

FORT MADISON HIGH SCHOOL



BLOODHOUNDS

Student Handbook

2021/2022



Fort Madison High School

2001 Avenue B
Fort Madison, Iowa 52627
(319) 372-1862
Fax (319) 372-1325

FMHS website: <http://www.fmcsd.org/high-school/>
PowerSchool ParentPortal: <https://fmcsd.powerschool.com/public/>
FMHS Daily Announcements: <https://fmhsannouncements.wordpress.com/>
FMHS Course Catalog: <https://tinyurl.com/2t8w5tfh>

Student Handbook - 2021/2022 Academic Year

11/12 Administrator - Mr. Greg Smith

9/10 Administrator - Mr. Adrian Mckay

7-12 Activities Director - Mr. Ben Fry

School Resource Officer - Officer, FMPD

Guidance - Ms. Jan Clark (Last Names A-K)

Guidance - Ms. Sarah Kohl (Last Names L-Z)



Fort Madison Community School District

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.

Goals:

1. 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.
2. All students in the FMCS D will be prepared with the necessary life and social skills for success after graduation.

Fort Madison High School

Collective Responsibility

Fort Madison High School's collective responsibility is built on two fundamental assumptions:

1. ALL students can learn at high levels; and
2. We, as educators, accept responsibility to ensure high levels of learning for every student.

Collective Commitments

- ***TAKE RESPONSIBILITY AND AFFECT POSITIVE CHANGE***

As a staff, we are committed to:

- Work together to meet the needs of our students;
- Developing relationships that make a positive difference in our students' lives; and
- Valuing our students, encouraging their development, and celebrating their achievements.

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Student Bell Schedule

REGULAR DAY		EARLY DISMISSAL		LATE START SCHEDULE	
Period 1	8:15-9:18	Period 1	8:15-8:50	Period 1	10:15-10:54
Period 2	9:22-10:22	Period 2	8:54-9:26	Period 2	10:58-11:34
SEL	10:26-10:52	SEL	9:30-9:56	SEL	11:38-12:04
Flex	10:56-11:38	Flex	10:00-10:42	Flex	12:08-12:50
3A Lunch	11:38-12:03	Period 3	10:46-11:18	3A Lunch	12:50-1:15
3B Class	11:42-12:42	Period 4	11:21-11:53	3B Class	12:54-1:30
3A Class	12:07-1:07	Period 5	11:57-12:30	3A Class	1:19-1:55
3B Lunch	12:42-1:07	Lunch	12:30-1:00	3B Lunch	1:30-1:55
Period 4	1:11-2:11			Period 4	1:59-2:35
Period 5	2:15-3:15			Period 5	2:39-3:15

ASSEMBLY SCHEDULE		PEP ASSEMBLY SCHEDULE	
Period 1	8:15-9:10	Period 1	8:15-9:14
ASSEMBLY	9:10-9:50	Period 2	9:18-10:14
Period 2	9:54-10:46	SEL	10:18-10:44
SEL	10:50-11:16	Flex	10:48-11:30
Flex	11:20-12:02	3A Lunch	11:30-11:55
3A Lunch	12:02-12:27	3B Class	11:34-12:30
3A Class	12:06-12:58	3A Class	11:34-12:30
3B Class	12:31-1:23	3B Lunch	12:30-12:55
3B Lunch	12:58-1:23	Period 4	12:59-1:55
Period 4	1:27-2:19	Period 5	1:59-2:55
Period 5	2:23-3:15	PEP ASSEMBLY	2:55-3:15

