

# **Sumner-Fredericksburg High School Student Handbook 2018-2019**

**Learning the  
COUGAR Way**

**Rise Up!**

**Sumner-Fredericksburg High School  
802 West Sixth Street  
Sumner, Iowa 50674**

**Phone: 563-578-3341  
Fax: 563-578-3424  
Website: [www.sfcougars.k12.ia.us](http://www.sfcougars.k12.ia.us)**

# SUMNER-FREDERICKSBURG HIGH SCHOOL, 2018-2019

This handbook is meant to provide information about the organization and practices of Sumner-Fredericksburg High School as set forth by the Board of Education and Administration necessary for efficient operation of the school. It is meant to help students plan their high school curriculum. It is 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!

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

## NON-DISCRIMINATION POLICY

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

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

Employment: Theresa Schulz, Business Manager  
Sumner-Fredericksburg Community School District  
802 West Sixth Street  
Sumner, Iowa 50674  
Phone: 563-578-3341  
E-mail: [schulzt@sfcougars.k12.ia.us](mailto:schulzt@sfcougars.k12.ia.us)

Student/Program: Allan J. Eckelman, Sumner-Fredericksburg HS Principal  
Sumner-Fredericksburg High School  
802 West Sixth Street  
Sumner, Iowa 50674  
Phone: 563-578-3341  
E-mail: [eckelmana@sfcougars.k12.ia.us](mailto:eckelmana@sfcougars.k12.ia.us) OR

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.

## **AFFIRMATIVE ACTION**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability.

Students are educated in programs that 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. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. Frederick Matlage, Superintendent. He can be reached at (563) 578-3341. Inquiries may also be directed in writing to the Office of Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W Madison Street, Suite 1475  
Chicago, IL 60661-7204

Telephone: 312-730-1560  
Facsimile: 312-730-1576  
E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). or the

Iowa Department of Education  
Grimes State Office Building,  
Des Moines, IA 50319-0146,

Telephone 515- 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Teacher Assistance Team (STAT) is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Allan Eckelman, Principal, or Michele Doyle, Counselor, at 563-578-3341.

**SCHOOL DISTRICT MISSION STATEMENT:** Committed to continued excellence in lifelong learning, leadership, and character.

**SUMNER-FREDERICKSBURG HIGH SCHOOL MISSION:** All personnel, in a positive professional manner, prepare all students academically, socially and behaviorally for life after high school.

**EDUCATIONAL GOALS AND EXPECTED STUDENT OUTCOMES** (adopted 1992, revised, 2000)

1. **Skills in communication:** All learners will demonstrate the ability to communicate through their use of reading, writing, speaking, listening, visual, numeracy, and technological skills.
  - A. Expresses thoughts, feelings, or information easily and effectively
  - B. Communicates effectively with a variety of audiences using appropriate symbols systems
  - C. Receives and interprets through a variety of methods and products.
  - D. Creates quality products
  - E. Receives and interprets communications and communicates effectively through a variety of methods

2. **Skills in life management:** All learners will demonstrate the independent, social, and interpersonal skills necessary for living and working in a changing society. Using these skills, all learners will make decisions reflecting a strong sense of self-worth, interdependence, healthful living, and ethical behavior that promote personal and family wellbeing.
  - A. Sets and attains reasonable goals for self or group
  - B. Shows respect to adults, peers, and self
  - C. Demonstrates self-control
  - D. Attends to (listens to) others
  - E. Demonstrates appropriate body language
  - F. Demonstrates skills in making health/wellness decisions/choices
3. **Skills in learning and applying information:** All learners will demonstrate skills in learning and applying information necessary for personal and occupational growth, using multiple resources and technology
  - A. Use appropriate resources/technology
  - B. Gathers, evaluates, summarizes and applies appropriate information
  - C. Communicates through a variety of methods and products
  - D. Seeks information from a variety of sources, such as print, electronic and human
  - E. Selects valid and useful information
  - F. Demonstrates ability to incorporate new and previously learned information
4. **Skills in problem solving and critical thinking:** All learners will identify problems, use strategies to approach problems, and apply reasoning to make appropriate decisions to resolve academic and real situations
  - A. Identifies the problem
  - B. Gathers information from a variety of sources
  - C. Brainstorms possible solutions
  - D. Analyzes possible solutions and strategies
  - E. Chooses best solution
5. **Skills concerning civic and environmental responsibility in a global society:** All learners will make decisions reflecting ethical behavior that promotes civic and environmental responsibility through their contribution of time, energies, and talents to improve the welfare of others and the quality of life in their diverse communities.
  - A. Evaluates diverse opinions of others
  - B. Gathers effective supporting information (when forming opinions)
  - C. Communicates effectively with a variety of audiences using appropriate symbols.
  - D. Demonstrates various strategies to produce information
6. **Skills reflecting a commitment to quality:** All learners will create quality products which exhibit originality, high standards, and the use of technology.
  - A. Gives an honest day's work for an honest day's pay.
  - B. Follows directions
  - C. Adapts to changes in the workplace.
  - D. Takes responsibility for productive job performance

**SCHOOL COLORS:** Navy Blue, Hunter Green, Vegas Gold

**SCHOOL MASCOT:** Cougars

**SCHOOL SONG:** On Cougars (Tune: On Iowa)

On Cougars, on to victory! No finer team we'll ever see!  
Whether we win or lose tonight, we won't go down in shame,  
We'll always have our honor and our name!  
**FIGHT! FIGHT! FIGHT!**  
On Cougars, on to victory! We're behind you all the way!  
Hit'em hard, hit'em right, victory's in sight,  
We'll fight hard to win this game tonight!  
**COUGARS, COUGARS, GO FIGHT, WIN!**

**JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT**

**(502, 502.1, 502.2, 502.3, 502.6D, 502.6E, 502.6P, 502.64, 502.66, 503.6 502.8 503.5)**

The student 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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students and employees may not use abusive language, profanity or obscene gestures or language.

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom (temporary or permanent), loss of academic credit, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

Though corporal punishment is prohibited, a school employee may use reasonable force in to order to quell a disturbance to prevent physical harm, to obtain possession of a weapon or dangerous object, for self-defense, for protection of property, to remove a disruptive student from class or school premises, to protect a student from self-harm, or to protect the safety of others.

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 building principals for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **DEFINITIONS**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **SCHOOL FEES (802.3)**

The school district charges fees for certain items, such as textbook rental. The fee does NOT include lost padlocks (\$6), lost locker keys (\$5).

Students whose families meet the income guidelines for free and reduced price lunches, the Family Investment Program (FIP), Social Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing 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 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 school if the information on the emergency form changes during the school year.

## STUDENT ATTENDANCE

### **ATTENDANCE (501.1, 501.2, 501.3, 501.5, 501.8, 502.6L, 502.6M)**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students who are married, have children, or are pregnant are encouraged to remain in school.

All students who have reached the age of six and are under seventeen 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 prior to 9:00 a.m. at 563-578-3341 on the day of the absence. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence if no parent phone call is made.

School officials 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, validated medical or dental appointment, family emergency, family vacation approved in advance, religious observances and school activities**. Unexcused absences include but are not limited to tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, sleeping in and employment.

Medical, dental and other appointments must be supported by a slip from the agency at which the student attended the appointment.

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 or confirmed by phone call to school official.

Student who arrive at school after the start of the normal day or who leave school before the end of normal day are required to sign in or out at the office.

Students participating in activities must attend school all day on the day of the event in order to participate in the activity or practice. Only in extraordinary circumstances, may the principal waive this rule. However, any student who arrives at school within two hours of the scheduled start classes will be permitted ONE exception per school year and may, on the first incidence, participate in any competition, event or practice scheduled on that day.

Students are responsible for arranging to make up schoolwork for any absence. Students who know they are going to be absent must make arrangements with their teachers in advance of the absence to make up schoolwork. If an emergency or illness results in an absence, students have one day for each day absent to make up schoolwork upon return. Work for any unexcused absence is due upon return to

school. Truant students will be required to submit missing work and submit late schoolwork, but credit will be reduced by up to 50%. (Truancy means that the student is absent without permission of the school or the parent.) Students who are truant will be required to make up time missed in detention hall or in Saturday school. Repeated truancy may result in a hearing before the Board of Education to consider expulsion.

Students who are absent without a reasonable excuse as determined by the principal will be assigned to detention or Saturday School. After more than four (4) unexcused absences from a class in any term, students WILL receive a grade for the course but may NOT receive credit. A conference between parents, teacher, and student must be held before credit is denied.

