

FORT MADISON COMMUNITY SCHOOL DISTRICT



Elementary Schools

Parent/Student Handbook

2021-2022

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Mission

The mission of the Fort Madison Community School District is to ensure all students learn the academic and life skills necessary for personal success and responsible living.

Vision

We see the Fort Madison Community School District as a place where:

- every student receives a strong academic foundation and experiences social success,
- every student graduates and is well prepared and confident with an education that enables them to pursue whatever role in life they wish,
- all students learn and accept the importance of personal responsibility,
- highly motivated, knowledgeable and caring staff members strive to attain the highest educational achievement for each student,
- district-wide leadership supports students and faculty with continuous, system-wide improvements of learning and teaching practices guided by research-based professional development,
- parents, citizens and the business community provide generous support to benefit every student in the entire district,
- an integrated learning system provides a district-wide focus to align curriculum and quality learning environments with community and business/industry interests to ensure all students achieve at high levels,
- and district staff and community members communicate in meaningful ways to pursue the district's mission of success for all students.

Beliefs

We believe that:

- everyone can learn,
- education is the responsibility of family, students, community and school,
- learning is best achieved in a safe and nurturing environment,
- all people will be treated with respect,
- a commitment to community is essential,
- effort is necessary for growth,
- learning is a lifelong process.

District Goals

- All students in FMCS D will learn through a rigorous curriculum with an emphasis on higher order thinking skills in order to solve complex problems.
- All students in FMCS D will be prepared with the necessary life and social skills for success after graduation.

Introduction

The policies and procedures contained in this document are a compilation placed here as a convenience to parents and their children attending elementary school in the Fort Madison Community School District.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board of education. The board, administration and district employees expect students to conduct themselves so as to show respect to others and give consideration for the rights of others.

Attendance & School Procedures

Students are expected to be in attendance at school each day except in cases of emergency, illness or as excused by the principal in advance. A student must be fever free (100 degrees) for 24 hours without any fever reducer prior to returning to school. The school may request a doctor's excuse upon returning to school.

Excuses from specific classes i.e. Physical education (PE) will be given upon presentation of a doctor's written statement.

Absence due to the death of a relative or friend is excused. The school requests a signed note. This also helps us to know the situation to be able to help with it.

Students of any religion shall be excused if the absence is for the purpose of observing a religious holiday or activity.

Steps to Follow When Absent:

The parent calls the school by 8:45 a.m. to report the absence. If the parent calls before 7:30 a.m., they can leave a message containing information about the reason for the absence on the voicemail by pressing "9" when directed.

Some recesses or free time may need to be used to make up the work.

For prearranged absences, the school is to be contacted prior to the absence. When students are late to school, parents must come to the office and check their child in.

The policy of the school is that parents are to call the school by 8:45 a.m. on the day of the absence. Normal office hours are 7:30 a.m. to 4:00 p.m. Students should not arrive at school before 8:00 a.m. unless they are having breakfast.

Parents/guardians who have children that are ages 6-16 must have the child attend the school district at the attendance center designated by the board.

When a student enrolls in the Fort Madison Community School District, it is expected that the student will attend each of the calendar days that school is in session. Children of compulsory attendance age shall attend school for 95% of the school year, which will allow up to 9 days of total absences. Every student who reaches 5, 7, and 9 days of absences will receive a computer generated letter informing the parents of the 5 number of absences and "compulsory attendance" information. ([Compulsory Attendance board policy 501.3](#)) ([Attendance Area board policy 501.5](#))

Students who fail to attend school regularly, as provided by state law without reasonable excuse for their absence shall be deemed truant. Children are truant if their parent fails to cause them to attend school as required by the compulsory attendance statute. If a child of compulsory attendance age who is enrolled in the district is truant for more than 3 days per semester or 6 days per school year, the truancy officer/building principal may notify the county attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian (Iowa Code 299.11). Abbreviated information from Uniform Attendance and [Truancy Policy 501.10](#)

Breakfast, Hot Lunch, & Milk Procedures

Breakfast is free for all elementary students, and hot lunch is available at school each school day. The prices of hot lunches are announced each fall prior to the beginning of a new school year. Children also have the option of bringing a cold lunch. We request that pop not be provided as part of the noon meal.

