



# Middle School

## Student Handbook 2021-2022

502 48th Street  
Fort Madison, Iowa 52627  
(319) 372-4687 or Fax (319) 372-0378  
<http://www.fmsd.org/middle-school/>

**Grade 4-6 Principal - Ms. Tracy King**

**Grade 7-8 Principal - Mr. Patrick Lamb**

**Athletic Director – Mr. Ben Fry**

**Guidance – Ms. Rena Philp**

**School Social Worker - Ms. Melissa Helt**

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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.

## **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.

## **Vision**

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

- Every student receives a strong academic foundation and experiences 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;
- District staff and community members communicate in meaningful ways to pursue the district's mission of success for all students.

## **District Goals**

- All students in the 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 the FMCS D will be prepared with the necessary life and social skills for success after graduation.

## Collective Commitments

In order to build positive relationships as a staff we will...

- Model the P.A.C.K principles.
- Be dedicated and committed to student advocacy
- Be positive and celebrate all successes.
- Approach each other with professionalism and a growth mindset

## Public Notices

### Accreditation

Fort Madison Middle School is operated under the authority of the Fort Madison Community School District and is 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 request 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 the 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 FMMS, Mr. Lamb and Ms. King 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 Physical Restraint, 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 main office. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **Notice of Video Recording**

The Fort Madison Middle School campus is 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.

## **Child Abuse Reporting**

**402.2, 402.3, 402.3-R-1**

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

# What to do if...

**You are late for school:** Check into the main office.

**You are late to class:** Obtain a pass from the person who prevented you from making it to class in a timely manner. A tardy will be recorded if a pass is not obtained.

**You are absent from school due to illness:** A parent/guardian should phone the school at (319) 372-4687 and report the absence by 8:15 AM on the school day following the absence. If no call is received by 8:15 AM on the day following the absence, the absence will be unexcused. Parents can leave messages related to attendance.

**You are going to be absent from school in the future:** When possible, at least one (1) week in advance of the absence your parent/guardian should notify the school to explain the reason(s) for your absence. Completion of work is expected prior to the absence.

**You feel you must leave school for some reason:** If you feel you must leave school, you should report to the nurse or to the main.

**You need to contact a parent/guardian during the school day for any reason:** You must report to the main office and request to use the office phone. Student cell phones may not be used.

**Your parents must contact you during the school day:** Student contact by a parent should be done by means of contacting the main office at 319-372-4687.

**You have lost something or suspect valuables have been stolen:** Check the lost and found area in the cafeteria and with a secretary in the main office.

**You tear or soil your clothes:** Report to the nurse's office or to the main office.

**You have problems with your locker:** Get help from the main office.

**You must leave for an appointment:** A parent/guardian must notify the school by phone in advance of the appointment. A parent/guardian must sign-out students in the main office before a student will be allowed to leave. Please check in the main office when returning.

**You have a medical excuse for physical education (PE):** Report to the nurse and submit your excuse. The nurse will provide a note to submit to the PE teacher.

**You would like to speak to a guidance counselor:** See the guidance secretary in the main office to arrange a meeting with the counselor, Ms. Philp or the social worker, Ms. Helt.

# FMMS Class Schedule

<p><b><u>7th-8th Regular School Day:</u></b></p> <table style="width: 100%;"> <tr><td>Period 1</td><td style="text-align: right;">8:05-8:58</td></tr> <tr><td>Period 2</td><td style="text-align: right;">9:01-9:54</td></tr> <tr><td>Period 3</td><td style="text-align: right;">9:57-10:50</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:53-12:17</td></tr> <tr><td>Lunch</td><td style="text-align: right;">*11:50-12:17</td></tr> <tr><td>Period 5</td><td style="text-align: right;">12:20-1:13</td></tr> <tr><td>Period 6</td><td style="text-align: right;">1:16-2:09</td></tr> <tr><td>Period 7</td><td style="text-align: right;">2:12-3:05</td></tr> </table>	Period 1	8:05-8:58	Period 2	9:01-9:54	Period 3	9:57-10:50	Period 4	10:53-12:17	Lunch	*11:50-12:17	Period 5	12:20-1:13	Period 6	1:16-2:09	Period 7	2:12-3:05	<p><b><u>6th Grade Regular School Day:</u></b></p> <table style="width: 100%;"> <tr><td>SPECIALS</td><td style="text-align: right;">8:05-9:01</td></tr> <tr><td>Block 1</td><td style="text-align: right;">9:01-10:20</td></tr> <tr><td>Block 2</td><td style="text-align: right;">10:20-11:05</td></tr> <tr><td>Lunch</td><td style="text-align: right;">*11:05-11:35</td></tr> <tr><td>Block 2 Continued</td><td style="text-align: right;">11:35-12:20</td></tr> <tr><td>Intervention Period</td><td style="text-align: right;">12:20-12:50</td></tr> <tr><td>Block 3</td><td style="text-align: right;">12:50-2:05</td></tr> <tr><td>Social Skills</td><td style="text-align: right;">2:05-2:20</td></tr> <tr><td>Bloodhound Time/Band (M, TH, F)</td><td style="text-align: right;">2:20-3:05</td></tr> </table>	SPECIALS	8:05-9:01	Block 1	9:01-10:20	Block 2	10:20-11:05	Lunch	*11:05-11:35	Block 2 Continued	11:35-12:20	Intervention Period	12:20-12:50	Block 3	12:50-2:05	Social Skills	2:05-2:20	Bloodhound Time/Band (M, TH, F)	2:20-3:05
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<p><b><u>5th Regular School Day:</u></b></p> <table style="width: 100%;"> <tr><td>Block 1E</td><td style="text-align: right;">8:05-9:01</td></tr> <tr><td>SPECIALS</td><td style="text-align: right;">9:01-9:54</td></tr> <tr><td>Block 1E</td><td style="text-align: right;">9:54-11:20</td></tr> <tr><td>Lunch</td><td style="text-align: right;">*11:20-11:50</td></tr> <tr><td>Block 1E</td><td style="text-align: right;">11:50-12:20</td></tr> <tr><td>Block 2E</td><td style="text-align: right;">12:20-3:05</td></tr> </table>	Block 1E	8:05-9:01	SPECIALS	9:01-9:54	Block 1E	9:54-11:20	Lunch	*11:20-11:50	Block 1E	11:50-12:20	Block 2E	12:20-3:05	<p><b><u>4th Regular School Day:</u></b></p> <table style="width: 100%;"> <tr><td>Block 1E</td><td style="text-align: right;">8:05-9:57</td></tr> <tr><td>SPECIALS</td><td style="text-align: right;">9:57-10:50</td></tr> <tr><td>Lunch</td><td style="text-align: right;">*10:50-11:20</td></tr> <tr><td>Block 1E Continued</td><td style="text-align: right;">11:20-12:20</td></tr> <tr><td>Block 2E</td><td style="text-align: right;">12:20-3:05</td></tr> </table>	Block 1E	8:05-9:57	SPECIALS	9:57-10:50	Lunch	*10:50-11:20	Block 1E Continued	11:20-12:20	Block 2E	12:20-3:05												
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Block 2E	12:20-3:05																																		

## CALENDAR ITEMS

\*Calendar dates are subject to change. Please visit <http://www.fmcsd.org/middle-school/> or contact FMMS for questions regarding calendar events\*



# IMPORTANT NUMBERS

Please feel free to call on us as we are eager to partner with you. It may become necessary to communicate an idea, suggest an improvement, ask a question, or express a concern. The following information is presented to help you communicate with school personnel.