After a student's seventh absence in any term for any reason, a letter will be sent home regarding excessive absences. Chronic absenteeism will also result in the need for the student to submit additional documentation designated by or have the permission of school personnel to be absent.

Students are expected to be in class on time. Being tardy for class is considered unexcused unless approved by school officials. Students with three days of unexcused tardiness during same class period any term will be given one unexcused absence for that class.

### **COLLEGE VISITS**

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, during their last two years of high school, students may be excused with the permission of the guidance counselor and with a note signed by the student's parents for up to three days during their last two years of high school to visit college campuses.

### **EARLY RELEASES (WORK RELEASE) (504.6)**

Work release may be granted to students who are at least 16 years of age. Applicants must have a job and work at least five hours on weekdays (Monday through Friday). All students applying for work release must continue full enrollment (14-13 credits per year). Students on work release are expected to leave the school grounds within five minutes of release time and may not remain at school except with the permission of the principal. Work release may be revoked for failure to maintain normal academic progress, failure to meet attendance guidelines, or for repeated rule violations.

### **EMERGENCY CLOSINGS/INCLEMENT WEATHER (504.7)**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KOEL (950 AM & 92.3 FM), The BULL ((95.1 FM), KWY Radio and KWYL (Ch 7), KCRG (Ch 9), KIMT (Ch 3). The missed day may have to be made up at a later date. Information will also be sent out using the "Remind" messaging system. Sign up for Sumner-Fredericksburg High School and Sumner-Community School District announcements at [remind.com](http://remind.com).

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.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled. If school is dismissed early because of extreme heat, practices may be held after 6:00 PM. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

**INTERNATIONAL STUDENTS (Foreign Exchange Students) (501.6)**

Qualified international students may be enrolled and attend school without tuition charge if they are recommended by an authorized foreign exchange or an approved local organization within the boundaries of this district. The high school principal has the authority to accept or refuse enrollment to international students. International students must be enrolled during the first week of a term. Students will placed in the appropriate high school grade and participate in those activities (prom, commencement) that resident students participate. International students are charged textbook fees.

**OPEN CAMPUS (503.8)**

There is NO open campus at Sumner-Fredericksburg High School. Students are expected to remain at school and on campus during the entire day until all students are dismissed.

# STUDENT HEALTH, WELL-BEING AND SAFETY

## **ADMINISTRATION OF MEDICATION (504.12)**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of medication as well as parental authorization to administer the medication.

Medication is held in a secure area and distributed by school personnel. 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. As required by AHERA, school district facilities have been inspected by a certified asbestos inspector. 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 (504.2, 5042A)**

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 class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles whooping cough and chicken pox.

## **EMERGENCY DRILLS (504.10, 504.11)**

The school holds emergency fire drills, tornado drills, and intruder drills, as well as building lock-down drills. At the beginning of each term, 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, and regulations, may be reported to law enforcement officials.

The A.L.I.C.E. drills are designed to give a group of people who may find themselves in a violent or life threatening situation some mental and physical tools that could play a role in safety and escape from the situation.

A.L.I.C.E. is an acronym for:

1. **Alert**, notify the police and those—students and staff in the building—of the danger at hand. Information will be given to all people as clearly, quickly and accurately as possible.
2. **Lockdown**, or shelter in place. By locking down and blocking entry points (doors and windows) you make it harder for any intruder to enter a locked down room and prevent students and staff from becoming a target.
3. **Inform**, give real time updates. We will use the intercom, phones in rooms to give updates on an intruder's movements and actions. This will allow those in a classroom to make sound decisions about how to react and what steps, if any, to insure personal safety. This would include organizing the room for safety, locating safety equipment, finding distractors in the room to use should the intruder attempt to enter the area.
4. **Counter**, or move against the attacker—*as a last resort*. If the area in which you are located is not lockable, or the intruder breaks into your room, have a plan to attack and distract intruders. Use objects in your room to protect yourself, spread out, turn out the lights, and be ready to unleash items on the intruder.
5. **Evacuate**, or get out! Your goal is to put as much time and distance between your group and the attacker. Listen to the intercom information, listen to the teacher and use the nearest means to leave the building and flee to safety. Always leave ON FOOT, do not use vehicles, and get away from the building, and then seek help from police or others in the safe area.

Remember: A.L.I.C.E. is designed to enhance a lockdown. The goal of A.L.I.C.E. is to end the threat to individuals in the building and to preserve individual safety.

#### **HEALTH SCREENING (604.2)**

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

#### **HOMELESS YOUTH (501.14)**

Sumner-Fredericksburg Community School District seeks enrollment of all eligible students within the district. The district will enroll any homeless youth of school age, and encourage enrollment and attendance by eliminating existing barriers to attendance and the education program. Individuals make seek help or assistance from the school nurse, counselor, or principal.

Definition of a homeless child or youth ages 3-21 is child who lacks a fixed, regular and adequate nighttime residence and includes the following:

- A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement
- A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; sleeping rough or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above (Includes youth who have runaway or youth being forced to leave home.)

### **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 (504.1)**

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 or the student makes 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 (504.8, 504.9)**

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 may 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, prescription, 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 and dental 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.

### **PHYSICAL RESTRAINT OF STUDENTS**

School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

#### **SCHOOL DAY**

Students may only be present on school grounds before 7:30 a.m. or after 3:35 p.m. when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within five minutes of dismissal. At all times students are on campus, they are expected to observe expected behavioral standards the Cougar Way.

#### **SCHOOL NURSE**

The school nurse is at Sumner-Fredericksburg High School during posted each school week. The nurse is also on call anytime school is in session for emergencies.

The nurse works with the school staff in a program designed to promote, protect, maintain, and improve the health of all students. The nurse conducts or coordinates screening procedures of all students, maintains student health records, consults on the development of health education issues and serves as a resource to students, faculty and parents for all student health issues.

#### **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES (505.12)**

The school district does not tolerate any employee 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 Mr. Allan Eckelman, Sumner-Fredericksburg Principal, 563-578-3341, as its Level I investigator, Durant Elementary Principal Mr. Kurt Volker (563-578-5400) or Mrs. Jill Glenn (Principal at Sumner-Fredericksburg Middle School and Fredericksburg Elementary School), 563-237-5334 may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident.

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; or 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.

### **WELLNESS (504.13)**

Sumner-Fredericksburg High School participates in district wellness activities. Because healthy students have better attendance and achievement, our health and physical education classes are a part of a comprehensive program developing and practicing lifelong wellness behaviors.

The school district supports and promotes proper dietary habits contributing to student's health status. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school nutritional standards.

S-F HS Student Wellness Action Team (SWAT) reports on activities to the School improvement Advisory Committee, which serves as the board-approved district school improvement advisory committee. The S-FHS SWAT works with the district Wellness Committee on implementation of the district wellness plan, including goals:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for School meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Foods and beverages permitted in classrooms.

## STUDENT ACTIVITIES

### **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (503.2, 503.10)**

Sumner-Fredericksburg High School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

The following activities are covered by the board's policy and these rules:

- All competitive athletics: cross country, football, volleyball, swimming, basketball, bowling, wrestling, golf, track, baseball, softball, trapshooting
- Cheerleading
- Class officers
- Contest Speech
- Drama/Theatre
- Family Career and Community Leaders of America (FCCLA)
- FFA
- Get-A-Grip
- Honorary offices, including Homecoming King and Queen
- Intramural athletics
- Iowa Student Tobacco Education Program (ISTEP)
- Jazz Band
- Music competitions (vocal and instrumental)
- National Honor Society
- Show Choir
- Battle of the Books
- Student Senate
- Student Wellness Action Team (SWAT)
- D.A.R.E. (Drug Abuse Resistance Education) Role Models

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Any student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters or twelve trimester terms upon first entering ninth grade. A student who engages in athletics (baseball or softball) during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health may be a basis for an appeal to the executive board of the appropriate sanctioning agency (IHSAA, IGHSAU)

A student is NOT eligible to participate in an interscholastic sports if the student has, in that same sport, participated in a contests with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization/s sanctioned team.

A student may NOT participate with or against high school graduates if the graduates represent a college institution or if the event is sanctioned or sponsored by a collegiate institution. A student may participate

in a one-time tryout with or against members of a college team with permission from S-FHS administration and the respective collegiate institution's athletic administration.

NO student shall be eligible to participate in any interscholastic athletic sport if he/she has engaged in that sport professionally.