Calendar Items

8/9/21- Fall Interscholastic Practices Can Begin
8/23/21 - Freshmen Orientation (8:15 AM to 12:00 PM)
8/24/21 - 1st Day of Classes (Grades 10-12)
 8/27/21 - FMHS School Picture Day
 9/1/21- Early Dismissal @ 1:00 PM
9/6/21 - NO SCHOOL - LABOR DAY
 9/13/21-9/17/21 - Administration of Fall MAP Tests
 9/15/21 - Early Dismissal @ 1:00 PM
 9/30/21 - Homecoming Parade (Downtown at 5:30 PM)
 9/30/21- Homecoming Coronation @ 6:00 PM
 9/30/21- Homecoming Activities @ 6:30 PM @ FMHS
 10/1/21 - Homecoming Game @ Richmond Stadium
 10/2/21- Homecoming Dance @ FMHS (8:00-11:00 PM)
10/6/21 - NO SCHOOL - TEACHER LEARNING
 10/20/21- Early Dismissal @ 1:00 PM
 10/13/21 - Administration of the PSAT @FMHS
 November Date TBD - Administration of ASVAB
 11/3/21 - Early Dismissal @ 1:00 PM
 11/8/21 - Girls Winter Interscholastic Practices Can Begin
 11/12/21 - End of Trimester 1
 11/15/21 - Trimester 2 Begins
 11/15/21 - Boys Winter Interscholastic Practices Can Begin
 11/17/21 - Early Dismissal @ 1:00 PM
 11/23/21 - Early Dismissal @ 1:00 PM
11/24/21-11/26/21 - NO SCHOOL - THANKSGIVING
 12/1/21 - Early Dismissal @ 1:00 PM
 12/15/21 - Early Dismissal @ 1:00 PM
12/23/21-12/31/21 - NO SCHOOL - CHRISTMAS
 1/5/22 - Early Dismissal @ 1:00 PM
 1/5/22 - *Parent/Teacher Conferences-Trimester 2*
 1/10/22-1/14/22 - Administration of Winter MAP Tests

1/19/22 - Early Dismissal @ 1:00 PM
 2/2/22 - Early Dismissal @ 1:00 PM
 2/14/22 - Track Interscholastic Practice Can Begin
 2/16/22 - Early Dismissal @ 1:00 PM
2/21/22 - NO SCHOOL - PRESIDENTS DAY
 2/25/22 - End of Trimester 2
 2/28/22 - Trimester 3 Begins
3/2/22 - NO SCHOOL - TEACHER LEARNING
 3/14/22 -Soccer & Tennis Interscholastic Practices Can Begin
3/14/22-3/18/22 - NO SCHOOL - SPRING BREAK
 3/23/22 - Early Dismissal @ 1:00 PM
 4/6/22 - Early Dismissal @ 1:00 PM
 4/6/22 - *Parent Teacher Conferences-Trimester 3*
4/15/22 - NO SCHOOL - GOOD FRIDAY
4/18/22 - NO SCHOOL - EASTER
 4/11/22-4/29/22 - Administration of ISASP
 4/27/22 - Early Dismissal @ 1:00 PM
4/30/22 - Prom @ FMHS (7:30 - 10:30 PM)
 5/2/22 - Baseball Interscholastic Practice Can Begin
 5/4/22 - Early Dismissal @ 1:00 PM
 5/9/22-5/13/22 - Administration of Spring MAP Tests
 5/9/22 - Softball Interscholastic Practice Can Begin
 5/12/21 - Early Dismissal @ 1:45 PM.
5/17/22 - Senior Scholarship Night @ FMHS (6:00 PM)
 5/18/22 - Graduation Practice @ 9:00 AM
 5/18/22 - Early Dismissal @ 1:00 PM
5/21/22 - Graduation @ FMHS @ 11:00 AM
5/27/22 - Early Dismissal @ 1:00 PM
5/27/22 - End of Trimester 3
5/30/22 - NO SCHOOL - MEMORIAL DAY
5/31/22-6/3/22 - WEATHER MAKEUP DAYS

****Trimester start and end dates, the last day of school, and prom are tentative, and subject to change due to inclement weather or other scheduling conflicts.****

How to Contact Us

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

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. You may use this address to find individual teacher addresses. The format for staff email is firstname.lastname@fmcsd.org.

Attendance Office:

(319) 372-1862. Messages may be left 24 hours a day.