Money for lunch and extra milk can be added to accounts daily from 7:45 to 8:15 a.m. Students eating lunch go through the lunch line and money is subtracted from their lunch account.

Extra milk is available to purchase for classroom "milk breaks". 1% milk, chocolate and skim milk are available daily. Students with milk allergies, who have a doctor's statement, can receive water or juice.

No breakfast is served on scheduled or unscheduled late starts.

Please see the district website for more information on school lunch. <http://www.fmcsd.org/>

Bus Regulations

Students are to ride the bus or buses which they have been assigned. Riding a school bus is a privilege which can be denied for improper conduct. Successful bus behavior is taught and reviewed regularly with students. Parents of a child will receive a bus conduct report in the event there is a major infraction of a rule.

Elementary students ride both regular routes as well as shuttle routes. Students are to wait in assigned areas behind the fence until told to board their bus. Only students assigned to ride a bus can do so unless they have a note from the parent. Parents are to call 372-3099 concerning changes or modifications in busing arrangements. It is the parents' responsibility to transport a child who misses a morning or afternoon bus. The school will help facilitate students to get on the correct bus in a timely fashion.

Child Abuse

Suspected student abuse by any school employee, whether of a physical or sexual nature, should be reported to the Superintendent of Schools, or the superintendent's designee, at 372-7252. (Board Policy 402.3)

Communication

A monthly building newsletter will be emailed, put on Facebook, and can be seen on the school website. If you would like a paper copy, please contact the office. The newsletter provides parents and students with a monthly menu for school hot lunches. You are asked to read the school newsletter carefully in order to stay current on school news. The school district calendar also has important information regarding activities in the entire district.

The Parent Teacher group is a very active organization and should provide you with another means of keeping the lines of communication open.

We encourage classroom communication newsletters as well. Classroom teachers send home many of these during the year regarding classroom activities. Again, we strongly encourage you to read these and participate in the activities discussed.

As a parent, you will receive a variety of notes and phone calls from the school. Help us keep the lines of communication open.

Computer Use

Computers are available for student use in each classroom and in the lab. Students have a technology curriculum to learn. The internet is also available for use. Students and/or parents will need to sign our acceptable use form and internet use policy through the parent portal permissions for use of the internet. Misuse of the internet may be grounds for expulsion from further use.

Contests Involving Pupils

It is the desire of the school district to cooperate with community agencies, but to keep such cooperation within the educational aims of the schools and the needs and interests of the pupils.

Approval or disapproval for student participation in contests offered by outside agencies shall be granted by the principal of each respective school. The latest approved list published by the National Association of Elementary and Secondary School Principals shall be used as a guideline.

Corporal Punishment, Restraints, Physical Confinement, and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, 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 the office. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

Discipline and School Rules

Positive Behavioral Interventions and Supports (PBIS) is implemented at the elementary buildings. The entire school staff helps to establish a social culture in which both social and academic success is likely. Expectations in all areas of the school are taught by the teachers to help promote positive behavior choices.

There are two levels of behaviors within the elementary buildings. Minor behaviors are addressed by the teacher in the classroom. Major behaviors will be referred to the office to be handled by the administration and are considered serious enough to lead to some form of immediate consequence.

The staff establishes classroom rules which are discussed with the students. The rules are posted and copies are sent home to parents. Playground rules, hallway, lunchroom, and restroom regulations are posted and discussed with students throughout the year. Expectations are high for positive student behavior. The school building and equipment must be cared for properly. Students are not to bring such things that may cause a disruption or injury to others. Board of Education policy prohibits the use of tobacco on school premises by the public as well as by students and staff.

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior into acceptable behavior.

The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students. The misbehavior of a student will not excuse him/her from successfully completing the learning objectives. Every discipline situation is an opportunity to teach expected behavior. Expected behaviors must be communicated, taught, and modeled throughout the school year. Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

The Board of Directors of the Fort Madison Community School District may follow a recommendation of the superintendent or building principal to suspend or expel a student from school. ([Policy 503.2](#)) ([Policy 503.1-R-1](#))

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Students are not allowed to wear hats in the building except during special occasions. Clothing items with tobacco or alcohol advertising cannot be worn.

In-school suspension is the temporary isolation of a student from classes while under proper supervision. In-school suspension may be imposed for infractions of school rules which do not warrant removal from school.