## **To Contact a Teacher:**

The most efficient and preferred way to contact a teacher is via email. The school's website address is [www.fmcsd.org](http://www.fmcsd.org). You may use this address to find individual teacher addresses. The format for staff email is firstname.lastname@fmcsd.org.

## **Attendance Office:**

(319) 372-4687 Messages may be left outside of regular office hours.

## **To Contact a Middle School Administrator:**

7-8 Principal:	Patrick Lamb	372-4687	Patrick.lamb@fmcsd.org
Secretary	Denicia Wright	372-4687	denicia.wright@fmcsd.org
4-6 Principal:	Tracy King	372-4687	Tracy.king@fmcsd.org
Secretary	Abigail Grogan	372-4687	abigail.grogan@fmcsd.org
Activities Director:	Ben Fry	372-1867	ben.fry@fmcsd.org
Secretary	Debbie Wiseman	372-1867	debbie.wiseman@fmcsd.org

## **To Contact the Guidance Counselor:**

Counselor	Rena Philp	372-4687	
Secretary	Judy Steffensmeier	372-4687	judy.steffensmeier@fmcsd.org

## **To Contact the School Social Worker:**

School Social Worker	Melissa Helt	372-4687	melissa.helt@fmcsd.org
Secretary	Judy Steffensmeier	372-4687	judy.steffensmeier@fmcsd.org

## **To Contact the School Nurse:**

School Nurse	Jill Schmitt	372-4687	jill.schmitt@fmcsd.org
Nurse Associate	Paige VanFleet	372-4687	paige.vanfleet@fmcsd.org

## **To Contact the School Resource Officer:**

School Resource Officer		470-2516	
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## **To Contact the TAG Coordinators:**

TAG Coordinator	Conni Boyer	372-4687	conni.boyer@fmcsd.org
TAG Coordinator	Sonya Sirois	372-4687	sonya.sirois@fmcsd.org

# **ATTENDANCE**

**501.10, 501.10-R-1, 501.3, 501.8, 501.9**

Regular attendance is absolutely necessary. Students who attend school regularly perform better in classes and earn higher grades than students who are frequently absent. Class discussions, guest speakers, demonstrations and explanations given in class are very difficult for a student to make up. Good attendance patterns developed in school will benefit students throughout their lives.

## ***According to the Department of Education, research indicates:***

- students should miss no more than nine days of school each year to stay engaged, successful, and on-track to graduate.
- by the ninth year of schooling (8<sup>th</sup> grade), regular and high attendance is a better predictor of graduation rates than eighth grade-level test scores.
- chronic absenteeism (missing 10% of the school year, equivalent to 18 school days) can drastically affect a student's academic success.
- missing two (2) days per month has the same detrimental effect as missing 18 consecutive school days.

## **All Absences**

When a student has been absent three (3) times, for **any** reason, a letter will be sent home. When a student has been absent five (5) times, for **any** reason, a letter will be sent home. When a student has been absent seven (7) times, for **any** reason, a letter will be sent home. After nine (9) absences, for **any** reason, an excuse considered legitimate by the Administration will be required for all subsequent excused-absences and credit may be withheld from course work for excessive absenteeism. These letters demonstrate Fort Madison Community School District's adherence to compulsory attendance laws in the State of Iowa. The letters are sent regardless of specific reasons for absence in an effort to notify parents and guardians of their student(s) attendance record. Two or more unexcused absences will be reported to the Truancy Officer. Excessive absenteeism will be reported to the County Attorney in accordance with state law.

## **Call in Procedures**

Parents are required to notify the school of a student's absence before 8:05 AM the day of the student's absence(s). Students should obtain an admit or excuse after each absence that can be documented for the school. A medical or other legitimate excuse should be provided immediately upon the student's return. Failure to comply with these procedures may result in referral to the truancy officer for violation of compulsory attendance. Providing medical or other legitimate excuses after the student's immediate return to school will be documented in the student's attendance record. After 8:05 AM on the day following a student's absence, if a parent or guardian has not verified an absence, it will become an unexcused absence and remain as such.

Make-up work will be allowed to all students with excused absences. Previously assigned work shall be due on the day the student returns to school. Assessments shall be taken at teacher discretion. Any time students will be absent from school for more than three (3) days, contact needs to be made with the school to get the work missed. Work not picked up will still have the expectation of completion within three (3) days according to the above policy.

## **Leaving During the School Day:**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the attendance office. After the request has been granted, it is the student's responsibility to remind teachers that he/she must leave during class or will be absent from class. Students must be signed out in person in the main office off of 48th Street by an approved parent/guardian before leaving the

building. If the student returns to school on that same day, he must sign back in, at the main office, and obtain a pass to be admitted to class. Leaving school without permission will be classified as truancy.

**Parental Communication Policy/Information:**

To pick up students during the school day or visit with students, the school is, by law, limited to only those individuals that have been pre-approved by the parent/guardian in the registration process.

Opportunities to approve individuals by the parent/guardian are provided at registration, can be altered using PowerSchool Parent Portal, or may be called in by the first contact priority at any time. All changes must be approved by the student's first contact priority in PowerSchool. Notification only needs to be done once, and individuals will remain on the approved list as long as the student is enrolled in the Fort Madison Community School District. However, we recommend that the list of persons who have access to students at school be reviewed once a year. This may be done during registration, by a phone call, or a visit to the office.

If a person comes to the middle school to have any interaction with a student and they have not been approved by the first contact priority, access to the student will be denied.

When a student moves from one residence to another, the student or parent/guardian must inform the principal's office of the address change. If a telephone number in the student's contact profile changes, the change shall also be the responsibility of the parent/guardian to make by contacting the main office or updating it on the PowerSchool Parent Portal.

**School Cancellations/Delays:**

Power Announcement (the school-automated calling system) will be used to notify parents of cancellations as they become available. In addition, school cancellations will also be broadcast on the following local radio stations:

	<b><u>AM</u></b>		<b><u>FM</u></b>	
KBKB		1360	KBKB	101.3
KBUR		1490	KGRS	107.3

# **BEHAVIOR**

## **503.1**

It is our goal to assist students in making good choices in behaving in a manner consistent with the expectations of our school community. In keeping with our vision, consequences will be recognized as a tool to respond to choices that do not support the school's goals. Our belief is that consequences should be provided as an opportunity for students to reflect on their behavior and learn more effective strategies to use in the future. Obviously, the decision for consequences will be made based on the specific circumstances surrounding each offense. These consequences may include, but are not limited to, loss of privileges, detentions, group or individual counseling, in-school suspension, out of school suspension, alternative educational programming, alternate placement, and/or expulsion.

### **Behavior Expectations:**

Fort Madison Middle School students are expected to conduct themselves appropriately at school. Students must recognize the importance of education and display this through their compliance with the necessary expected behaviors of our school. However, it is realistic to acknowledge that situations will arise in which some disciplinary consequences may be provided for inappropriate student behavior. It is extremely important that all staff members, administration, and parents/guardians work cooperatively to teach and model appropriate behavior to all students.