Attendance Assistant:	Karen Jones	karen.jones@fmcsd.org
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To Contact a High School Administrator:

Principal:	Greg Smith	(319) 372-1862	greg.smith@fmcsd.org
Administrative Assistant	Angie Williams		angie.williams@fmcsd.org

Principal:	Adrian Mckay	(319) 372-1862	adrian.mckay@fmcsd.org
Administrative Assistant	Amy Gruntmeir		amy.gruntmeir@fmcsd.org

Activities Director:	Jeremy Swink	(319) 372-1862	jeremy.swink@fmcsd.org
Administrative Assistant	Debbie Wiseman		debbie.wiseman@fmcsd.org

To Contact the Guidance Counselor:

Counselor (last names A-K)	Jan Clark	(319) 372-1862	jan.clark@fmcsd.org
Counselor (last names L-Z)	Sarah Kohl		sarah.kohl@fmcsd.org
Administrative Assistant	Marsha Bowen		marsha.bowen@fmcsd.org

To Contact the School Nurse:

School Nurse	Kristin Arnold	(319) 372-1862	kristin.arnold@fmcsd.org
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To Contact the School Resource Officer:

School Resource Officer	(319) 372-1862
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To Contact the TAG Coordinators:

TAG Coordinator	Shalisse Johnstun	shalisse.johnstun@fmcsd.org
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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. If you are less than five (5) minutes late and no one prevented you from making it to class on time, go directly to class. A tardy will be recorded. If you are more than five (5) minutes late and no one prevented you from making it to class on time, report to the main office.

You are absent from school due to illness: Your parent/guardian should phone the school at (319) 372-1862 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 24 hours per day.

You are going to be absent from school in the future: Your parent/guardian should phone the school to explain the reason(s) for your absence. A Student Request for Absence Form should be obtained from the Attendance Secretary and should be returned to the attendance office at least one (1) week in advance of the absence. Completion of work is expected before the absence. Family vacations will not be considered a planned absence.

You must leave school for any reason: If you must leave school, you should report to the nurse or to the secretary to the associate principal.

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) 372-1862. Only messages from a student's immediate family will be delivered.

You have lost something or suspect valuables have been stolen: check the lost and found area in the main office or the coat rack in the MPR. If you suspect you have had valuables stolen, ask the Secretary to the associate principal for an Incident Report. Contact your family's insurance agent to see if the item is covered by insurance.

You tear or soil your clothes: report to the nurse's office or to another staff member in the office.

Your locker has malfunctioned: report the malfunction to the attendance secretary.

You must leave for an appointment: a parent/guardian must notify the school by phone in advance of the appointment. Check-out is required in the attendance office before departure. Check-in is required when/if you return to school.

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. Your PE teacher/guidance counselor will collaborate to determine how your physical education requirement shall be met.

You would like to schedule an appointment for a guidance counselor or principal: while the guidance counselors and principals will make every effort to meet with students to assist with personal concerns, your primary responsibility as a student is to attend your courses. If it becomes necessary to speak to a guidance counselor or principal, stop by before or after school or during passing time to schedule an appointment.



Privacy Laws and Students

Many parents wonder why the school does not share certain information regarding educational outcomes, disciplinary actions, and health issues of other students even when it may relate to their student. This is due to privacy laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), which are Federal laws that protect the privacy of student records. Here are a few things that you should know:

- Teachers and school officials cannot share educational records with those that are not designated on PowerSchool or are approved by the parents or guardians of the student in question.
- Teachers and school officials cannot tell parents what disciplinary measures have been taken against other students even when it may involve their student. They can only communicate disciplinary outcomes to the parent or guardian designated as approved for each individual student.
- FERPA does allow schools to disclose information, without consent, to the following entities under certain conditions:
 - Other school officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Audit or evaluation officials;
 - Organizations conducting certain studies on behalf of the school;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Adapted from:

Family Educational Rights and Privacy Act (FERPA). (2015, June 26).

STUDENT RECORDS ACCESS - Board Policy 506.1

USE OF STUDENT RECORDS - Board Policy 506.1-R-1



Supporting Your Student at Home

As a parent, you are the major provider of your child's education from birth through adolescence. You guide the development of their character and mental health, and help form the foundation from which they'll develop lifelong attitudes and interests. Because your home is the primary environment in which your child's potential and personality will take shape, it's important to make sure that you create a positive, open atmosphere that will not only support what goes on in the classroom, but will also instill the desire to learn.

It is through your love and encouragement that your children will become motivated - first to please you, then to please others and themselves. This leads to self-confidence, curiosity, the enjoyment of mastering new tasks, and other healthy attitudes, all of which contribute to successful learning.