Out of school suspension is the temporary removal of the student from the educational environment due to major behavior challenges. The school reserves the right to suspend students out of school when their actions prove to be a danger to themselves or others.

All behavior will be handled on an individual basis with consequences deemed appropriate by the building administrator.

Field Trips

Field trips are taken periodically as extensions of the classroom. The teacher, with the approval of the principal, can require a parent to transport and/or accompany a child. Children can be excluded from field trips due to behavioral and/or safety concerns at administrator discretion.

Fire, Tornado, and Lock Down Drills

A minimum of two fire and two storm drills are held between the beginning of school and the holiday break and another two between the end of the holiday break and the close of the school year. Each respective teacher will instruct the students as to the procedure to follow in the event of a fire or tornado. The directions are also posted for reference. Children are expected to walk, refrain from talking, and move quickly and quietly to their designated areas. The Fort Madison Community School District, in an effort to maintain a safe school environment, will also conduct four lockdown drills that may be announced or unannounced throughout the school year. ([Policy 507.5](#))

Great Prairie AEA (GPAEA)

The Fort Madison Community School District in partnership with Great Prairie AEA provides students with special needs programming. These services include, but are not limited to: audiologists, special education consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have questions and/or concerns about these services, please call Kim Harmon at Central Office.

Health Care Services and Information

Wellness

The Fort Madison Community School District and the Board promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and regular physical activity. Improved health optimizes student performance potential. ([Policy 507.9](#))

Screenings and Health Education

Annual vision and hearing screenings are completed with rechecks and referrals as needed. Height and weight is done annually. The dental program is done annually for all 1st graders. The nurse's work hours begin at 8:00 a.m.

Communicable Diseases

Students showing symptoms of possible communicable diseases are reported to the school nurse. Each case is treated according to school guidelines with length of exclusion from school variable with the specific disease. Parental notes are sent home when the school deems it appropriate to inform parents of reported communicable diseases. ([Policy 507.3](#))

Immunization Requirements

Prior to starting school or when transferring into our school district, parents must present current immunization records for their child.

Five DPT (Diphtheria, Pertussis and Tetanus) and 4 Polio immunizations, with the last dose given after the age of 4; 2 MMR (Measles, Mumps and Rubella), 3 Hepatitis B shots and two varicella or proof of having had chickenpox are required for admission to school.

Proof of dental and physical screenings are required for all students entering Kindergarten or who are transferring from out-of-state. ([Board Policy 507.1](#))

Medication Policy

Taking prescription medicine during school hours requires:

1. Physician's and parent's signature on medical authorization form
2. Medicine must be in the original container with the pharmacist's label, student's name, etc. Ask the pharmacist for two containers (one for school, one for home).
3. The medicine to be dispensed by school health personnel.

Taking non-prescription medicine requires:

1. A note from parent stating the medication, dosage and time medication should be given
2. Medicine must be in original container

The use or possession of tobacco, alcohol, controlled substances or look-alike substances are not allowed. The school will request health information for emergency use. If students carry and/or take prescription or non-prescription drugs themselves, the Fort Madison Community Schools will not assume liability or assume responsibility for any consequences.

Administration of Medication to Students

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication. ([Policy 507.2](#)) ([Policy 507.2 R](#)) ([Parental Authorization & Release Form for the Administration of Prescription Medication to Students](#))

Lice, Scabies, and Bed Bug Infestation

Because school brings large numbers of children into close contact daily, head lice, scabies, and bed bugs are a common occurrence. Although lice, scabies, and bed bugs do not carry communicable disease, they can be a nuisance to treat. If there is a suspected case, students will be checked on an individual basis by the school nurse. If the case is confirmed, the following control measures will be initiated:

1. Upon receiving notice of a suspected case of head lice, scabies, or bed bugs, school personnel will examine the child to confirm the report.
2. When a case is confirmed, siblings of the infested student will also be checked.
3. Parents will be contacted by the nurse and instructions for treatment will be sent home if necessary.
4. Students may be sent home at nurse/administration discretion if a secondary infection has taken place.

Homeless Children and Youth

The Fort Madison Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth. The significant policy guiding FMCS D personnel in regards to homeless children and youth is 501.16 and can be found at www.fmcsd.org under the “Policies” tab. ([Policy 501.16](#))

Lost and Found

All lost articles found on the school premises are placed in the lost and found box. Money, jewelry, and such items are turned in at the office. Students may claim lost articles after proper identification. To help with the problem of unclaimed clothing, please write your child’s full name, with permanent marker, on all gloves, hats, jackets, etc.