*The Middle School Principal, Associate Principal, or other school officials reserve the right to deviate from the following consequences if deemed appropriate. Students may be suspended or recommended for expulsion based on one incident or a series of incidents depending on the severity and the circumstances surrounding the incident(s).*

### **Middle School Rules:**

1. **Students will behave within expected guidelines.**
2. **Students will follow staff directions immediately and with respect.**
3. **Students will use appropriate language towards other students and staff.**
4. **Students will keep our school clean, safe, and orderly.**
  - a. *Students are expected to treat each other with respect at all times.*
  - b. *Students shall settle differences by non-physical means.*
  - c. *Students shall respect the property of other students, the staff, visitors, and the school district.*
  - d. *Students shall not steal the property of other students, staff, visitors, and the school district.*
  - e. *Backpacks and bags of any kind must be small enough that, when full, will fit into the student's lockers, and they may not be carried to class.*
  - f. *Students shall not be in possession of any firearm, ammunition, explosives, weapon, or device which may be considered a dangerous weapon or look-alike weapon.*
  - g. *Students shall not call in any bomb threat or be accessory to this action or shall not cause a false alarm by setting off an alarm or deliberately causing a fire.*
5. **Students will stay in assigned areas.**
  - a. *Students are not to be on any school campus other than FMMS between 8:00 and 3:30 p.m. unless they have official school business.*
6. **Students will not use or possess illegal substances.**
  - a. *Students shall not buy, sell, deliver, possess or use alcohol or other drugs.*
  - b. *The Department of Health has stated for the safety and welfare of all, there is to be no smoking or use of tobacco products.*

### Hallway Rules:

1. **Students will use a hall pass during posted class times.**
2. **Students will walk quietly and in an orderly fashion.**
3. **Students will remain in their assigned hallways:**
  - a. *4th and 5th graders should remain in their designated hall unless going to a different assigned area; and they should use the restrooms on their respective floor in the east wing.*
  - b. *6th graders should remain in their designated hall unless going to a different assigned area; they should use the restrooms on the south end of their hallway.*
  - c. *7th and 8th graders should stay in their designated wing unless going to a different assigned area; they should use the rest rooms in their wing.*

### Lunchroom/Cafeteria Rules:

#### Students shall

1. **Eat in designated areas (at all times of the day),**
2. **Keep their knees under the table while seated,**
3. **Keep their hands to themselves,**
4. **Clean-up their area, on the table and floor,**
5. **Deposit their trash and trays in the designated place in an orderly fashion,**
6. **Walk to, in, and from the Cafeteria, and**
7. **Once seated, remain seated until given permission to leave their seat.**

### Assembly Rules:

#### Students shall

1. **Sit in their assigned seats,**
2. **Refrain from any negative responses (booing),**
3. **Maintain eye contact with the speaker or presenter, and**
4. **Once seated, remain seated until dismissed.**

*Any behavior not addressed will be handled on an individual basis by the Administration with consequences deemed appropriate.*

### Personal Electronic Equipment:

“Electronic Equipment” means any device capable of communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communications via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

#### **School Policy: *Electronic equipment is to be turned off and in a student’s locker.***

Students are not allowed to use cellular devices during instructional day. Consequences will be appropriate and employed on an as-needed basis to remedy violations of this policy. **Devices may not be used upon entering the building until the end of the school day when students exit.** Students that do not follow this policy may have their electronic devices confiscated. Parents or guardians may be required to collect confiscated devices from the front office. **FMCS D is not responsible for the loss or theft of an electronic device.**

All communications with students during the school day must be directed through the main office. This includes texts, phone calls, and any other platform. Parents should not text/call student(s) during school hours. Emergency calls can be best handled via office personnel as they can create the most ideal conditions for students to be informed of an emergency situation. Students can then be brought to the office to return phone calls or to be given information. **Students will receive consequences when the school expectation/policy is not met, including answering text/calls from parents or guardians.**

Under precedence of law, the Administration at Fort Madison Middle School reserves the right to search student's electronic devices if a reasonable suspicion to do so exists. The Fort Madison Middle School Administration does not need to obtain a search warrant to carry out such a search.

# **EXTRACURRICULAR** **ACTIVITIES**

Questions about extracurricular activities should be directed to the Activities Department that is located in the front office area of Fort Madison High School. The contact number is (319) 372-1862.

## **Good Conduct Code 503.4**

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular activities. Students participating in extracurricular activities shall commit themselves to meet the standards of this Good Conduct Code and of the Student Code of Conduct at all times and in all places.

It is a privilege and an honor to participate in the full range of extracurricular activities at the Fort Madison Community School District. These activities and participation in them adds a great deal too each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and wellbeing, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

The administrator or administrator designee may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

## **GENERAL STANDARD**

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property and dignity.

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student participates. A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in process unless the coach/sponsor provides written permission and the student

has no outstanding Good Conduct Code violations or if the student has violated the Good Conduct Code, the student has to have completely served the full period of ineligibility for the student's violation. If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of that activity's season or the school year if the student wishes to get credit for satisfying the student's ineligibility period. A disciplinary action may carry over from one activity to another and may carry over from one school year to the next. A disciplinary action may not carry over from 8<sup>th</sup> grade to 9<sup>th</sup> grade.

Any incoming student who was declared ineligible under a prior school district's Good Conduct Code, or similar rule or regulations, and who has not completed the full period of ineligibility at that school and transfers to Fort Madison High School/ Middle School will remain ineligible until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for extracurricular activity at Fort Madison High School/Middle School as far as any Good Conduct Code is concerned. The administrator or administrator designee shall have sole authority and discretion in deciding whether periods of ineligibility pursuant to a violation of the Good Conduct Code, or similar rule or regulation, of the student's prior school district have expired.

## **VIOLATIONS**

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions.

### **DETERMINATION OF VIOLATION**

When it comes to the attention of school officials that a student is suspected of violating the Fort Madison Good Conduct Policy or the rules of a specific extra- curricular activity, the ADMINISTRATOR OR ADMINISTRATOR DESIGNEE will determine whether the student has committed a violation.

## **PENALTIES**

The penalty for a violation is ineligibility for a definite number of calendar days. The student must participate in practice during the period of ineligibility; however, the student shall not be permitted to dress for or participate in the contest.

**First Offense:** A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all extracurricular activities for 30 calendar days.

If a student chooses to self-report, this will be considered an admission of guilt, the ineligibility will be reduced to 15 calendar days and will immediately start on the first date of the next scheduled event.

**Second Offense:** A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all extracurricular activities for 90 calendar days.

If a student chooses to self-report, this will be considered an admission of guilt, the ineligibility will be reduced to 20 calendar days and will immediately start on the first date of the next scheduled event.

Third Offense: A student whose violation of the Good Conduct Code constitutes a third offense will be ineligible to participate in all extracurricular activities for one calendar year.

If a student chooses to self-report, this will be considered an admission of guilt, the ineligibility will be reduced to 90 calendar days and will immediately start on the first date of the next scheduled event.

#### MIDDLE SCHOOL ACADEMIC ELIGIBILITY 504.6-R

It is the belief of Fort Madison Middle School that developmentally responsive middle level schools promote abundant opportunities for students to develop and maintain healthy minds and bodies. Among these opportunities are extracurricular activities that are developmentally appropriate and open to the entire student body. These activities should enhance students' physical and emotional well-being. FMMS also recognizes that in a healthy middle school environment, human relationships for students are paramount, and coaches fulfill that role for all students in different ways and for different reasons.

FMMS also emphasizes that extra-curricular activities are a privilege, not a right, and that students are representing the school whenever they assemble as a group. For that reason, the following participation guidelines will apply to all students participating in extracurricular activities:

Students with an "N" at the end of the quarter/trimester may be ineligible to participate in public performances for the next 20 days. At the end of the 20 days, teachers will report "N's" to the office. Students are expected to continue to practice during their time of ineligibility. Students in extracurricular activities that receive a grade for a public performance will be given an alternative opportunity to make-up for the performance they cannot attend

#### WEATHER RELATED CANCELLATIONS/ATHLETICS 504.7

If school is called off because of weather related situations, all school related practices will be canceled. Students will not be punished for not attending practices because of weather related matters.