The superintendent of schools, with the approval of the Sumner-Fredericksburg Board of Education may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

### **STUDENT PARTICIPATION IN NON-SCHOOL ATHLETICS**

Any high school student who participates in school-sponsored athletics may not participate at the same time/season on non-school team/event in that sport.

### **SCHOLARSHIP RULES**

Apply to football, cross-country, volleyball, swimming, basketball, bowling, wrestling, golf, track, baseball, softball, and trapshooting.

Any student is academically eligible upon entering the ninth grade. Contestants must be enrolled and in good standing at S-F HS and must be under 20 years of age.

If a student is NOT passing **all** courses at the end of a semester, he/she is ineligible for 30 consecutive **calendar** days in the interscholastic athletic event in which the student is a contestant. Students in baseball or softball have the same penalty as all other students. If the student is NOT currently in a sport, the period of ineligibility starts with the first day on which COMPETITION is allowed, NOT the first day of practice and NOT the first date on which the student's team has a competition.

If the season ends before 30 calendar days expire, the extra days carry over to the next sport in which the student is a competitor.

A student may NOT use summer school or other means to regain eligibility to make up failing grades during any semester. All failing grades shall be reported to any school to which any student transfers.

Ineligibility for academic reasons applies to all levels of competition (varsity and non-varsity) and prohibits ineligible competitors from competing in scrimmages other than intra-squad scrimmages.

If a student contestant in athletics is NOT passing all courses at any grade check point—any mid-term, semester Sumner-Fredericksburg High School shall provide appropriate interventions including after-school study hall and necessary academic supports for students who fail or who are at risk to fail, and shall report to the Department of Education and the community regarding those interventions on the comprehensive school improvement plan.

Compete means participating in an interscholastic contests or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm exercises with team members. Compete does NOT include any managerial, recordkeeping or other non-competitor functions performed a student on behalf of S-F HS. Students who are NOT eligible for competition for scholarship or good conduct reasons may NOT be dressed in full uniform during competitions until eligibility is restored.

Passing means any grade of A, B, C, D or P. A grade of incomplete "I" shall be considered a failing grade. Failing grades also include F and any grade of WF.

A final grade is that grade that goes on the student's transcript and for which credit is awarded. All courses at Sumner-Fredericksburg including all PSEO courses, contract courses and Driver Education are credit coursework.

Grades are considered "issued" on the day they are made available to students or parents. The period of ineligibility started no sooner than the first day of the next grading period and the day after the athletic administrator had been notified that a student has received a failing grade for the course. The period of ineligibility must start that day after grades are made available to students but not later than the third day of the next grading period. The period of ineligibility starts no later than the fourth day school day after the grading period or the day after grades are issued to students: which ever occurs first. The "look back" period is one full academic year only (if a student has a failing grade at the end of first semester and does not go out for any athletics for the next two semesters during which he/she has NO academic failure, he/she will be eligible without sitting out 30 calendar days in the next sport in which he/she competes).

If Sumner-Fredericksburg permits or allows participation in any event by a person in violation of the eligibility rules, the sanctions may include, but are not limited to, the following: forfeiture of contests or events or both; adjustment or relinquishment of conference/district/tournament standings; and return of team awards or individual awards or both.

A student contestant must receive credit in at least four subjects that meets for one period per day or the equivalent thereof, at all times. Course work taken from a post-secondary institution and for which Sumner-Fredericksburg Community School District grants academic credit toward high school graduation shall be used in determining eligibility.

A student with a disability who has an individualized education program (IEP) shall NOT be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by Sumner-Fredericksburg High School, towards the goals and objectives on the student's IEP.

#### **MUSIC AND SPEECH SCHOLARSHIP ELIGIBILITY**

All participants must be enrolled and in good standing in a school that is a member of IHSMA and/or IHSSA. All participants must be under 20 years of age. All participants must be in good standing and enrolled in at least four full-credit subjects, each of one period or "hour" or the equivalent, thereof, at all times. Coursework taken under the provisions of the Iowa Code chapter 261C, postsecondary enrollment options, for which Sumner-Fredericksburg grants academic credit toward a high school diploma shall be used in determining eligibility.

Each contestant shall be passing **all** coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of a semester (The period of time at the end of which a student in grade 9-12 receives a final grade and course credit is awarded.)

If at the end of any semester a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate for 30 consecutive calendar days in a competitive event sanctioned by the IHSMA or IHSSA or any IHSMA or IHSSA sponsored event that is non-graded (an event that doesn't effect course GPA). The period of ineligibility will begin with the **first day of school** following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall NOT be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by Sumner-Fredericksburg high school, towards the goals and objectives on the student's IEP.

At Sumner-Fredericksburg, Marching Band Contest and Large Group contest are GRADED events, and a part of course requirements for credit, the student's grade is recorded as part of his/her GPA, and

participation in the IHSMA event is required as part of that grade: the IHSMA scholarship rules do NOT apply to these events.

### **GOOD CONDUCT RULES**

To retain eligibility for participation in Sumner-Fredericksburg High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, or possession use, purchase of electronic vapor devices for use with nicotine or flavored vapors regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine. Having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband.
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so. ("Mere Presence Rule")
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. Such contact does not have to rise to the level of violating the school's anti-bullying/harassment disparaging comments to or about others, whether made verbally, in writing or by electronic means. (This could include group conduct!)

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

#### **Penalties:**

**First Offense:** If the student self-reports the violation, he/she will miss up to one third of the season or at least two contests, whichever is greater. If the student does not self-report the violation, he/she will be ineligible for up to one half of the season or 4 contests.

**Second Offense:** The student will miss up to one half of the season or a minimum of four events, whichever is greater, plus perform 10 hours of community service. The community service must be completed before activity eligibility is restored. The student must attend counseling for the violation. The student, parent, and activity director will draw up a behavior contract outlining the specific duties with a time line for re-instatement of eligibility.

**Third Offense:** The student will be ineligible for up to one calendar year (365 days). The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and if not completed during the current activity is carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time

between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

Students with a violation may NOT begin an activity after the first practice date. Students who begin an activity or are sanctioned during an activity must complete the activity in good standing. Students must be a competing member of the team to "sit out" a period of ineligibility. Compete does NOT include any managerial, recordkeeping or other non-competitor functions performed by a student on behalf of S-F HS.

An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

#### **Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

#### **Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time

#### **Letters and Awards:**

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

If a student is required to perform as part of a grade (e.g., band or chorus), and that student violates the Good Conduct Rule, the student may either be allowed to participate or withheld from participation but without any impact on the student's grade for the course.

#### **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 principal.

## **ASSEMBLIES**

Throughout the year, the school district sponsors school assemblies. Student attendance at these assemblies is a privilege and is expected unless he/she has been excused by the principal. Announcement of assemblies are made in the school announcements, and the regular school schedule is modified to include the assembly.

## **DANCES AND SOCIAL FUNCTIONS (503.4)**

The principal must approve school-sponsored dances at least two weeks prior to the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. The sponsoring organization will be responsible for any costs related to a dance or social function.

There must be at least two parent chaperons, in addition to at least two teacher chaperons (Student teachers may be additional chaperons, but may not replace a teacher chaperon.) At least one week before the event, the president of the sponsoring organization must submit a report form to the principal, that includes the names of the chaperons; location, beginning and ending time of the dance; entertainment or music; admission fees, and list of cleanup committee.

Students who have NOT completed 8<sup>th</sup> grade are NOT allowed at high school social functions. Students outside of the Sumner-Fredericksburg High School will be admitted as guests of a current Sumner-Fredericksburg student.

Social functions will be scheduled only on weekends or after the last scheduled class day of a week. All high school social functions end at 11:30 PM. Students who leave a social event prior to the scheduled end time are not allowed to re-enter that same function.

## **ELECTION OF CLASS OFFICERS AND STUDENT SENATE MEMBERS (503.1)**

Class officer elections will be held during last term of the year for the following academic year. Each class will elect a president, vice president, secretary, and treasurer. Nomination papers must be filed prior to the election and each candidate must present a nomination speech at a class meeting called for that purpose. Posters, if approved by the principal, may be posted on corridor walls or in classrooms with permission of the teacher.

Student Senate elections are held during the last term of each school year. Procedures for conducting Student Senate elections are outlined in the Senate Constitution.

Students may NOT hold class officer positions and student senate membership at the same time.

## **FIELD TRIPS (505.7, 603.1)**

In certain classes, field trips 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. All participants are expected to treat each other with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents acknowledging their willingness to allow their son's/daughter's participation.