Personal Invitations and Delivery of Items for Students

No student shall be permitted to distribute invitations to a private party or other activities unless the invitation is being distributed to everyone in the class or to everyone in a specific group, such as all girls, all scouts, etc. Should you have any questions about this regulation, call the school office.

Classes are normally not interrupted for announcements during the day. Floral and balloon bouquets delivered to the school for students are taken to the classroom at 3:00 p.m.

Public Notices

Accreditation

Fort Madison Elementary Schools are operated under the authority of the Fort Madison Community School District and are accredited by the Department of Education of the State of Iowa.

Non-Exclusivity Clause

Possession of a locker is non-exclusive against the school and its officials and, therefore, is subject to search at any time for any reason.

Notice of Bullying/Harassment Complaint Procedures & Investigation Policy

Bullying/Harassment Complaint Forms can be located in the main office for any student that requests to complete one. Once a complaint form is completed and turned in, guidance personnel conduct a preliminary screening to determine whether the complaint is a form of peer conflict or should be officially screened by building administration using the FMCS D Bullying/Harassment Screening Tool. The screening tool assists administrators in determining jurisdiction and whether the complaint meets the criteria for Bullying, Harassment, and/or an Objectively Hostile School Environment as outlined by Iowa Code 280.28. If administration determines that the complaint does meet the criteria outlined by Iowa Code 280.28, the bullying/harassment investigators will begin an investigation to gather evidence and conclude whether a preponderance of evidence exists to take further action. A preponderance of evidence may lead to disciplinary actions that can range anywhere from the implementation of safety plans for students to a recommendation for expulsion to the Superintendent depending on the situation. At the Elementary Schools, Ms. Schelich and Mr. Dirth are designated as investigators. It is important to note that Bullying/ Harassment Complaint Forms must be completed and turned in before screening or investigations occur.

Notice of FERPA

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 privacy of personally identifiable information 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

Notice of Video Recording

The Fort Madison Elementary School campuses are under the protection of a closed circuit security system.

Notice of Non-Discrimination

It is the policy of the Fort Madison Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Central Office at 1930 Avenue M, Fort Madison, Iowa, 52627, (319) 372-7252.

Release from School

If it is necessary for a student to leave school during the day, the school must receive written or verbal permission from the parent. Students must be signed out of the office by the responsible adult. In the case of medical or dental appointments, the student is asked to bring a written excuse from the doctor to the office upon return to school.

Reporting Student Progress

Parents will receive a report card at the end of each trimester. Parent-teacher conferences are held twice a year, once in the fall and once in the spring. Please feel free to contact your child's teacher during school hours to schedule a conference any time you have concerns.

School Closings and Delays

Periodically during the school year school closings occur due to weather and emergency reasons. Announcements regarding late start, early out and school closings are made as early as possible and are communicated via local radio and T.V. stations and on the school website. You may sign up for the Iowa School Alerts via the school website or parents can establish an account in the Parent Portal of Power School. This allows you to receive emails and text messages regarding cancellations or delays. A username and password for PowerSchool can be obtained through the school office. We suggest that you not call the school on bad weather days because that ties up needed phone lines for emergency calls. We will also record updates on the school's automated phone system and list them on the district Website.

School Schedules

Students are to arrive at school between 8:00 and 8:10 a.m. Promptness to school is extremely important. Students are to be in their seats and ready by 8:15 a.m.

Students are able to wait inside before classes on days with inclement weather. Recesses are also held inside when weather conditions do not permit being outside. 10 Degrees Fahrenheit ("Real Feel") is used as a guide in making that decision. A note signed by a parent is required for a child to remain inside at recess. Notes can be written for a maximum of 3 days at a time.

The crossing guard must be used by students coming to school and returning home from school. Parents are not to drop their children off in any bus loading zone. Students who are to walk home from school are to leave the playground promptly at 3:15 p.m. No supervision is provided before 7:45 a.m. or after 3:30 p.m.