#### STUDENT INITIATIONS AND OTHER STUDENT INTERACTIONS

No student(s) shall inflict upon any other student(s) physical or psychological degradation or harm. This policy shall be in force for initiations into student clubs, groups, or organization, in addition to all other forms of student interaction.

#### 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.

#### HEAT RELATED EARLY OUTS

Heat related early outs and practice schedules will be determined by the superintendent, principals, and activities director. This is related to the number of days of practice required before games can be played.



### SCHOOL SPONSORED TRIPS/ACTIVITIES 503.4-R

Students who break the rules of any trip or violate the “Good Conduct Policy” while on a school-sponsored trip will be handled in the following way:

1. Parents will be notified.
2. Parents may choose one of the following:
  - a) Parent picks up the child at the site of the trip.
  - b) Parent pays for the child and chaperone to be brought home immediately by commercial transportation. (Child will be accompanied by a chaperone.)
  - c) Parent agrees students is on house arrest, will remain in motel room, on bus, etc. while other students are involved in the activities planned for the trip. (Child will be accompanied by a chaperone at all times.)

The activity sponsor or teacher of the class is to ensure that both parent and students understand how rules and “Good Conduct Policy” violations will be handled and will provide information to each student and parent prior to leaving on any school-sponsored purpose trip. Parental or guardian signatures must be acquired by the activity sponsor for the purpose of acknowledging understanding of the rules and consequences to the student and the subsequent responsibilities of the parent if the rules are violated.

#### **Forfeiting of funds due to Good Conduct Eligibility, academic eligibility, or for building discipline issues**

Students who have paid funds to attend activities sponsored by the school or by activity groups sponsored by the school will forfeit any monies that they paid toward trips to be taken outside the school district if they become ineligible to participate in the activity because of Good Conduct Eligibility, academic eligibility, or for building discipline issues.

All monies that students raise through fundraisers to help pay for trips outside the school district is also forfeited if they become ineligible to participate in the activity because of Good Conduct Eligibility, academic eligibility, or for building discipline issues.

To ensure that both parent and students understand the possibility of the forfeiture of all funds, the activity sponsor or teacher of the class will provide information to each student and parent prior to any proposed trip. Parental or guardian signatures must be acquired by the activity sponsor for the purpose of acknowledging understanding of the possibility of the forfeiture of funds if school rules are violated.

# **GENERAL INFORMATION**

## **Announcements:**

The primary means of communication with students about school-related activities is through announcements. Announcements will be read at the beginning of each day. Announcements must be approved by administration and submitted to the guidance secretary before the start of the school day on the day you would like the announcement delivered. All other announcements must be submitted by an activity sponsor or faculty member.

## **Arrival Time:**

Unless a student rides a bus to FMMS, students should not arrive to the FMMS campus earlier than 7:50 AM unless attending a school function, eating breakfast, or meeting with a teacher.

## **Assemblies:**

Assemblies are an opportunity for staff and students to gather, learn, and build school spirit. Students are expected to conduct themselves in a considerate, respectful, and responsible manner. All assemblies are required.

## **Bus Conduct:**

The privilege of riding the bus carries with it responsibilities on the part of the student and the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their primary responsibility is driving the vehicle. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her subjection to disciplinary action that may include suspension of bus privileges.

## **Cafeteria:**

Students are expected to follow the directions of the adults supervising the cafeteria. Because of the large number of students served meals in the cafeteria and the various schedules that need to be accommodated, the lunch routine may need to change at any time. Students eating in the cafeteria have several dietary options available to them daily. While cash payments are accepted, to expedite movement through the line, students are encouraged to use their school lunch account.

## **Criminal Trespass:**

Non-students on FMMS property will be asked to leave or be removed unless they qualify as an approved visitor through the main office. Non-students may be warned verbally and/or provided with a letter stating that they are not to be on school property during school hours and/or during school activities. Repeated offenses will lead to the filing of a formal complaint of criminal trespass with the Fort Madison Police Department and subsequent arrest of the person(s). Students under out-of-school suspension and on school property without permission from administration are subject to criminal trespassing charges.

## **Dances:**

FMMS Dances are for grade 6-8 FMMS students only. Dances start at 7:30 PM and end at 10:00 PM. Guests are not permitted. Admission is prohibited after 7:45 PM. Students must remain in the FMMS building unless a parent has arrived and will physically escort them from the entrance. Students who have been assigned ISS or OSS will not be allowed to attend dances while suspended. All school rules shall apply during a dance, including the use of cell phones and electronic devices.

## **Deliveries:**

FMMS does not allow students to receive deliveries (balloons, flowers, etc) at school for any reason. Area merchants have been notified that student deliveries are not permitted.

### **Dismissal Time:**

School is dismissed at 3:05 PM or 1:35 PM on Professional Development Wednesdays (Middle School is 10 minutes earlier than the rest of the district). Students who do not use district transportation shall immediately exit the FMMS building and campus no later than five minutes after dismissal. For students using district transportation (bus), students should be aware that buses arrive in waves at FMMS. Students riding in Wave #1 should report immediately to the bus staging area on the north side of the building and board their buses. Wave #2 bus students will be expected to be in their team's Wave #2 Classroom and will be dismissed when those buses have arrived and are ready for boarding. Students waiting for extracurricular activities must report to their team's Wave #2 Classroom and will be dismissed accordingly to ready themselves for their activity. These procedures are subject to change based on changes in transportation.

### **Doors:**

To start the school day, students will enter the building in an orderly fashion using the following entrances

- Grade 4 and 5 students will enter the FMMS building through the east doors (Exterior doors #19)
- Grade 6 students will enter through the north doors of the 6th grade wing (Exterior Door #8)
- Grade 7 and 8 students will enter the FMMS building through the west doors (Exterior Door #21)
  
- ❖ “Propping” doors open is strictly prohibited.
- ❖ To ensure maximum school safety, students should never open any outside doors for any reason for any individual. This includes fellow students and adults who are recognized and known by students in the building.

### **Drop-Off/Pick-Up Areas**

In order to reduce traffic flow and better assist parents that transport their students to school, parents are encouraged to use the following areas for student drop-off and pick-up:

- Parents of 4th/5th graders should turn right at the 4-way stop and use the south parking area.
- Parents of 7th/8th graders should turn left at the 4-way stop and use the west parking area.
- Parents of 6th graders or of students in multiple grades should continue straight through the 4-way stop and use the circle drive near the South Main Entry.

Parents and Guardians may never use the Bus Entry in the north parking lot for pick-up or drop-off.

### **Early Dismissal:**

Early dismissal days are designated by the FMCS D Calendar Committee. FMMS students are dismissed at 1:35 PM. Unless accompanied by a FMMS staff member under official school business, students are expected to exit the building by 1:45 PM on early dismissal days. Any other early dismissal days will be at the discretion of the Superintendent and will be announced via the school intercom and through Power Announcement.

### **Emergency Drills:**

Emergency drills for fire, weather, disaster, and security are conducted periodically throughout the school year. Students are expected to follow procedures established by the administration of FMMS.

### **Extracurricular Activities**

Please consult the district website ([www.fmcsd.org](http://www.fmcsd.org)) or Activities Department for more information.

### **Fees/Fines/Waiver of Fees:**

All students are expected to pay various fees. A schedule of fees is included in the registration information. Those students whose families are eligible for a fee waiver may apply for reduction or waiver of required fees. This waiver does not carry over from year to year and must be completed annually. Waiver forms are available in the main office of the school and through the food service office.