### **FUNDS AND FUND RAISING (505.2, 505.3)**

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

No class or organizational funds are to be expended for memorials or flowers due to death or hospitalization of a student or member of student's immediate family. The principal shall designate a contribution of \$50 from the miscellaneous activity account for the death of a student as a memorial.

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

### **RECREATIONAL/COMMUNITY GYM DURING NON-SCHOOL HOURS (OPEN GYM)**

Sumner-Fredericksburg High School 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 open gym in the hours immediately before or after school, school personnel shall be assigned to supervise.

Recreational 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.
- Recreational gym shall not be called or posted for specific sports.
- A recreational gym notice shall be posted on the general student information bulletin board and shall be assigned or initiated by a school administrator other than the coach supervising the gym.

Current students are not permitted to use the weight room in isolation or in groups without the direct supervision of an non-student adult.

### **STUDENT SENATE (503.1)**

The Student Senate provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of Student Senate are student representatives who have direct access to administration.

### **SUNDAY ACTIVITES AND FAMILY NIGHT ACTIVITIES (WEDNESDAY) (505.10)**

The principal or superintendent must approve any Sunday activities. Wednesday evening of each week has been reserved for family activities. Except for state sponsored activities, all extracurricular activities, practices, and official activities will end by 6:00 PM on Wednesdays. (August 22, 2018 through May 29, 2018

### **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

**(501.9, 505.1, 505.1A 506.1)**

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.

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

- 1. The right to inspect and review the student's education records within 45 days of the day the School receives request for access.**

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.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or 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 the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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.

- 3. 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 such as an attorney, auditor, Area Education Agency (AEA) employees medical consultant, or therapist; or 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.

- 4. The right to inform the school district that the parent does not want directory information, as defined below, to be released.**

Directory information can be released without prior parental consent. Any student over the age of

eighteen or parent not wanting this information released to the public must make objection to the principal in writing by September 1 or within five days of initial enrollment. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, 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

In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parent have advised the school district that they do NOT want their student's information disclosed without their prior written consent.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW, Washington, DC 20202-4605

<http://www.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>

# STUDENT RIGHTS AND RESPONSIBILITIES

## INTRODUCTION (500 through 502.1)

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 as group member.
- 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. Sumner-Fredericksburg has no policy denying constitutional protected public prayer.

Responsibilities of students include to:

- Act in a manner that will bring credit to themselves, their parents and school.
- Accept ownership for 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 of a 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 in a manner that is healthy, safe, and conducive to the mission of the school.

## CARE OF SCHOOL PROPERTY (502.6N)

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

## CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying another's work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

## DRESS CODE (505.14)

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 or 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 does 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, alcohol or tobacco or marijuana; from wearing shoes with cleats except for outdoor athletic practices; and from 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 stricter requirement. Likewise for special activities (such as Homecoming) with administrative approval, a more relaxed dress code may be implemented.

Students' shirts, pants, slacks or dresses must come high enough to cover their mid-riff. No visible undergarments or front or rear body crack is permitted. Shirts or blouses must have straps over the shoulder at least one inch in width without strap doubling. Skirts and shorts measurement shall be no longer than seven inches from the top of the kneecap from the top to the bottom of short or skirt, while standing. The distance between the top of the kneecap and bottom of skirt/short shall not exceed seven inches,

Hats and hoods are not permitted.

Items that contain rivets; cleats; chains; or any other hard, sharp objects that could be dangerous to students, staff, or school property are prohibited from school and school events.

If students are questioned about adhering to dress code, especially short or skirt length, a ruler may be used in the classroom to determine if code is being followed.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

#### **DRIVING AND BIKING TO SCHOOL/USE OF SKATE BOARDS AND ROLLERBLADES (504.4-504.5)**

Driving and parking on school property is a privilege. Unless students received permission from the principal, motorized vehicles may **not** be used during school hours.

Freshmen are limited to the WEST parking lot. Sophomores, juniors and seniors may park in the SOUTH lot. Seniors may be issued a permit to park in the EAST parking lot, on the east side of the island and limited spots are west side of island. Motorcycles and mopeds may be parked on the center island in the east lot. Bicycles are to be parked in the bicycle racks on the east side of the building. Students may be asked to display a parking sticker issued by the office to maintain parking privileges.

**No students may park in the east lot during after school events.**

Failure to observe parking rules may result in fines up to \$10 per violation and loss of parking privilege at school, suspension, or expulsion.

Students are not to remain in cars in the school parking lot at any time after arrival or after dismissal. Students are not to be in vehicles or parking lots during school hours without permission from the office.

The use of skateboards and rollerblades is limited to direct arrival at school and leaving immediately after dismissal. Recreational use of skateboards and rollerblades on school grounds is prohibited.

### **DUAL ENROLLMENT STUDENTS (602.20)**

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.

### **ELECTRONIC/TECHNOLOGICAL DEVICES/CELL PHONES**

Cell phone use is prohibited in restrooms, locker rooms. Unless students have permission from a teacher/staff member to use the cell phone or electronic recording devices, all must be turned off and stored as directed in classrooms and the library. Students may use cell phones during passing time, breakfast, lunch, or before and after the end of the school day.

Inappropriate use of the cell phone—in class without teacher or staff permission or in locker rooms or restrooms will result in confiscation of the phone or electronic device. Inappropriate use includes but is not limited to taking pictures in any locker room or restroom, taking any picture of another person for the purpose of ridiculing the other person (falling asleep, chewing food with mouth open—it does not have to involve nudity) using the device to cheat, using the device to harass another person.

Inappropriate use of a device/cellphone will result in confiscation of the phone for at a minimum the remainder of the day. Confiscation may be extended depending on the circumstances. Repeated offenses may result in extended confiscation. Parents shall be informed when a phone or device is confiscated.

To determine the extent and type of inappropriate use, phones/devices may be searched by staff. For investigation and criminal penalties devices may be turned over to law enforcement. School penalties for inappropriate use may result in suspensions from class or activities.

Items including lasers, televisions, water guns, toys and other similar items which interfere with learning are prohibited on school grounds or at school activities. The items are taken away from the students and returned at a later date.

### **GRIEVANCE PROCEDURE (STUDENT COMPLAINTS) (502.6)**

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 teacher 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;
- If unsatisfied with the principal's response, within five school days of the principal's response submit a written request of 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.

### **HALL PASSES**

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from school staff.

### **HARASSMENT (Includes hazing and initiations) (502.10, 502.60)**

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor or principal; and
  - 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 or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

1. places the student in reasonable fear of harm to the student's person or property;
2. has a substantially detrimental effect on the student's physical or mental health;
3. has the effect of substantially interfering with the student's academic performance; or
4. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school."

### **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-alike substances or vapor-producing product containing nicotine or flavoring. Students are prohibited from possessing or using e-cigarette or look a like devices on school property or school activities. 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.

## **INTERNET (Use of Educational Technology)**

Students are granted the privilege of accessing the school network and utilizing school-owned technology. The following policies outline the scope of that privilege.

Students will be issued a username and password to access the home directory. This login information will allow the student to access his/her files from virtually any computer in the district. This information should NOT be shared with others. Students are NOT to use another student's login information to access the school network. School personnel can monitor the contents of any home directory and therefore there should be NO expectation that any files are confidential. Home directories are similar to an "electronic locker" in that they remained the property and are issued to the student to use in a responsible manner. (Refer to the policies on lockers and locker searches in this handbook.)

Educational technology is provided on an as-is, where-is basis. Every attempt will be made to ensure that equipment is in working order when it is needed, but there is NO guarantee, that working equipment will be available. Under NO circumstances will the school be held liable for loss of data or malfunctioning equipment.

Students may supply their own laptop computer to access the school network wirelessly where wireless access points exist. This privilege can be revoked at any time at the discretion of school personnel. Student owned equipment must be well maintained and have appropriate anti-spy ware and anti-virus software involved.

Students will be able to access the internet with permission of 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. 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 school does subscribe to content filtering service to block objectionable sites. This filter may be overridden for legitimate educational purposes.

The computer time available for any student may be limited by the number of available computers.

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. Users must assume that all material is copyrighted unless otherwise noted.
- 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.

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 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.
- 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.

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.

Students who access restricted items on the Internet are subject to the following consequences:

**First Violation** – a verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of up to 3 weeks and the student’s parents and a copy provided to 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 and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of nine weeks.

**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 parents and a copy provided to the building principal. The student will forfeit all Internet privileges for 18 weeks or for the balance of the school year.