Unless you are home-schooling, however, you will not be the one teaching your child science, math, or geography. And while it's true that all of the facts, skills, and concepts your children learn at school are influenced by what you do at home, your child's education is equally impacted by the relationships you form with their teachers. Building an effective relationship with their teachers is a critical task, and like you, every teacher wants to achieve this goal. As with any relationship, mutual respect, the ability to listen, and lots of communication form the foundation.

When parents and teachers work well together, everyone benefits. Parents and teachers can provide each other with unique insight and different perspectives about the same child, culminating in a more complete understanding of that child, their abilities, strengths, and challenges. The teacher will know much more about the curriculum and school culture, while you know more about your child's personality, tendencies, and family life.

A successful parent-teacher partnership also shows a child that an entire team of adults is on their side. A positive relationship with your child's school is more important to their school career than your constant presence in the classroom. Because young children identify strongly with you, your attitudes, values, and innermost feelings are contagious. They become embedded in your child's mind at the deepest levels. If your own experience with school was miserable, you might feel anxious about your child's school experiences. Your child will sense this, and it could hamper their ability to become wholeheartedly involved in learning. For your child's sake, you'll need to put the past behind you and "start over," assuming that your child's teachers, school, and overall experience will be good and happy. Even if you didn't like school, the best way to help your child is to endorse their experience. Get involved, be positive, and trust their teachers. They will get the message that school is important and that they should engage fully in the experience.

A few ideas:

- Ask questions about what your student is learning in school and how they see it helping them later in life.
- Check Parent Portal to see your student's grades including completed, missing, and late assignments.
- Set up a communication plan with teachers to help them know how you prefer to be communicated with, including how, when, and how often.
- Reinforce the importance of education as a door to new opportunities for your student.
- Monitor the amount of time that your student spends on electronic devices after school and the type of activities in which he/she engages.
- Encourage your student to participate in extracurricular activities as a way to expand his/her experiences, social circles, and contact with positive role models.

Parenting in a Digital World

Parenting has never been a more difficult task than it is now with the advent of social media. Living in a digital world presents several challenges to schools and parents. A recent study showed that knowledge is doubling every 12 months, and researchers predict that it will eventually settle at about every 12 hours. This makes it nearly impossible to keep up on trending issues that affect the safety, appropriate developmental growth, and well-being of our students. The desire of FMHS is to partner with our parents to provide the best outcomes and experiences for all of our students. Below are a few resources that we would like to share with you to help you stay abreast of the issues confronting your child, especially relating to his/her online activity:

Cyber Safety Cop Issue Subscription:

A regular email sent to you from a law enforcement professional, school safety expert, and author of *Parenting in a Digital World - A Step-by-Step Guide to Internet Safety*. He is dedicated to teaching parents and children how to live safely at home, at school, and in their digital world.

Common Sense Media - a nonprofit organization dedicated to helping kids thrive in a world of media and technology. Common Sense Media strives to empower parents, teachers, and educators by providing unbiased information, trusted advice, and innovative tools to help them harness the power of media and technology as a positive force in all kids' lives.

Lives in the Balance - Lives in the Balance believes that "kids do well if they can," and if they can't do well, we need to work to uncover what is standing in their way. Lives in the Balance provides numerous parental resources to help do just that.

Sexplainer - advice from a sexual-health educator. Marine Goldenberg endeavors to teach parents how to communicate with their children about sex.

Smartsocial.com - an online resource for parents when dealing with social media and their children. Offers email newsletters to inform parents of trending issues, also has a parent university.

PLEASE REFRAIN FROM TEXTING OR CALLING YOUR STUDENT DURING THE SCHOOL DAY!

Student and Parent 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, Director of Curriculum and Student Services, at (319) 372-7252.

Guidance Counselor

Jan Clark - last names A-K

Sarah Kohl - last names L-Z

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.

Academics

Accelerated Students

ACCELERATION - Board Policy 505.2c

Following sound principles of child guidance, it will be our policy not to advocate the skipping of grades. Any exception shall be documented by local testing and recommendation from authorized independent sources such as the Connie Belin National Center for Gifted Education at the University of Iowa.

Students will be given enrichment opportunities at each grade level throughout the school year. Introduction and the teaching of advanced reading and mathematics units will be acceptable procedures. However, competency testing will not be given until the actual grade placement.