Students may be assigned fines for situations such as damage or loss of textbooks, overdue materials from the library, or general vandalism.

**Food/Drink Rule:**

Unless given explicit permission by a staff member to the contrary, all food and drink must be consumed in the cafeteria during breakfast and lunch periods.

**Fundraising: 504.5**

Students may raise funds for school-sponsored events on school property following approval from school administration. Fundraising by students on school grounds for other than school-sponsored events and/or organizations is not allowed. All money raised in the name of the school becomes the property of the school club, organization, or district. The faculty and administration of FMCS D will coordinate all fundraising activities. Students failing to turn in money raised through the name of FMCS D will be reported to the SRO for appropriate action that may include criminal charges.

**Hall Passes:**

Students in hallways during class time must have a valid hall pass signed by a staff member of FMMS. A student in the hallways during class time without a valid signed pass and appropriate identification if requested will be subject to discipline.

**Insurance:**

There is no accident insurance to cover injuries incurred by a child while at school. Parents must provide or buy school insurance to cover accidents or theft of personal items.

**Internet:**

FMMS is connected to the Internet. The goal of offering the Internet is to provide students the opportunity to access the wealth of information associated with the Internet. Students are expected to abide by the Technology Acceptable Use Policy for technology purposes and must have parent consent to access the Internet. Parents or guardians may deny their student access to the Internet by contacting the FMMS administration. *Internet access may be interrupted or discontinued by administration at any time.*

**Investigation:**

Staff and students are expected to cooperate fully with any investigation conducted by the FMCS D. Refusal to cooperate may lead to disciplinary action, up to, and including suspension. Staff and students are expected to be truthful during any investigative process. Knowingly providing untruthful, inaccurate, or false statements may lead to disciplinary action, up to and including suspension. Staff and students may not knowingly file a false complaint. FMCS D may take disciplinary action against any student who is found to have retaliated against a student who has filed a formal complaint or provided false statements during the complaint process. An act of retaliation would be in violation of the FMCS D policy and would subject the individual to disciplinary action. Students are not permitted to discuss an ongoing investigation with individuals outside of their immediate family, designated adult staff contact persons, or the investigator. Discussions regarding the investigative process will be perceived as an attempt to influence and/or interfere with the district's investigation, and a violation of the code of conduct.

**Lockers: 502.5**

Lockers are assigned to students by the main office. Students may neither change lockers without administrative approval nor share lockers with another student. Any costs associated with damages caused by a student to a locker will be charged to the student.

- Lockers should be kept completely closed except when the student is accessing items.
- Locker combinations (if applicable) should not be shared with any other student.
- Do not store valuable items in a locker. FMMS is not responsible for any thefts or loss of property.
- Lockers should be kept neat and clean without excessive clutter.
- Scotch tape may not be used on the interior or exterior of lockers.

- Writing of any kind is not permitted on lockers.
- Extra equipment, such as band instruments and sports equipment, may only be stored in lockers if they fit comfortably and allow the door to close without any problem.
- Every effort is made to keep lockers in sound working order. However, occasionally problems may arise that need to be addressed. Any locker issue should be reported to the main office.

### **Locker Searches: 502.5**

***Maintenance Searches*** – Although school lockers are temporarily assigned to individual students, they remain the property of FMCS D and may be searched when appropriate. FMCS D has a reasonable and valid interest in ensuring that lockers are properly maintained. For this reason, a periodic inspection of lockers for health and safety reasons is permissible. Any contraband discovered during such searches shall be confiscated by administration or the Fort Madison Police Department.

***Non-Maintenance Searches*** – The student’s locker and its contents may be searched when a school authority has reasonable suspicion that a locker contains illegal or contraband items. Such searches will be conducted in the presence of another adult witness, when feasible. According to Iowa’s Juvenile Justice Bill, school officials may conduct periodic inspections of all, or a randomly selected number of school lockers. However, the school district must provide written notice to each student and the adult who enrolls the student at the school that school officials may conduct periodic inspections of all school lockers without prior notice. This statement is published in the student planner as the *Non-Exclusivity Clause*.

### **Lost and Found:**

A lost and found is maintained in the southwest corner of the cafeteria. Lost and found items are periodically donated or disposed of. Announcements will be made at least one week prior to the removal of the lost and found to give students one last opportunity to claim their belongings.

### **Metal Detectors:**

Metal detectors may be used randomly at times determined by the administration or used for reasonable suspicion on a selective basis. If a student is suspected of having a weapon in his or her possession, the administration may use a metal detector to determine if a search of the student is warranted.

### **Money/Valuables:**

Carrying large sums of money or other valuable items is strongly discouraged at FMMS. Theft or loss of money or valuable items should be reported to the main office immediately upon occurrence or discovery. Students who have experienced such theft or loss are encouraged to contact their insurance carrier, when feasible.

### **Parent Portal:**

PowerSchool Parent Portal is offered to allow parents to securely access unofficial information about their child’s schedule, attendance, grades, and transcripts. To sign up for this free access, parents should contact the school guidance office or main office.

### **Physical Restraint:**

Any district employee may, within the scope of the employee’s duties, use and apply physical restraint to a student to prevent a breach of discipline or to stop a continuing breach of discipline. Only trained staff are authorized to utilize physical restraint procedures. Physical restraint may be used to:

- Protect a person, including the person using physical restraint, from physical injury;
- Obtain possession of a weapon or other dangerous object;
- Protect school property or the property of others from serious damage;
- Remove a student refusing lawful command of a school employee, from a specific location in order to restore an appropriate educational environment.
- Safeguard an irrational person.

### **Resolving Problems at School 500, 502.4**

Parents or guardians who feel there may be a problem at school should first call and speak with the teacher, administrator, or other staff member involved directly. Appointments to discuss the matter personally with the staff member directly involved can generally be arranged through email contact or a phone call. If the meeting with the staff member does not resolve the situation, contact the building administration. Should the middle school administration and staff be unable to make progress on the matter, contact the Superintendent of Schools. If the Superintendent is unable to remedy the situation in a manner that is satisfactory, seek help by calling the President of the Board of Education.

### **School-Wide Discipline Procedures:**

The FMCS D has jurisdiction over its students during the regular school day and while students are traveling to and from school by district transportation. This jurisdiction also includes involvement in school-sponsored extracurricular activities, attendance at school-sponsored extracurricular activities, and regulations concerning eligibility for extracurricular activities regardless of time or location. Incidents of student behavior which occur off of school property and are not related to student conduct policies are not the responsibility of FMMS or its authorities. School officials may make themselves available to students who are experiencing difficulty. If school officials can show that a student's actions have a direct immediate effect on the educational environment, a student may be disciplined for behavior which occurred away from school. Parents/guardians are responsible for the actions and conduct of their students on and off of school property. Areas in which disciplinary control of students is exercised may include, but are not limited to:

- While on school property;
- While on school-owned and operated transportation or on chartered buses supervised by school personnel;
- Student actions which occur away from school that can have a direct effect on the educational environment. This includes vulgar or obscene language or conduct directed toward a student or staff member.

### **Search & Seizure: 502.8-R-1 502.8**

All school property is held in trust by the Board of Directors. Therefore, school authorities may without a search warrant, search students' lockers, desks, work areas, automobiles, electronic devices, and all belongings to maintain order and discipline, 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. School officials only need a reasonable suspicion to initiate a search. Use of canine services may be implemented.