#### **LOCKER ROOM PRIVACY**

The Sumner-Fredericksburg Community School District shall observe measures intended to protect the privacy of individuals using school locker rooms. Please observe the following procedures:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No will be permitted to enter in the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any times.
3. No person may use a cell phone to able to record images or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students or staff violating this school policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy may be subject to penalties outlined by state law.

### **POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal 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 SUSPENSION (502.2)**

The principal or superintendent may suspend a student for a period of time, not to exceed ten school days.

When a student is suspended, he/she shall be advised of his/her rights to due process, including:

- Oral or written notice of what he/she is accused of doing.
- Notification of the basis of the accusation and an explanation of the evidence.
- An opportunity to present his/her side of the story, if the student denies the charge. This opportunity may be oral and informal.

Students with an IEP may be referred for review of his/her IEP to determine if there is a need for a change in programming to change behavior. Students who have NOT an IEP may be referred for an evaluation after his/her suspension whether the student has a disability and is in need of special education.

Prior to suspension from school, the principal shall make a concerted effort to contact the student's parents or guardian. If it is determined that the student's continued presence at school constitutes a danger to people or property or is disruptive to learning, the student may be removed from school immediately.

Immediately after the suspension, a student's parent or guardian shall be notified in writing and/or by phone that the suspension has occurred and the reasons for the suspension.

### **STUDENT LOCKERS AND DESKS**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expense to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces 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 lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. In the presence of the student or another individual periodic inspection of all or a random selection of lockers, desks or other spaces may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contains illegal or contraband items or

evidence of a violation of law or school policy or rule. Such searches, when feasible, should be conducted in the presence of another adult witness

### **STUDENT PUBLICATIONS (503.3)**

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

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

### **STUDENT SEARCHES**

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

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

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

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

- age of the student;
- sex of the student;
- nature of the infraction; and
- emergencies requiring the search without delay.

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

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. When a vehicle is searched, the owner of the vehicle must be present or permission to search the vehicle must be granted by the owner before law enforcement are permitted to search a vehicle.

#### **THEFT (502.6J)**

Students who steal on school property, at an activity, will be subject to disciplinary action up to and including suspension from school. Law enforcement officials may be notified. Repeated offenses may be referred to the Board of Education for disciplinary action up to and including expulsion.

#### **THREATS OF VIOLENCE (502.6C, 502.6F, 502.6K)**

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; and any other relevant information from any credible source.

#### **TOBACCO/NICOTINE-FREE ENVIRONMENT**

Sumner-Fredericksburg Community School District facilities and grounds, including S-FHS and all school vehicles are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine or vapor dispensers of nicotine or flavored vapors. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their

smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

#### **WALKOUT/PROTESTS**

From time to time issues impact student lives and they are motivated to participate in student walkouts. S-FHS supports the right to free speech and the right to assemble. However, like any form of civil disobedience, "walkouts" or other protests come with consequences. S-FHS does not initiate or endorse any student led walkout. Students who choose to participate in a walkout will be marked unexcused for attendance and consequences will be applied to existing attendance and discipline policies.

# STUDENT SCHOLASTIC ACHIEVEMENT

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

## ACADEMIC ENROLLMENT REQUIREMENT

Except for extreme or extenuating circumstances as determined by the principal, all students are required to enroll in credit courses each period of the day with these exceptions:

- 16-year old students may ask to be exempted from up to one elective period each day for employment or for needs at home.
- Students classed as seniors may ask early release or late arrival each day.

## ACADEMIC HONORS: Academic Letters, Honor Rolls, Commencement

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 trimester or 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.

Students must carry a minimum of **13** credits per year or six credits per semester to be eligible for honor roll recognition.

To participate in commencement—the graduation ceremony—students must have completed all requirements: 52 credits including all required courses and sufficient electives to equal 52 credits. If all requirements are not in place on the last day senior attendance, the student will NOT be permitted to participate in commencement.

At commencement, the following recognitions shall be included:

- Students with cumulative GPA of 3.0 or higher shall be designated in the commencement bulletin.
- Honor graduates will receive a gold cord to be worn at commencement exercises. Honor graduates are:
  - With Honor: 3.50-3.79
  - With High Honor: 3.80-3.95
  - With Highest Honor: 3.96-4.00
- The student(s) member(s) with the highest cumulative GPA shall be recognized as Valedictorian.

Students who earn a GPA of 3.6 or better for each trimester during a school year will earn an academic letter.

## ADDING/DROPPING COURSES

Students who wish to add or drop a class must do so within **three** days after the start of the semester. The change must have parent permission and must be consistent with the students 4-year plan, education and career goals. If a student is removed for disciplinary reasons, a grade of WF (withdrawn failing) will be entered on the student's transcript.

### **ARTICULATED COURSES**

Articulated courses allow high school students to earn college credit in career or vocational courses at the high school. Courses meet specific competencies set by the community college faculty in consultation with the high school teachers and the coursework is taught by a high school instructor. To earn college credit, the required course sequence must be successfully completed in high school. Within one year of high school graduation high school students must enroll at one of the community colleges which have an agreement with Sumner-Fredericksburg High School. Credit is usually awarded in degree programs at the community college after students have successfully completed 12 credit hours at the community college.

### **CAREER EDUCATION (602.14)**

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.

### **COMMENCEMENT (505.4)**

Students who are in good standing and who meet all graduation requirements set by the board are allowed to participate in the commencement ceremony. To participate in commencement—the graduation ceremony—students must have completed all requirements: 52 credits in including all required courses and sufficient electives to equal 52 credits. If all requirements are not in place on the last of day senior attendance, the student will NOT be permitted to participate in commencement.

It is possible that students who are serving discipline at the time of the commencement ceremony or other senior activities will NOT be allowed to participate in the commencement ceremony. Students are NOT required to participate in the commencement ceremony to receive a diploma.

### **CONTRACTED CLASS (Dual Administered Classes)**

Contracted classes are college credit courses taught in high schools by teachers who meet the requirements specified by the area community college(s). Students earn high school and college credit simultaneously

### **CREDIT**

One credit is given for all classes that meet a minimum of 60 hours or one, single class period each day for one semester. The student must also have earned a passing grade.

One half (.5) credit is given for all classes that meet for a minimum of 30 hours in a term and in which the student has earned a passing grade.

### **CREDIT OUTSIDE OF THE CLASS ROOM (603.8)**

In meeting the needs of students who are identified as potential dropouts or who have dropped out for at least one term, credit may be granted for units taken outside of the regular classroom. Following an interview with the counselor and/or principal, credit may be earned by performance testing, correspondence courses, evening courses, before school classes, weekend classes, regular classes, on the job training, vocational school classes, and college courses. The Board of Education must approve the credits.

## **CREDIT REQUIREMENTS FOR HIGH SCHOOL GRADUATION (505.5, 505.A)**

Fifty-two (52) credits are required for graduation. Students must earn a passing grade in all required courses. Students earning a failing term grade will be required to repeat the course or equivalent. Students earning a failing grade in an elective course will not be required to repeat the course. When not specified, any credit in the subject area will fulfill graduation requirement. The principal and/or counselor will evaluate transcripts of transfer student to establish a course of studies for these students.

### **English--8 credits**

Two credits in each of English I, English II, English III, and two credits from English IVA, English Composition, English IV B, Mythology, or Multicultural Literature and Film.

### **Math--6 credits**

Six credits in high school are required. Credits must include Algebra I A or equivalent (Algebra I Part 1 AB). At least one credit required during grade 12.

### **Science--7 credits**

Physical Science (2 credits), Biology I (2 credits), Earth Science (1 credit) plus two additional science credits are required. At least one credit required during grade 12.

### **Social Studies--6 credits**

American Government (2 credits) American History (2 credits), Economics (1 credit) and one credit in World Geography OR World History are required.

### **Physical Education--4 credits**

Wellness is required for grade nine. At least one credit in physical education is required each year.

### **Health Education--2 credits**

Health 1 and Health 2 are required.

### **Business Education--3 credits**

One credit each in Information Processing, Future Preparation and Financial Literacy are required.

### **Electives - Additional courses chosen from course offerings to total 52 credits required for graduation.**

To participate in commencement—the graduation ceremony—students must have completed all requirements: 52 credits in including all required courses and sufficient electives to equal 52 credits. If all requirement are NOT completed the last of day senior attendance, the student will NOT be permitted to participate in commencement.

Students who do NOT demonstrate proficiency in Iowa state assessments in reading, math, science will be required to complete additional coursework during the next school year.