Concurrent Enrollment

Students who have reached junior status may be eligible to enroll in postsecondary (college level) courses. This option is also available for freshmen and sophomore students who have been identified as talented and gifted (TAG). Tuition will be paid by the school district. Courses are offered during the school day and after school specifically for high school students. Post-secondary Academic Credit Experience (PACE) classes are college courses offered to the general public in which high school students may enroll.

Students receive both college semester hours for the class and high school credit for the class. The grade points become part of the student's GPA. There is no tuition cost to the student; however, some classes require the purchase of textbooks. The guidance department may waive prerequisites.

EARLY GRADUATION - Board Policy 505.6

Students who wish to graduate from high school in 3 years or less than the ordinary grade 9-12 sequence would require, may make application to complete graduation requirements on an altered schedule. The students and parent(s) or guardian(s) will consult with high school guidance personnel in order to develop a graduation plan and will fill out an early graduation request complete with signature of approval from all parties.

Any student after the first term of their 4th year of high school may graduate early by notifying the counselors and completing an early graduation request complete with signatures of approval from all parties. Graduation could be effective immediately after any term during the 4th year of attendance.

To graduate early, a student must complete the minimum requirements for his/her class in Policy 505.5.

The student completing high school early must wait until the next Commencement ceremony to receive a diploma.

Eligibility for participation by the student in all clubs and extracurricular activities, excluding prom and commencement, will end immediately at the end of any term the student selects for early graduation. Students will not be eligible to hold a class office or be a participant in activities as a representative of any class other than the senior class.

Academics

Exclusion From School Programming

EXCLUSION FROM SCHOOL PROGRAMMING OR ACTIVITIES - Board Policy 501.17

The instructional program shall include the courses required for each grade level by the State of Iowa Department of Education. The instructional approach shall be nonsexist, multicultural, comprehensive in nature, as determined by the professional staff of the Fort Madison Community School District, and approved by the Board of Directors.

Persons who wish to have their child excluded from regularly scheduled classes and curriculum because of religious or other beliefs must inform the principal of the school.

In notifying the principal, the parent shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious or other beliefs;
3. The objection shall state why the program or activity violates the parental beliefs; and
4. The objections will suggest a proposed alternative course of study or activity.

The principal and parent will make the determination based upon, but not limited to, such factors as:

1. Availability of an approved alternative course of study or activity;
2. Whether allowing the exclusion places the school in a position that supports a particular religious or other belief; and
3. Whether the program or activity is required for promotion to the next grade level, or for high school graduation.

A student granted such exclusion shall be required to attend other regularly scheduled classes if available, a supervised study hall, or other appropriate courses or activity as determined by the principal in consultation with the parent.

Attendance at and participation in assemblies, field trips, and other outside of classroom activities will be encouraged but are not considered mandatory.

The building principal has the authority to make the final determination of exclusion on a case by case basis after consultation with parent, but this does not eliminate rights of appeal.

Removals in a School Year

If a student is removed from a class by the office because of discipline, unexcused absences, or the inability of the student to maintain coursework, the student will receive a “WF” or “Withdrawal Failure” for the class and a credit attempt, which will impact the student’s overall grade point average (G.P.A.), and eligibility.

Academics

FMHS Graduation Requirements

GRADUATION REQUIREMENTS - Board Policy 505.5

SCHOOL TO CAREER - Board Policy 603.7

Graduation Requirements:

- Students are required to take the state achievement test in grades 9, 10, and 11
- Unless approved for senior open campus privileges, students will be scheduled for 15 courses per school year. The Minimum requirement to be a full-time student is nine credits, including a physical education credit per year. Students who are not full-time students may not participate in any extracurricular activities. Administrative approval is required in the case of extenuating circumstances.
- Students may not graduate prior to the end of trimester one of their senior year. Requests for early graduation will be accepted beginning trimester one of the senior school year. No requests will be considered until the completion of CPR and service learning requirements.
- The number of graduation credits required by a student who transfers to FMHS will be handled on a case-by-case basis.
- General requirements:
 - a) English 8 Credits
 - b) Physical Education 4 Credits
 - c) Health 1 Credit
 - d) Mathematics 6 Credits
 - e) Science 6 Credits
 - f) Vocational 2 Credits
 - g) Business 1 Credit
 - h) Social Studies 6 Credits
 - i) To include United States History and United States Government
 - i) Electives 19 Credits
 - j) Service Learning
 - 20 Hours for the graduating classes of 2022 and 2023
 - 40 Hours for the graduating class as 2024
 - 60 Hours for the graduating class of 2025
 - 80 Hours for the graduating class of 2026
 - 100 Hours for the graduating class of 2027
 - k) CPR Certification
- Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Plan (IEP). Prior to the student's graduation, the IEP team shall determine that the graduation requirements have been met.
 - a) Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies, and three years of science.

