and focused learning environment, school visits are limited to relatives of current students. Students may bring one guest, and we highly encourage these visits to take place during the student's designated lunch period. Because extra individuals in the classroom can be distracting, we aim to minimize interruptions to the learning environment.

All guest visits require prior approval from the school administrator. Please note that visitors are not allowed in classrooms during the last week of each semester or during make-up days, though they are still welcome to visit during lunch.

## Sumner-Fredericksburg Middle School

### Major/Minor Matrix

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

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

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

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



**POLICY FOR DISCIPLINE/DISCIPLINE MATRIX - Code No. 503.08 R1-R(1)**

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

**Incident Levels Defined**

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

**Grades PK-2****Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses may include any of the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention; and/or
  - Temporary removal from class.
- Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

**Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to the incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;

- Suspension of transportation privileges, if misconduct occurred in a school vehicle;
- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- Recommendation for expulsion.

### **Grades 3-5**

#### **Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention; and/or
  - Temporary removal from class.
- Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

#### **Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

#### **Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
  - Recommendation for expulsion.

### **Grades 6-8**

#### **Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;

- When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
- Behavior intervention student agreement coupled with another response(s);
- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention; and/or
- Temporary removal from class.

**Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that may include the student, when appropriate;
  - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
  - Recommendation for expulsion.

**Grades 9-12**

**Level 1**

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary removal from extracurricular activities;
  - Temporary removal from class;
  - In-school suspension; and/or
  - Suspension of transportation, if misconduct occurred in a school vehicle.

**Level 2**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.

- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

**Level 3**

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
  - Parent or guardian conference that includes the student, when appropriate;
  - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - Behavior intervention student agreement coupled with another response(s);
  - Restitution or opportunities to repair relationships coupled with another response(s);
  - Detention;
  - Temporary or permanent removal from extracurricular activities;
  - Temporary or permanent removal from class;
  - In-school suspension;
  - Out-of-school suspension;
  - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
  - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
  - Recommendation for expulsion.

**Timeframe for Determining Repeated Incidents**

The District will consider all incidents occurring within a student's cumulative academic career/time within the school district as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. The rationale for establishing this timeframe is to ensure that the district has the authority to address students exhibiting continued instances of violence or threatening behavior as a continuum or pattern, not limited to a school year. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student.

**Considerations for Determining the Maturity of the Student**

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- Cognitive and developmental stage: Understand the student's cognitive abilities and developmental level, as these can vary widely even among students of the same age or grade.
- Social and emotional maturity: Assess the student's ability to regulate emotions, empathize with others, and understand the consequences of their actions.
- Past behavior and disciplinary history: Consider any previous incidents or patterns of behavior that may indicate the student's level of maturity and ability to learn from consequences.
- Home environment and exposure to violence: Evaluate the student's family situation and potential exposure to violence at home or in the community, as these factors can influence behavior and maturity.
- Mental health and special needs: Take into account any mental health issues or special education needs that may affect the student's behavior and ability to understand consequences.

- Peer influences: Consider the impact of peer pressure and social dynamics on the student's behavior and decision-making.
- Understanding of rules and expectations: Assess the student's comprehension of school rules, behavioral expectations, and the seriousness of their actions.
- Ability to learn from consequences: Evaluate the student's capacity to reflect on their behavior and make positive changes based on disciplinary measures.
- Age-appropriate decision-making skills: Consider the student's ability to make rational decisions and understand the long-term implications of their actions
- Individual circumstances: Take into account any unique factors that may have contributed to the violent behavior or threats, such as recent trauma or significant life changes.

Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted
- The reasonable likelihood of the student's ability to carry out the threat
- The reasonable likelihood that the threat will interfere with the operation of the educational environment

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.