## **CUMULATIVE GRADE POINT AVERAGES (GPA)**

Cumulative grade point average is determined by averaging all term grade points earned and dividing by the number of credits attempted (not including courses graded on Pass/Fail basis)

## **DIPLOMA (505.5)**

Students who successfully complete the all required courses and elective credits to equal 52 credits are entitled to receive a diploma, signifying the completion of a high school education.

## **DRIVER EDUCATION**

Driver Education is offered to students during the summer and earns one half credit. There is a fee for driver education.

## **EARLY GRADUATION (505.6)**

A student may elect to graduate in less than four years of high school attendance if the student has met the following requirements:

- A. All required and specific course requirements have been met.
- B. He/she has indicated in writing his/her intention to graduate early to the principal and superintendent.

Early graduates may participate in commencement exercise and are subject to all rules and regulations applying to regular graduating seniors. Early graduates MAY participate in prom but may NOT participate in interscholastic competitions or activities upon completion and accepting a high school diploma.

## **GLOBAL EDUCATION (602.16)**

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.

## **GRADE LEVEL AND HOME ROOM CLASSIFICATION (605.4)**

For grade level classification and homeroom purposes, Sumner-Fredericksburg High School applies the following credit minimums:

- Freshman (grade 9): promotion from grade 8
- Sophomore (grade 10): at least 12 credits earned towards diploma
- Junior (grade 11): at least 24 credits earned towards diploma
- Senior (grade 12): at least 36 credits earned towards diploma

## **GRADE REPORTS AND INCOMPLETES (Report Cards, Midterm Reports, Conferences, Infinite Campus Parent Portal (605.1)**

Students receive printed report cards at the end of each semester. Mid-term reports will be available on the infinite Campus Portal. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Formal conferences among students, parents, and teachers are scheduled during the fall and winter trimesters. Individual private conferences may be requested and scheduled by student, parent or teacher to review student performance and provide suggestions for improvement.

Parents and students may also check progress and grades on Infinite Campus, the internet reporting service linked to the student management system.

## **GRADES AND GRADE POINTS (605.2)**

Scholarship marks or grades are determined by the individual subject area teacher and will be based upon achievement in daily and units tests as well as term 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)

WP—Withdrawn passing (no credit awarded)

WF—Withdrawn Failing (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:

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

### **Course grading scale by percentages:**

	A: 100-96%	A-: 95-93%
B+: 92-90%	B: 89-87%	B-: 86-84%
C+: 83-81%	C: 80-78%	C-: 77-75%
D+: 74-72%	D: 71-68%	D-: 67-65%
	F: 64-00%	

Course projects or exams must be 20% of final grade. Extra credit may not constitute more than 10% of a grade.

## **HOMEWORK /COUGAR TIME**

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. Homework may account for up to 20% of a course grade.

Students are expected to complete homework on time. Students who fail to have homework completed on time will be assigned a homework detention that must be served at the end of the day assigned: this homework detention is for five minutes or until the homework is turned in. Students who fail to report for homework detention will receive a 30-minute detention to be served the next school day.

Cougar Time will be provided to students typically on Tuesday, Wednesday and Thursday on full days of school during home base Cougar Time is reserved time for teachers to meet with individual students or small groups of students to

1. allow for re-teaching of missing skills or content;
2. provide time for students to complete homework, assignments with teacher assistance.

Cougar Time is to improve student academic achievement. Students who receive a request from teachers to report are required to report during Cougar Time to the requesting teacher. Students who receive a failing grade at a designated "grade check period," typically every 15 days during a semester, must remain on campus during Cougar time until the next "grade check shows they have NO failing grade. Students may also report voluntarily to meet with teachers during Cougar Time to work on assignments or to get assistance with mastering class content or skills

### **HUMAN GROWTH AND DEVELOPMENT/HEALTH EDUCATION (602.12)**

Students in grades 1-12 shall receive as a part of their health education instruction about personal health, food and nutrition, environmental health, consumer health, safety and survival skills, tobacco, drugs and poisons, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease. In grades 9-12 information about sexually transmitted diseases shall be included.

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.

### **INDEPENDENT STUDY**

Independent study may be carried out by any students with the approval of a faculty member directing the study and the principal. The teacher overseeing the independent study shall present a "plan of study" outline, expected learning outcomes, and products/results demonstrate learning, and indicate the amount of credit the student will be earning. Credit earned in an independent study must be approved by the principal.

### **INSTRUCTIONAL MATERIALS AND STRATEGIES (603.2A, 603.2B, 603.5, 603.6)**

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

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

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

Grouping of students for instructional purposes is an effective and efficient strategy for teaching and learning. Best practice requires that teachers use research based strategies and pretests, previous teacher input, observation as well as professional judgment in making grouping and instructional decisions.

### **IOWA COMMUNICATION NETWORK (ICN) CLASSES**

Classes may be scheduled using the ICN. These courses are taught at one site, sent to Sumner-Fredericksburg High School and perhaps to other schools as well. ICN classes are interactive—students at Sumner-Fredericksburg High School are able to see and hear as well as be seen and heard. All school regulations and expectations apply to ICN classes.

### **MULTICULTURAL GENDER FAIR PROGRAM (602.8)**

Curriculum content, instructional materials, and practices reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles 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 race, color, national origin, gender, disability, age, religion, creed, marital status, sexual orientation, gender identity and socioeconomic status (student/program only). 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.

### **PARENT INVOLVEMENT (505.8)**

Parent involvement is an important component of a student's success in school. At a minimum, parents are encouraged to call teachers (563-578-3341), or communicate with teachers through e-mails, use Infinite Campus parent portal, attend programs and activities, participate in school improvement activities and School Improvement Advisory Committee, participate in booster clubs for music and athletics, review curriculum materials, schedule appointments with the principal, your student and teachers, and visit the school website: [www.sfcougars.k12.ia.us](http://www.sfcougars.k12.ia.us)

### **PERFORMANCE TESTING (603.7)**

Credit may be granted by performance testing for course work ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the Principal prior to taking the test. Testing for credit may only be utilized prior to a student enrolling in and attending a course. Once a student has begun a course, they must attend the class and complete required work for credit.

### **PHYSICAL EDUCATION (602.13)**

Physical Education is required of each student each year. Physical education is graded as any other subject. Students may be excused from active participation in physical education classes if they are physically impaired, and request for excuse is accompanied by a written doctor's statements documenting the student's inability to benefit from physical activity.

All students enrolled in physical education class are required to wear the school-designated physical education uniform with their name clearly visible to the teacher on the uniform.

### **POST-SECONDARY ENROLLMENT OPTIONS (603.1)**

Students in grades 9–12 may receive college or vocational-technical credits that count toward graduation requirements for successfully completed private colleges or state universities.

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

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Dual credit courses are included in the high school record and high school cumulative grade point average.

Students interested in participating in the program should contact the high school counselor. Students participating in PSEO courses must meet the Iowa Assessment requirement (proficiency in reading comprehension, math and science on most recent testing, and meeting ACT or Compass placement score.)

## **REGISTRATION**

During January and February of each year, registration takes place for the next school year. The school counselor conducts this registration, though faculty members or the principal are available and willing to work with any students desiring help. Two days in August are set for students to check schedules, pay fees, and complete forms for the upcoming school year.

## **SEMESTER TESTS/PROJECTS (605.3)**

All classes are required to give a term test or project that requires students to demonstrate mastery of course standards and benchmarks. Tests or projects will count of 20% of the term grade.

## **SEMESTER 2 TEST EXEMPTION/IAWA ASSESSMENT INCENTIVE**

Annually, students in grades 9, 10, and 11 will be completing a state assessment in Reading, Mathematics, and Science. Iowa state assessments are important to S-FHS to give us a snapshot on how well students are achieving in the core subjects and how S-FHS learning compares to other schools in Iowa and across the nation. It helps us ensure students are developing the skills and knowledge to be successful in college and on the job when they graduate S-FHS.

To encourage students to put forth their best effort on Iowa Assessments and throughout Semester 2, students may to earn an exemption from end of Semester 2 exams. To earn the exemption, a student must

1. Demonstrate learning by showing growth state assessments when compared with his/her previous assessment OR earn a composite National Standard Score this year at the 90<sup>th</sup> percentile or above AND
2. Have **no** more than five absences on the day Semester 2 exams begin AND
3. Have no suspensions and have **NO** more than TWO office referrals for attendance or behavior during semester 2 AND
4. Have a C-or better COURSE grade in any day before semester exams begin. Students will be required to attend and the take final test any class in which you have a COURSE grade lower than a C-.