Academics

FMHS Graduation Requirements (Cont.)

- Students at the Creative Learning Center (CLC) will graduate with the Fort Madison High School seniors. The Fort Madison CLC graduation requirements are identical to those of Fort Madison High School.

Academics

PE and the Interscholastic Athletic Program Waiver

PHYSICAL EDUCATION - Board Policy 603.6

- Purpose and Philosophy:
 - a. The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. The Board of Education also recognizes that many of our students maintain an active lifestyle through interscholastic athletic programs. These athletes often exceed, through training and competition, the number of hours required to fulfill their physical education requirement. Therefore, any FMHS student who participates and competes in an interscholastic athletic program for FMHS may be exempt from physical education for the year in which the interscholastic athletic program was completed.
- Requirements:
 - a. Students in grades nine through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center. Students may be excused for the following reasons:
 - i. The student is enrolled in academic courses not otherwise available.
 - 1. This shall only apply if no other physical education courses are available.
 - ii. Participation in a physical education course is in conflict with the student's religious beliefs.
 - iii. The student has obtained a physical education waiver for the school year because the student is actively involved in an organized and supervised interscholastic athletic program through FMHS during the current school year.
 - b. Students who will not participate in physical education must have a written request or statement from their parents.
 - c. If an exemption is granted, the student will be exempt from the physical education requirement during the school year in which the exemption is made. Only one exemption per school year will be granted to an individual student.
 - d. Students must complete one credit of physical education per school year to meet requirements for graduation. Students who choose to take physical education courses as electives may not count those additional elective credits towards the physical education requirement.
- Guidelines:
 - a. The student-athlete must participate in and successfully complete a season in one or more interscholastic athletic program during the school year in which the exemption is being made.
 - i. Formal starting dates for interscholastic athletic programs are determined by the IHSAA and IGHS AU. Starting dates for cheerleading and dance will be determined by the respective advisors and the Activities Director; the starting date may be inclusive of mandatory camps.
 - ii. Successful completion of any approved interscholastic athletic program shall be defined as participation for the entire season.
 - b. The application for an exemption from physical education must be completed and submitted to the activities office by **March 31** for the exemption to be considered in a student's schedule for the following year.
 - i. Applications are available upon request in the activities office, or available as a PDF on the district website under the high school section.

Academics

PE and the Interscholastic Athletic Program Waiver (Cont.)

- Points of Emphasis:
 - a. The required participation must be completed under the supervision / coaching direction of a State of Iowa certified interscholastic coach.
 - b. The required participation must be aerobic and/or cardiovascular by design.
 - c. Students who disqualify themselves for a physical education exemption will have their exemption rescinded and a physical education course through FMHS will be prioritized into the class schedule during the current school year. Failure to complete an interscholastic athletic program, or physical education course due to time constraints may jeopardize graduation for twelfth grade students.
 - d. The administration shall have the final determination in cases involving incidents which may cause the student to be unable to complete an entire season.
 - e. Students who are exempted from physical education must meet all building requirements with regards to attendance, behavior, and academic progress. The administration shall have the final determination in accepting students into an exemption or rescinding said exemption.
- Qualifying Interscholastic Athletic Programs:
 - a. Football
 - b. Volleyball
 - c. Cross Country
 - d. Girl's Swimming
 - i. Through Burlington High School
 - e. Cheerleading
 - i. Cheerleaders must complete both fall and winter seasons to qualify for an exemption.
 - f. Dance
 - g. Basketball
 - h. Wrestling
 - i. Soccer
 - j. Track & Field
 - k. Tennis
 - l. Golf

Physical Education and Interscholastic Athletic Program Waiver

Alternative Programs

English as a Second Language

ENGLISH AS A SECOND LANGUAGE - Board Policy 607.4

The Board will provide an English-as-a-second language (ESL) program for language-different pupils who possess limited or no command of the English language.