Search and Seizure

School district property is held in public trust by the Board. School district officials may search students or protected student areas based on a reasonable suspicion if a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility. ([Board Policy 502.8-R-1](#)) (502.8)

Student Records

Student records are maintained in the school office. Should you wish to review your child's records, simply make an appointment with the principal. Records are released to other school districts upon request as enrollment changes occur. Parents are requested to sign an authorization form for this purpose when their place of residence is changing.

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the year, the parent or guardian must notify the school. This is necessary to maintain current student records. ([Board Policy 506.1](#))

Teacher Qualifications

Parents/Guardians in the Fort Madison 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 your child's teacher, and baccalaureate/graduate certification/degree. If a child is taught for four or more weeks by a Title 1 teacher who is not highly qualified, parents will be notified. Parents/Guardians may request this information from the Office of the Superintendent by calling 372-7252 or sending a letter/email of request to the Office of the Superintendent, Fort Madison Community School District, P.O. Box 1423, Fort Madison, IA 52627.

Teacher/School Request Policy

Classroom placements are based on identified student strengths and needs. Teachers use their best judgment to place students in balanced classes. We take into consideration each child's strengths, his/her level of performance and maturity, English language development needs, and any social concerns with placements made without regard to the teacher. Because our focus is on improving student achievement by meeting their needs and forming well-balanced classes across the grade level, requests for specific teachers may be taken into consideration but won't guarantee placement. Our school is committed to providing a quality education in every classroom for every student. Teacher requests should be made by the end of the previous school year. Building requests can be made per the district boundary guidelines. ([Attendance Areas - District Boundary Guidelines](#))

Telephone and Cell Phones

The telephones at school are to be used by the students only for emergency-type calls or for calls pertaining to school business. The school phones are not to be used for calls of a personal or social nature. We have limited lines and appreciate parents making emergency arrangements in advance for early/emergency dismissals.

The Fort Madison Community School District is committed to the protection and safety of all of its students. It is this commitment that has resulted in a District cell phone policy. Generally, students are required to leave any cell phones in a book bag and/or in their wall locker during the school day. They are not to be in use, for any reason during the school day including that time prior to the first bell in the morning and until the buildings are clear in the afternoon. Each building has the authority to adjust this policy based on building specific issues such as schedules and activities of students in the building before and after school.

Textbooks and Workbooks

All basic texts and workbooks are provided to students for their use during the school year. Textbooks, materials and equipment are to be kept clean and handled carefully at school, at home, and in transit. If any materials or equipment are destroyed or damaged, the parents will be responsible for their replacement.

Treats/Food Allergies

Keeping our students safe is a top priority of the Fort Madison Community School District. In an effort to ensure safe and healthy treats at school our policy is that all food brought into the school buildings for sharing or sale during the school day must be commercially prepackaged and in unopened containers. If a student wishes to bring birthday treats including cake, cookies, brownies, etc., they must also be commercially prepackaged. Guidelines have been developed to provide parents/guardians and staff with an opportunity to ensure a safe educational environment for food-allergic students. Exposure to food allergens can be minimized for affected students when there are high levels of communication between home and school. Food allergies can be life threatening and the risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and health care providers to minimize risks and provide a safe educational environment for food-allergic students. Please contact your classroom teacher or school's nurse to learn about specific food related allergies within your child's classroom. Doctor's notes are required and are to be provided to the school nurse for students with food allergies.

Visitation of Students

Student attendance at school is important and the school is accountable for all students learning at high levels. We would ask that you limit visits to elementary buildings that would require your student to be removed from their educational environment. If parents or family members wish to visit, they must seek permission from the custodial parent, classroom teacher and building administrator in advance of the visit.

Waivers and Free/Reduced Lunch

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), a transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing 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 school office at registration time, or at any time throughout the year as your financial needs change, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Weapons

Weapons and other dangerous objects are not permitted on school grounds as stated in Board Policy Weapons Code No. 502.6. Students bringing a firearm or knives to school may face possible suspension or expulsion for up to one year. Copies of this policy are available upon request.

Additional Updated Board Policies

[Anti-Bullying and Anti-Harassment Policy 104.0](#)

[Anti-Bullying and Anti-Harassment Investigation Procedures 104-R-1](#)

[Child Abuse Reporting 402.2](#)

[Abuse of Students by School District Employees 402.3 R-1](#)

[Abuse of Students by School District Employees 402.3](#)

[Student Complaints and Grievances 502.4](#)

[Objectives for Equal Educational Opportunities for Students 500](#)