If you don't meet the expectations above for any of points 1 (growth), 2 (attendance), and 3 (behavior), you will need to **attend** and **take tests in all classes** or If you meet points 1, 2, and 3, but have a grade lower than a C- in any class, you will need **only** an attend and take the test for that class. If you meet points 1, 2, and 3 and have at least a C- in each class—enjoy summer!

The incentives start on the first day of Semester 2 and continue through all of semester 2.

*Students may choose to take a final test to improve a grade. If a student choose to take final test improve a COURSE grade, but changes his/her mind about "counting" the test he/she must tell the teacher NOT to "count" the grade before the teacher has graded the test. Once the test is graded it will be included in the grade.*

Students are permitted to report late if they have NO first period test or leave early if they have no last period test, but once student arrive, they must remain for all periods and lunch, or until all of their tests are complete.

### **STANDARDIZED TESTS SURVEYS (602.9)**

Students are given standardized tests 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.

The school district is committed to insuring that all students demonstrate proficiency on the Iowa Assessments and Measure of Academic Progress as indicated in the Comprehensive School Improvement Plan in the core areas of reading comprehension, math, and science.

Students participate in the following standardize test and formal information gathering:

- Iowa state tests, grades 9, 10, 11 (required) Core areas only: reading comprehension, math, science and social studies.
- American College Test, (ACT) grades 11 and 12, (elective, fee required)
- Scholastic Aptitude Test (SAT), grades 11 and 12, (elective, fee required)
- Preliminary Scholastic Aptitude Test (PSAT), grade 10 and 11, (elective, fee required)
- Armed Service Vocational Aptitude Battery (ASVAB) (elective)
- Iowa Youth Survey (risk behavior assessment), grade 11, every two years, (required)

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  - Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships.
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of*
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request before administration or use.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Sumner-Fredericksburg Community School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Sumner-Fredericksburg Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sumner-Fredericksburg Community School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Sumner-Fredericksburg Community School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520*

#### **TALENTED AND GIFTED EDUCATION**

Talented and gifted students in the Sumner-Fredericksburg Community School District are identified as those capable of high performance because of their exceptional abilities. These students may have demonstrated achievement and/or potential ability, general intellectual ability, specific academic aptitude, creative or productive thinking, leadership ability, and visual and performing arts. These students require differentiated educational programs and service beyond those normally provided by the school systems. Students may be allowed to complete independent study for credit, compact courses, and receive credit by examination.

#### **TEACHERS AND PARAPROFESSIONALS—HIGHLY QUALIFIED notice to parents**

Parents and guardians of the Sumner-Fredericksburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of their child's teacher, and the teachers baccalaureate/graduate degree and certification.

Parents/guardians may also request the qualifications of the instructional paraprofessional who services your students in a Title I program.

Parent's/guardians may request this information from the Office of the Superintendent by calling Mr. Matlage, Superintendent at 563-578-3425 or by mail or stopping at S-FHS 802 West Sixth Street, Sumner, IA.

## MISCELLANEOUS

### **ANNOUNCEMENTS**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements should be presented to the office by 8:15 AM on the day that they are to be given. With the permission of the principal, non-school sponsored activities may be included in the announcements. Announcements will normally be emailed to all students at the beginning of home base, with brief updates at the beginning of the last period of the day. Written copies of the announcements are posted on the bulletin board next to the office and are available at the office.

### **AWARDS (503.7)**

Sumner-Fredericksburg High School will conduct an annual senior awards ceremony to present scholarships and awards to senior class members. Below is a partial listing of awards presented during the ceremony.

#### **Sumner-Fredericksburg High School Scholarships**

- American Legion Auxiliary 3rd District Scholarship--Selected by Legion Committee
- Bank of Iowa—selected by Awards Committee
- Larry Burrows Memorial Scholarship Award
- Beta Sigma Phi and Theta Sigma Phi Scholarships--selected by Beta Sigma Phi
- Dr. Barb Boeding & Dr. Kara Speltz Scholarship—selected by Dr. Barb Boeding, Dr. Kara Speltz and staff
- Bremer County Farm Bureau and Iowa Farm Bureau Scholarship
- Michael C. Buhr Memorial Scholarship--selected by Instrumental Music
- Mabel E. Burrow Memorial Scholarship
- Community Foundation Scholarships
- Community Memorial Hospital/Schwartz Scholarship--Selected by CMH
- Cougar Betterment Foundation Scholarship—awarded to Senior Athletic Award recipients
- Ross Edwards Scholarship
- Terry Elliott Memorial Scholarship
- Friends of FFA Scholarship—selected by the Friends of FFA
- Flint Hills Resources Discovery Scholarship
- Donald F. Gosch Memorial Scholarship
- Heritage Mutual Insurance Association/Insurance Association of Lawler Scholarship
- Hugeback-Johnson Funeral Home Scholarship—selected by Hugeback-Johnson Committee
- Dr. Louise P. Herring Scholarship
- Kerry Ingredients and Flavors Scholarships
- Kooper-Boehm Fine Arts Scholarship--Selected by fine arts faculty
- Kenneth Meyerhoff Scholarship—Selected by Meyerhoff Trustees
- Lorraine Creager Memorial P E O Scholarship—selected by PEO
- Oliver Mitchell Scholarship--Selected by the Oliver Mitchell Foundation
- Susie E. Moore Memorial Scholarship
- Northeast Security Bank--Selected by Northeast Security Bank
- Walter and Cleone Schult Memorial Scholarship—Selected by Awards Committee
- Elmer Schwartz Memorial Scholarship--Selected by Schwartz Selection Committee
- Grace and Janice Springer Nursing Scholarship
- Sumner Rotary Club--Selected by Sumner Rotary Club
- Sandra Trout Memorial Scholarship--Selected by Awards Committee
- Jerry Uhlenhopp Memorial Scholarship--Selected by Awards Committee
- Women of Fredericksburg Scholarship—Selected by Women of Fredericksburg Committee

- Peter B. Wilharm Leadership and Community Service Scholarship--Selected by-Awards Committee
- Thomas E. Woods Auxiliary Scholarship--Selected by Auxiliary Committee

## **Sumner-Fredericksburg High School Awards**

American Bar Association Citizenship Award: one student selected by the Awards Committee

FCCLA: Outstanding Senior Member Award

Iowa Choral Director's Association Vocal Award: This award is given to a senior, or on occasion, two seniors who excel in vocal music. Students are nominated and voted upon by the students, with the director making the final decision from the ballots cast by students. Students look for individuals with musical talent, leadership, character, and involvement.

Arion Vocal Award: The award is ONLY given when there has been a highly successful student who has received numerous recognitions and awards in vocal music. It is chosen by the vocal director. (Note: this award is NOT made annually)

John Phillip Sousa Instrumental Music Award: given to a senior who excels in instrumental music. On rare occasions, the award may be given to two members of the senior class. The band may nominate students and the directors from those nominations will choose the recipient.

Sumner-Fredericksburg HS Activity Award: One male and one female student. Selection by faculty and Student Senate. Candidates must submit a resume and one letter of recommendation by a faculty member.

Vaylard and Florence Smith Hurmence Citizenship Award: Annual award to one male and one female student. Nominations made by seniors, high school counselor, and senior home room teachers. Selection by Awards Committee and Student Senate

Sumner-Fredericksburg High School Service Award: This annual senior award is based on service to the community and is selected by awards committee. Primary consideration is based on service outside the school. Secondary consideration is service in school. Students will submit a resume of work and one letter of recommendation from an adult involved or who has knowledge of the student's work.

### Women's and Men's Senior Athletic Award

The objective is to select the best all-around male and female athletes.

- The candidate must have lettered at least one time in more than one sport
- The candidate must have participated in a minimum of two different sports his/her senior year, and in a minimum of three different sports during his/her career.
- Point totals will be kept from the summer prior to the athlete entering high school until the conclusion of the spring sport season his/her senior year.
- The athlete accumulating the most points will win the senior athlete award.
- In the event of a tie, each athlete will receive an award.

#### Points award system:

25 points awarded for each varsity letter earned in each sport for each year.

15 points awarded for each sport participated in each year, when a letter was not earned.

5 points awarded for first team all-conference, 3 points for second team, and 1 point for honorable mention for **volleyball, basketball, softball, baseball** only.

**Football**--5 points for first team all-district, 3 points for second team all-district,  
1 point for honorable mention.

**Wrestling**--1<sup>st</sup> place = first team, 2<sup>nd</sup> place = second team,  
3<sup>rd</sup> thru 4<sup>th</sup> place = honorable mention.