The purpose of instruction in English as a second language (ESL) will be to assist the child in an effective transition to English and to the English-speaking classroom.

Provisions for proper identification of non-English speaking students:

Building principals, with the aid of his/her staff, will annually be expected to follow these three (3) provisions in identifying students in the building.

CRITERIA: Student first learned a language other than English; student comes from a home where the language usually spoken is other than English; or usually speaks a language other than English.

PROVISION FOR ASSESSMENT: A proven Language Assessment Battery will be administered at Level I (K-2), Level II (3-6), and Level III (7-12). A student may exit the program after 1) English proficiency tests indicate that his/her English is sufficient for success in a regular classroom or 2) the student is recommended for the regular program by the ESL teacher.

Alternative Programs

Private Instruction

PRIVATE INSTRUCTION - Board Policy 604.1

The Fort Madison Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria:

- (i) is not accredited,
- (ii) enrolls not more than four unrelated students,
- (iii) does not charge tuition, fees, or other remuneration for instruction,
- (iv) provides private or religious-based instruction as its primary purpose,
- (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies,
- (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled,
- (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and
- (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

INSTRUCTIONAL SUPPORT FOR HOME SCHOOLING - Board Policy 604.9



Alternative Programs

Remedial and Enrichment Programs

PROGRAM FOR AT-RISK STUDENTS - Board Policy 604.4

The Board recognizes some students require additional assistance in order to graduate from the regular education program. The Board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

PROGRAM FOR TALENTED AND GIFTED STUDENTS - Board Policy 604.3

The Board recognizes some students require programming beyond the regular education program. The Board will identify students with special abilities and provide education programming.

Online Coursework (Acellus)

FMHS students will be permitted to take online classes when requested to allow them to fit other regular coursework into their schedule. Enrollment in these classes will be on a case-by-case basis. Extenuating circumstances must exist for enrollment. An administrator must agree that the extenuating circumstances applies. Below are the stipulations for enrollment in online coursework:

1. In general, freshmen will not be considered for online coursework.
2. Online coursework will not be considered for weighted grade point average credit.
3. Students will not be enrolled in Acellus online courses which are offered as part of Fort Madison High School's regular curriculum, unless extenuating circumstances apply.
4. The online course must be taken through the Acellus Program.
5. Acellus coursework will be completed on a student's own time. Periods during the school day will not be arranged into a student's schedule for the completion of Acellus coursework.
6. Students may seek assistance from FMHS instructors for their Acellus coursework, but that time must be scheduled before or after school hours.
7. Students must complete Acellus coursework in the same fiscal year (July 1-June 30) in which they began the class.
8. Students are required to notify the guidance office when they have completed an Acellus course so that it can be verified and added to the student's transcript and historical grades.
9. Credit for an Acellus online course will be awarded on a student's transcript with a descriptor indicating the course was taken online.
10. A student may not accrue more than six (6) Acellus online courses over their high school career.
11. If a student does not complete an Acellus course in the allotted time, the class will be recorded as an "F" on the student's transcript and recorded as a credit attempt, affecting their G.P.A.
12. FMCSO-issued chromebooks will not be available during the students' summer break. If students are enrolled in an Acellus course at that time, a personal device must be utilized in those efforts.
13. All school rules/regulations with regard to academic dishonesty, plagiarism, and other curricular expectations will apply to Acellus coursework.
14. A student may only accrue a total of six total online credits unless the student is enrolled as a part-time or full-time student at the Creative Learning Center, or there are extremely extenuating circumstances which warrant an exception.

Attendance

Absences and Call-In Procedures

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 high 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 (8th 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

Attendance letters will be mailed after a student has reached three (3), five (5), and seven (7) absences. After nine (9) absences an excuse considered legitimate by the Administration will be required for all subsequent absences and credit may be withheld from course work. These letters demonstrate Fort Madison Community School District's adherence to compulsory attendance laws in the State of Iowa. The letters are computer-generated and 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 or 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 on or before 8:45 AM the day following 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 will result in consequences appropriate for unexcused absences and possible 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, but may still result in consequences for failure to comply with district and FMHS procedures regarding absenteeism.