### **Violation of School Guidelines/Types of Consequences:**

It is unfortunate that school policies are violated as FMMS takes great care in teaching responsible citizenship. However, when a student violates school policy, there are several options which may be used to bring about acceptable behavior. These include, but are not limited to:

#### ***Interventions such as:***

- A parent/teacher conference;
- A parent/counselor conference;
- A parent/administrator conference;
- A program change or modified schedule;
- Referral to the FMMS MTSS process;
- Referral to an outside resource/agency.

#### ***Consequences such as:* 503.1-R-1**

- Restorative Practice-This is a practice that promotes inclusiveness, relationship-building and problem solving, through such restorative methods such as circles for teaching and conflict resolution to conferences that bring victims, offenders, and their supporters together to address wrongdoing with an adult present.

- Detentions – Teachers and administrators may assign detentions before or after school. Detention length will be determined by the teacher or administrator and will be appropriate for the offense. Failure to serve a detention as directed may result in referral to the Associate Principal.
- Lunch Detention – The administration may assign lunch detentions when students fail to exercise proper judgment during the school day.
- Suspension from Activities – Students may be restricted from extracurricular activities as a participant or as a spectator as a result of in-school/alternative placement or out-of-school suspensions. Students may also be restricted from activities if their conduct, both in and/or outside of school, is not in accordance with FMMS school policy. Students who arrive at school or a school-sponsored activity after consuming alcohol, using drugs, or are found in possession of illegal contraband may be suspended from all FMMS activities as a spectator for up to one calendar year.
- Suspension/Loss of Privilege – Students are afforded certain privileges during the school year. Failure to maintain appropriate conduct may result in the loss of these privileges.
- In-School/Alternate Placement (ISAP) – The administration may prescribe in-school/alternate placement for various reasons. Students who are referred to the office for misconduct in ISAP may be assigned out-of-school suspension
- Out-of-School Suspension (OSS) – OSS is the removal of a student from the school environment for a period of no longer than ten (10) school days. Out-of-school suspension is to be employed when other available school resources are unable to constructively remedy student misconduct or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school.
- Expulsion - A student may be recommended by the Administration for expulsion based on one or multiple situations depending on the severity and circumstances surrounding the incident(s).

**Visitors:**

FMMS values academic learning time. To preserve this learning time, classroom distractions are kept to a minimum. Student visitors can be a distraction in any classroom and the cafeteria during lunch and are therefore discouraged. Visitors interested in learning about FMMS are encouraged to schedule an appointment for an official tour of the building.

# GUIDANCE

## 607.1

FMMS counseling personnel hold degrees in school counseling or social work and are licensed professionals that provide services directed at assisting students in personal growth, transitions, course decisions, and personal decision-making. Services may be provided on an individual or group basis utilizing the supportive skills of counselors and other personnel. Counselors, as well as other trained personnel in the building, are available to assist students and their families who are in need of special help. Parent/guardians, students, peers, and staff may refer a student to their counselor or other personnel to arrange assistance. Referrals to other community or outside agencies may occur when necessary.

### **Counselor Assignments:**

Rena Philp - 6th, 7th, and 8th grade students  
Melissa Helt- 4th and 5th grade students.

### **Permanent Record Card:**

Trimester grade marks are recorded on the student's permanent record card. The trimester grade marks represent the grade earned by the student for the entire trimester's work.

### **Transcripts:**

Transcripts are kept in the FMMS guidance office and are passed to Fort Madison High School as students progress through their academic career.

# LIBRARY/MEDIA CENTER (LMC)

## 605.5

### **Acceptable Use Policy (AUP): 605.6, 605.6e**

The Fort Madison Community School District (FMCS D) promotes the use and development of electronic information resources as a means to support learning and to enhance instruction. To this end the district permits its students and adults to access the Internet.

#### **A. Goals and Expectations**

Student use of technology is under the direction and supervision of the teacher. Parents may also play a part in supervising appropriate use outside of the school. Under school supervision, the rationale for student use is based on the importance of achieving the following goals:

1. Learn technology operations and concepts.
2. Practice ethical responsible use and safety.
3. Learn to use search tools to locate and research curriculum-related activities, assignments, and projects.
4. Learn to use productivity tools.

#### **B. Student Responsibilities**

1. Sign the informed consent form and understand compliance with this is a condition of access to district system and electronic resources, and non-compliance may have other consequences as well.
2. Conduct all of his/her activities in accordance with the guidelines and policies set out for the use of computer and electronic resources related to the school.
3. Conduct all activities in a responsible, ethical, legal, and courteous manner, especially when contacting others on the Internet network.



4. Be aware that network storage areas may be treated like school lockers. For example: network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. User should not expect that files stored on district servers will always be private.
5. Do not reveal your personal address or phone number online.
6. Report misuse of technology to teacher or administrator.

### **C. Violations:**

1. Students must display signed and stamped planners while using technology. If the student forgets his/her planner or doesn't have it signed and stamped, he/she may not use technology.
2. Students should not attempt to "fix" any software, hardware or system problem, or attempt to add to or delete any programming, software, files or other components of a system. Problems must be reported to the system administrator.
3. Students are not allowed to let another student use their account or Student ID card for technology access.
4. Students will not access or explore online locations or materials which are inappropriate for school assignments including, but not limited to games and text messaging.
5. Students must properly log out at the end of their session on the Internet. Do not leave the workstation unattended while online.
6. Students will be polite when corresponding with others. Abusive messages will not be tolerated.
7. Students must use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
8. Any equipment brought from home but used at school will fall under school guidelines.

### **Borrowing Library Resources:**

Library books may be checked out for three (3) weeks, with the option of renewal. A five (5)-cent per item per school day fine is assessed for overdue library materials. Students must pay the replacement costs for lost or damaged materials.

### **Computer Use Guidelines: 605.6**

Acceptable use of the school's computers must be in support of educational research and consistent with the district's educational objectives. Computers may be used for academic, school-related purposes: i.e. research, word processing, preparing slideshows, etc. Computers may not be used for non-academic purposes such as playing non-educational games or excessive personal web surfing.

### **Hours of Operation:**

Open Monday – Friday, 8:00 AM - 3:05 PM, the library is a place for quiet research and study. Students are expected to be on task and working productively. Students will use computers, other equipment, and resources responsibly and appropriately. Food, candy and beverages are not allowed in the library.

### **Library Website:**

The Fort Madison Library website provides access to various sources of information. Features of the site include links to promote reading, class links, and educational gaming opportunities. The library website will be updated regularly and suggestions for new content are encouraged.

### **Online Resources:**

The library subscribes to research databases that can be accessed from both school and home. To access the resources, go to the Fort Madison Library webpage at [http://hsfm.sharpschool.net/departments/library\\_media\\_center/](http://hsfm.sharpschool.net/departments/library_media_center/). Click on reference sites and then enter login and password information.

### **Technology Resources and Use: 605.4**

Access to various technology resources are available to students for academic-related purposes. The FMCSB Board Policy 605.6 outlines the acceptable use policy for technology. Students who violate computer use guidelines will lose access privileges. School disciplinary actions and/or appropriate legal action may be taken.

# **NURSE**

### **HEALTH POLICIES:**

- Fever: Students are sent home if they have a fever of 100° or above. They may return to school when they have been fever-free for 24 hours without fever reducers.
- Antibiotics: When students are prescribed an antibiotic for a contagious disease, they may return to school 24 hours after starting treatment or when released by their physician.
- Vomiting: Students may attend school if they have had no vomiting for 24 hours.

### **ADMINISTERING MEDICINE TO STUDENTS 507.2-R**

The administration of prescription medicine to students by approved school personnel will be done only in circumstances wherein the student's health may be in jeopardy without it.