**Track** --Top three finish in two or more events = first team, top three in one  
event = second team, 4<sup>th</sup> place in one or more events = honorable mention

**Golf & Cross Country**--Top five = first team, 6<sup>th</sup> place thru 10<sup>th</sup>=second team, 11<sup>th</sup> thru 15<sup>th</sup>=  
honorable mention.

5 points awarded to state qualifier (individual and/or team member).

3 additional points to State place winner (individual and/or team member)\*

2 additional points to State Champion (individual and/or team member).

first round football playoff winner considered state place winner-top eight.

15 points deducted if the athlete begins the season as a member of the team but does not finish in good standing. Any candidate in violation of the "good conduct rule" shall have a 5-point deduction made from his/her point total, for each violation.

**Bernie Saggau Award:** chosen by head coaches given to one member of the senior class. Presented to the senior who has exhibited superior scholarship, loyalty, and patriotism

**E. Wayne Cooley Award:** chosen by athletic director and head coaches. Given to senior girl who exhibits scholarship and athletic participation. Nominee is also the local nominee for the E. Wayne Cooley Scholarship

Other awards presented in cooperation with various agencies)

- D.A.R.E. Role Model Award
- Des Moines Register Academic All-State Award
- Governor's Scholar Award
- KWWL Best of the Class Award
- KIMT Golden Apple/Scholastic All-Stars Award
- Marine Corps Distinguished Athlete, Scholastic, Fine Arts Awards
- National Honor Society Award – Service Award
- President's Award for Academic Achievement
- President's Award for Academic Excellence

Senior awards and recognition may be given in visual arts, career and technical education programs, speech, drama and any other academic area.

#### **BUSES AND OTHER SCHOOL DISTRICT VEHICLES (702.1, 702.2, 702.7)**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules and regulations for student violations. The term vehicle is used to address school buses, cars, and vans.

- Riders must be at the designated loading point before the arrival time, but should not stand on the traveled portion of the road while waiting for the bus.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- No rider is permitted to sit in the driver's seat, nor shall any rider sit left or right of the driver, so as to interfere with the driver or his/her vision in any way, including talking unnecessarily with the driver.
- Riders must not extend arms or heads out of windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Any rider who walks any distance along the highway should walk on the left side, facing traffic at all times.
- The driver may assign riders to a seat and students shall not change seats nor stand while the bus is in motion.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding in the vehicle except for ordinary conversation.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must keep their feet off the seats.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect on all busses.

Failure to abide by transportation rules or follow the instructions of drivers, coaches, teacher or chaperones may result in loss of school transportation privileges.

### **CLASS SCHEDULE**

Time Schedule possibilities for 2018-2019

MON, WED, FRI

REGULAR SCHEDULE

Period 1 08:15-08:56

Period 2 09:00-09:41

Hb 09:45-10:15

Period 3 10:19-11:00

Period 4 11:04-11:45

Period 5 11:49-12:59 (Lunch)

Period 6 01:03-01:44

Period 7 01:48-02:29

Period 8 02:33-03:15

ICN Schedule

08:00-08:50

09:00-09:50

10:00-10:50

11:00-11:50

01:00-02:00/02:15

TUE, THU

PM Cougar

08:15-08:55

08:59-09:39

09:43-10:23

10:27-11:07

11:11-12:21 (Lunch)

12:25-01:05

01:09-01:49

01:53-02:33

02:37-03:15 Cougar Time

### **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.

#### **GUIDANCE PROGRAM (604.1)**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults.

Counseling service: Each student is offered individual assistance in working with personal and school related issues.

Information service: Each student is offered information on courses and registration, graduation requirements, occupations and employment trends, careers, scholarships and loans, college and trade school requirements and availability.

Appraisal service: Each student is offered individual assistance to determine her/his academic and intellectual strengths, and provided information on the availability of assessments including the Iowa state assessments, ACT, SAT, PSAT, ASVAB, career and occupational surveys and measures.

Placement Service: Help in selecting school subjects, entering college or trade school, obtaining employment, arranging job shadowing experiencing, arranging college placement tests, college visitations.

Guidance program employees maintain confidentiality of student information.

#### **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal at SFHS.

#### **LEGAL STATUS OF STUDENT**

If a student's legal status such as the student's name, or the student's custodial arrangement changes during the school year, the parent must notify the school district so that student records may be updated.

#### **LIBRARY (602.19)**

The school library is available to students during school hours. The media center is a place for study and research. Students are expected to conduct themselves as if they were in class while in the library. Library hours are 7:30 AM-4:00 PM Monday-Thursday and 7:30 AM-3:20 PM on Fridays. Hours may be extended if funds permit.

Student may checkout a total of three items at any one time. If you have an overdue item, checkout privileges are suspended until the overdue item is returned, renewed, or paid for.

Check Out Time Limits:

- Fiction, Non-fiction, Biographies—Two Weeks
- Reference—Three days
- Current Magazines and Newspapers—Library use only
- Archived magazines—Two Weeks

Fees: Overdue fees will NOT be charged, but and overdue reminder will be given to the student if required. Students will be responsible for paying for damages or lost items. Items may be considered LOST if the you fail to renew or return them in a timely manner.

#### **LOST AND FOUND**

Lost and found articles are placed in a box in the office and kept for a minimum of one week. At least once each quarter, unclaimed items are donated to charity or discarded.

#### **NON-RESIDENT STUDENTS (501.5)**

Qualified students who are NOT legal residents of the Sumner-Fredericksburg Community School District may be admitted to school at the discretion of the Superintendent upon application for admission and payment of tuition. Tuition payment shall be made one term in advance. The tuition rate shall be the current per pupil cost of the Sumner-Fredericksburg Community School District as computer by the secretary of the Board of Education and as authorized by the Iowa Department of Education.

#### **SCHOOL LUNCH (710.4)**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. There is no open campus for lunch.

Breakfast Times: 7:45-8:05 AM (Serving Time)

Lunch Times: 11:49-12:59 OR 11:11-12:21

Lunch Time 1:05 Dismissals: 11:28-12:00/12:00-12:32

All meals must be paid for in advance, either by paying cash to the lunch cashier or by entering your student code into the school lunch system to have money deducted from your account. Payments for your account may be made at the school office.

Students will never be denied a "reimbursable meal, even in you have a negative balance. However, if you have a negative balance, you will not be able to purchase ala carte items, a "double," or extra beverages.

All accounts are set up as "Family Accounts." Each family has one account that contains all students attending in the Sumner-Fredericksburg School District. Deposits brought to school may NOT be recorded in the family account on the same day. Deposits made in one building may not be available to students in

Balance notification e-mails are sent to parents with a current e-mail address. Visitors (parents, siblings) are welcome to enjoy lunch with their students, but will need to insure funds are in the students account or pay cash for the meal. To view you school lunch account balance, log in to the Infinite Campus Portal. Contact the school if you need your log-in and password, call S-FHS at 563-578-3341.

#### **STUDENT TEACHER ASSISTANCE TEAM (604.3, 602.17)**

The Sumner-Fredericksburg Community School District used a problem-solving model to address student concerns through general education interventions. Problem solving activities are part of the school's general education program and may at any time throughout the school year. The problem solving process is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. During the problem solving process, school personnel including special education staff and area education agency special education personnel may be involved in gathering information that will be used to develop effective interventions.

Parents are key participants during all facets of problem solving. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the principal of their child's school.

The Student-Teacher Assistance Team (STAT) meets during the school year. The group is chaired by the Guidance Counselor and includes regular education teachers, staff members, members of the AEA teaching staff, the school nurse. Members serve a minimum of three years and are appointed to the team by the principal. The team focuses on assisting any student who is exhibiting behaviors not supportive of high achievement at schools. These behaviors include but are not limited to academic failure, attendance problems, substance abuse, compulsive gambling, and the like. The team coordinates at risk identification as well as at risk services. No referrals to outside agencies or evaluations are made without parental notification. All records of the group are confidential and not released without the permission of the students.

#### **TELEPHONE USE DURING THE SCHOOL DAY**

Students receiving telephone calls during school hours will not be called to the telephone. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The office will take a message and forward it to the student. Student cell phones may be used in classrooms during the school day only with permission of the teacher. Cell phone use in restrooms and locker rooms is prohibited.

#### **VISITORS/GUESTS (505.11)**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Only relatives of current students or former students are permitted as visitors.) Students may host only one guest at a time. No visitors are permitted during the last week of each trimester or on make-up days.

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