#### **Prescription Medicines**

If medicine must be administered by school personnel, it must be taken under the following conditions:

1. A signed authorization by the prescribing physician with specific directions and written permission from a parent or guardian must be submitted to the nurse or approved personnel.
2. The medicine in a container with the pharmacist's label designating the student's name, instructions, name of the drug, date of prescription, and name of physician must be submitted to the nurse or qualified personnel to be stored in a secured place. An additional prescription bottle should be requested from the pharmacist for the school nurse.
3. A record must be made of all students receiving medication. The record should be accessible in the nurse's office.
4. Medication on school premises shall be kept in a locked container in a limited access area. Only appropriate personnel shall have access to the locked container.
5. Notation regarding long term medication must be part of the student's health record.
6. It is the responsibility of the student and parent to check with the doctor if the medicine is to be brought to school and obtain the necessary consent form (Authorization to Administer Medicine to Students).
7. The quantity of medicine brought to school shall be accounted for.
8. Medications for special education students must comply with the rules of special education.

#### **Non-Prescription Medicine**

Students may ask the nurse to keep non-prescription medications under the following conditions:

- The student must submit to the nurse or approved personnel a note from the parent or guardian identifying the medication and the reason for taking it.
- Students who frequently need non-prescription medication must bring a written consent from the parent and follow procedure #1 above.

**No medicine is to be stored in the student's locker.**

If students carry and/or take prescription or non-prescription drugs themselves, the Fort Madison Community Schools will not assume liability or responsibility for any consequences.

# RESOURCES

## **Great Prairie Area Education Agency (AEA):**

Great Prairie AEA staff will be available to partner with Fort Madison School District staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but is not limited to: audiologists, 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 any questions and/or concerns about these services, please call Kim Harmon, the Director of Student Services, at (319) 372-7252.

## **Guidance Counselor:**

Rena Philp

## **School Social Worker:**

Melissa Helt

## **Hotlines:**

Child Abuse and Neglect	1-800-362-2178
Runaway Hotline	1-800-786-2929
Suicide Prevention	1-800-273-8255
Teen Health Line	1-800-443-8336
Iowa Domestic Violence Hotline	1-800-942-0333

Suspected student abuse by any school employee, whether of a physical or sexual nature, should be reported to the Superintendent of Schools at 372-7252.

# **INCIDENT DEFINITIONS**

**The Middle School Principal, Associate Principal, or other school officials reserve the right to deviate from the following outlined consequences and will utilize a full spectrum of disciplinary measures if deemed appropriate.**

Students may be suspended or recommended for expulsion based on one incident or a series of incidents depending on the severity and the circumstances surrounding the incident(s). Fort Madison Middle School implements a progressive discipline philosophy, or the process of using increasingly severe steps or consequences for repeated infractions.

Conduct that materially or substantially interferes with the educational environment will be considered a breach of conduct. This may include:

- Conduct which interferes with the orderly, efficient, and disciplined atmosphere of any school-sponsored activities;
- Documented conduct detrimental to the best interest of the school district;
- Refusal to conform to a school policy, rule, or regulation;
- Refusal to comply with directives from staff.

## **Abusive/Inappropriate Language-Profanity:**

The school environment is considered a learning community and must be protected from inappropriate language to maintain an orderly and efficient operation of the educational system. Students have a right to attend school and school-sponsored activities without being subjected to language that shows disrespect in any capacity.

## **Arson:**

Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to damage or destroy such property, or with the knowledge that such property may be damaged or destroyed, is considered arson, whether or not such property is actually damaged or destroyed.

## **Assault:**

Any act intending to:

- Cause pain or injury, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- Place another in the fear of immediate physical contact which will be painful, injurious, insulting, or offensive coupled with the apparent ability to execute the act;
- Threatening another person through the display of a dangerous weapon.

## **Bullying/Intimidation: 104, 104-R-1**

Bullying and intimidation are threatening, teasing, and/or taunting by asserting power through physical or verbal aggression, or isolating through coercion. Students may also be subject to the “Good Conduct” policy and suspended from extracurricular activities as a participant and/or spectator.

- 1<sup>st</sup> Offense - Five (5)-day out-of-school suspension, possible referral to the SRO for charges of harassment, and a good conduct violation.
- 2<sup>nd</sup> Offense - Seven (7) day out-of-school suspension, referred to the SRO for charges of possible harassment, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.
- Subsequent Offenses - Ten (10) day out-of-school suspension, referred to the SRO for charges of possible harassment, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.

Students are expected to report incidents of harassment, bullying, intimidation, or threats to the office immediately. *Anti-Bullying/Harassment forms may be obtained in the office or district website.*

**Bus Misconduct:**

Any reported conduct that is disruptive while in a school vehicle or school-chartered vehicle.

**Defiance/Insubordination/Non-compliance:**

Defiance is to openly resist school officials and their directives. Insubordination is specifically defined as refusal to follow directives from a person in authority and/or the verbal abuse of such authority. Non-compliance is the failure to act upon a given directive. In situations involving conflict, students are expected to comply with staff directives and conduct themselves in a courteous and respectful manner at all times.

**Disrespect:**

To insult, call derogatory names, dishonor, or, in any manner abuse, verbally or in writing, students or school personnel. Students are expected to conduct themselves in an acceptable manner while at school or under school jurisdiction. Staff will address situations affecting unacceptable classroom behavior. However, when staff deem it necessary to remove a student from a situation because of unacceptable behavior, consequences may result.

**Disruption:**

Disrupting the system of policy, rules, and regulations that governs the conduct of the staff and students to allow for effective interaction so that learning can occur.

**Dress Code or Apparel Violation: 502.1**

All students are expected to dress appropriately for a 4-8 educational environment. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative is prohibited. Clothing that promotes alcohol, tobacco, drugs, profanity, obscene materials, is sexually suggestive, or uses innuendo is restricted. Sagging, low-cut pants, and short shorts are not allowed. Sunglasses should remain off in the school building. Head coverings, unless required for religious, medical, or educational purposes should be removed upon entering the building and remain off while in the school building or during school hours if instruction is occurring outside of the school building. A student's face or head should not be covered while in the school building or under the supervision of a teacher outside of the school building.

Students wearing inappropriate clothing will be asked to cover with another garment, reverse the clothing, remove the clothing, or change before they will be allowed to attend classes. Habitual offenders will face disciplinary measures by the administration.

**Failure to Serve Consequences:**

Failing to serve an assigned consequence. Failure may result in stricter consequences.

**False Alarms:**

Alarms are located throughout the FMMS building for the safety of students and staff. Reporting a false alarm, initiating a false alarm, or communicating a false threat are very serious matters. This type of behavior disrupts the educational process and endangers school personnel and the student body. Any such behavior may result in serious consequences and referral to the proper authorities.

### **Fighting:**

Physical contact (battery) between two or more persons is considered fighting. Fighting in school, on school property, or under school jurisdiction is not acceptable. All students physically or verbally involved may be subject to consequences, up to, and including suspension, expulsion, and referral to the SRO. Students will also be subject to the “Good Conduct” policy and suspended from extracurricular activities as a participant and/or spectator.

- 1<sup>st</sup> Offense - Five (5)-day out-of-school suspension, possible referral to the SRO for charges of disorderly conduct and/or assault, and a good conduct violation.
- 2<sup>nd</sup> Offense - Seven (7) day out-of-school suspension, referred to the SRO for possible charges of disorderly conduct or assault, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.
- Subsequent Offenses - Ten (10) day out-of-school suspension, referred to the SRO for charges of disorderly conduct or assault, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.

*Students are expected to report rumors of possible fights or inappropriate physical behavior to the administration in a timely manner.*

### **Forgery:**

Defined as counterfeiting another’s signature with the intent of misrepresenting oneself.

### **Gang-Related Activities:**

Evidence of being involved in a gang or wearing any apparel or sign that might be attributed to any specific gang.

### **Harassment: 104, 104-R-1**

While you may not always like everyone you come into contact with, respect is expected. You have the responsibility to show how people can work and live together in a civilized society without harassment. Harassment is considered to be words/actions directed toward an individual that intimidates, degrades, and/or fails to respect a person’s dignity. Harassment includes references made to a person based on their age, sex, race, color, creed, religion, disability, or sexual orientation. Verbal comments, sexual name-calling, gestures, jokes, and the spreading of rumors are also considered to be a form of harassment. Students may also be subject to the “Good Conduct” policy and suspended from extracurricular activities as a participant and/or spectator.

- 1<sup>st</sup> Offense - Five (5)-day out-of-school suspension, possible referral to the SRO for charges of harassment, and a good conduct violation.
- 2<sup>nd</sup> Offense - Seven (7) day out-of-school suspension, referred to the SRO for possible charges of harassment, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.
- Subsequent Offenses - Ten (10) day out-of-school suspension, referred to the SRO for charges of harassment, possible referral to the Superintendent of Schools for expulsion from the Fort Madison Community School District, and a good conduct violation.

*Students are expected to report incidents of harassment, bullying, intimidation, or threats to the office immediately. **Anti-Bullying/Harassment forms may be obtained in the office or on the district website.***

Steps to follow if you believe you are being harassed:

1. Ask the harasser to stop;
2. Report the harassment to school personnel; or,
3. Keep a record of occurrences you believe to be harassment.
4. Walk away from an individual that you believe to be harassing you.

**Illegal Substances: 502.7**

The possession, use, sale, or distribution of controlled substances or alcoholic beverages on school grounds or under school jurisdiction is strictly prohibited. Students present at school-sponsored activities whose use of illegal substances are evident will be subject to removal and suspension from the activity and referred to the School Resource Officer (SRO). Students suspected of being under the influence of illegal substances may be referred to the SRO. Students who violate this policy will be subject to Board of Education policy and the “Good Conduct” eligibility code.

**Inappropriate Affection:**

Public displays of affection (PDA) include, touching, kissing, or making bodily contact with someone in a lewd manner. It will be considered a violation for students to demonstrate overt displays of affection while on school property or at school-sponsored activities.

**Inappropriate Location/ Out of Bounds Area:**

Being located in a part of the building or on school property which is not assigned, and/or logical, and/or reasonable for a student to be located.

**Inappropriate Physical Contact:**

Occurs when a student or students engage in non-serious, but inappropriate physical contact.

**Misrepresentation:**

Delivering or communicating a mistruth or falsehood for the purposes of avoiding detection or violating a policy, rule, or regulation.

**Peer Conflict:**

Conflict with other persons is a normal part of life and learning. Effective conflict resolution skills promote listening and working together to come to an agreement that both parties can agree to. Peer conflict is different than bullying/harassment in that both parties involved have equal power. While both parties are emotional and upset, neither seeks power or attention. When parties cannot come to an agreement, mediation should be sought.

*Peer Conflict forms may be obtained in the office.*

**Physical Aggression:**

The act of engaging in actions involving physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) that may not be deemed fighting but have the potential of harming others or oneself.

**Plagiarism/Cheating:**

The Fort Madison Community School District is committed to academic integrity. The Administration and faculty of FMMS expect that all students submit course work that reflects *their* originality. Plagiarism jeopardizes academic integrity and violates school policy. Instances that constitute plagiarism include, but are not limited to:

- Turning in a paper retrieved from an Internet source as one’s own;
- Using another student’s work in whole or part and submitting it as one’s own;
- Using information from an encyclopedia, book, textbook, website, database, etc... without citing the source;
- Using any fact, statistic, graphic, drawing, picture, sound, or other piece of information without citing the source;
- Paraphrasing another person’s unique ideas without citing the source;
- Allowing someone else to complete a portion of one’s work;
- Fabricating sources;
- Using someone else’s words or ideas unintentionally as a result of poor research methods;

- Faculty at FMMS understand that plagiarism is a new concept to students and that not all students will understand that the concept is unethical and wrong. Education on the matter will be ongoing throughout a student's career.
- Faculty at FMMS use multiple sources to monitor potential student plagiarism. These sources compare a student's work to millions of other sources to check for similarities. Matches are reported back to the teacher to be addressed within the classroom/school policy.
- Plagiarism and/or academic dishonesty may cause ineligibility in extracurricular activities, jeopardize character references from school personnel, or lead to other consequences.

**Theft:**

The act of taking possession or control of the property of another, with the intent to deprive the other thereof, or exercising control over the stolen property, knowing such property to have been stolen, or having reasonable cause to believe that such property has been stolen, unless the person's purpose is to promptly restore it to the owner or deliver such property to an appropriate school official. Restitution may be required of students who have stolen or damaged school or personal property. Any person identified or associated with such activities may be subject to consequences and referral to the proper authorities.

**Tobacco: 502.7**

Board of Education Policy prohibits the use or possession of tobacco products by students while on school properties or under the school's jurisdiction, during school hours or while participating in a school-sponsored event. Students in violation of this policy may be subject to consequences, receive a good conduct violation, or be referred to the School Resource Officer (SRO).

**Trespassing:**

Entering into or remaining on school property without permission or after being notified by school personnel to leave. The presence of unauthorized persons (intruders) on school property without authorization of the building administration shall be considered trespassing. School personnel are obligated to report the presence of intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if their activities or actions disrupt the orderly operation of the school environment, or disrupt the disciplined scholarly atmosphere, they may be subject to prosecution.

Unauthorized person may include, but are not limited to:

- Students not assigned to that specific building;
- A restricted student;
- Any person who is not an employee of the Fort Madison Community School District, or affiliated to personnel of the Fort Madison Community School District.

**Unexcused Absences: 501.10**

Failing to attend regularly scheduled coursework.

The following are representative of, but not limited to, reasons that may be considered unexcused or counted towards the truancy of a student:

- Failure to notify the school of attendance of absence
- Leaving the building for any reason without permission from the school nurse or school administration
- Absence without parent permission
- Personal absences which are not approved by the administration
- Oversleeping or having a faulty alarm clock
- Transportation issues
- Inclement weather
- Preparation for parties or other celebrations
- Preparation for trips
- Employment



- Assisting in the care of children or with housework
- Other avoidable absences.

**Vandalism: 502.2**

Vandalism is defined as defacing or destroying school property or any person's property. Restitution may be required for students who have vandalized or lost school or personal property. Any student identified to be associated with such activities may be subject to consequences.

**Weapons: 502.6**

The possession of weapons/look-alike weapons on school grounds or under the school's jurisdiction is a serious violation of policy. A weapon is any object which could be used with the intent to harm someone. Such articles may include, but are not limited to:

- Belts, combs, wallet chains, etc.;
- Pencils, pens, compasses, scissors, rulers, etc.;
- Knives, multi-tools, nunchucks, metal knuckles, throwing stars, blackjacks, batons, piping, etc.;
- School property intended for educational purposes;
- Fireworks, chemicals, or other explosives;
- Guns, firearms, or look-alike weapons.

Any student in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening or intimidating manner may be subject to consequences and referred to the proper authorities. Each case will be handled individually considering the evidence and circumstances.

***Any behavior not addressed within the student handbook may be handled by Administration with consequences deemed appropriate on an individual basis.***