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 made up at teacher discretion. After 8:15 AM on the day following a student's absence, if a parent has not verified an absence, it will become an unexcused absence and remain as such. Furthermore, disciplinary action could be taken against the student thereby risking loss of credit for the class and a credit attempt.

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.



Attendance

Compulsory Attendance

COMPULSORY ATTENDANCE - Board Policy 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1026 hours. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- Are attending religious services or receiving religious instruction;
- Are attending an approved or probationary-approved private college preparatory school;
- Are attending an accredited nonpublic school; or
- Are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The truancy officer, principal or other school official will investigate the cause for a student's truancy. If the truancy officer, principal or other school official is unable to secure the truant student's attendance, the truancy officer, principal or other school official should discuss the next step with the superintendent. If the student is still truant, the truancy officer, principal or other school official will refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The Superintendent or truant officer or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

STUDENT ATTENDANCE RECORDS - Board Policy 501.8

Dropout/Driver's License

Iowa law now requires school districts to notify the Iowa Department of Transportation when a student under the age of 18 voluntarily withdraws from school. Students dropping out of school will have their driver's license suspended.

Attendance

Truancy Regulations

TRUANCY - UNEXCUSED ABSENCES - Board Policy 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion.

It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to alternative placement unless the goals and objectives of the student's Individualized Education Program are capable of being met. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

TRUANCY - UNEXCUSED ABSENCES REGULATION - Board Policy 501.10-R-1

Attendance

Leaving Campus During the School Day

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. For safety concerns, students must be signed out in person in the main office by an approved parent/guardian before leaving the building. Leaving school without permission will be classified as truancy.

If the student returns to school on that same day, they must sign back in at the main office, and obtain a pass to be admitted to class.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit, and other reasons determined appropriate by the principal.

Open Campus

FMHS believes in assisting students in becoming responsible young adults, and allows limited open campus rights. Students in grades 10-12 may be eligible for open campus if they meet all of the following criteria:

- Parents must sign a permission form before any student may have open campus.
- Students in grades 10-12 who demonstrate proficiency on standardized assessments (MAP, ISASP, etc), or who show appropriate growth from previous assessments.
- Seniors who have 35 credits. Juniors who have 27 credits. Sophomores who have 15 credits.
- Seniors who have a cumulative 2.0 G.P.A. Juniors who have a 2.50 G.P.A. Sophomores who have a 3.0 G.P.A.
- Students in grades 10-12 who successfully completed coursework during their previous school year without failure.
- Students in grades 10-12 who accumulated three (3) or less unexcused absences during the previous school year.
- Students in grades 10-12 who maintain passing grades.
- Students in grades 10-12 are expected to attend all homerooms and special meetings as announced. Students will be held accountable for knowing the daily announcements. Daily announcements will be sent each day via FMCS D email, tweeted from @FMHighSchool, and be available via the FMHS Facebook page.
- A senior must have a minimum of three (3) periods per term to remain a full-time student and be eligible for Open Campus.
- In accordance with extracurricular participation, a student must attend the three class periods preceding an after-school activity to be eligible to participate in said activity. Extenuating circumstances may apply.
- Sophomores and Junior students may only have Open Campus privileges during the lunch period..

Schedules will not be arranged to accommodate "Open Campus".

Open campus privileges may be revoked by administration at any time, for any reason.

Open Campus Permission Form



Attendance

Leaving Campus During the School Day (Cont.)

Parental Communication Policy/Information

To pick up students during the school day, have lunch with, or visit with students, the school by law is limited to only those individuals that have been pre-approved by the parent/guardian. This includes grandparents, siblings, other relatives, friends, boy/girlfriends, etc.

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 in high school. However, we recommend that you review the list of persons who have access to students once a year. This may be done during registration, or by a phone call or visit to the office.

If a person comes to the high school to have any interaction with your child and they have not been approved by the first contact priority, FMHS will not allow access to the student.

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. This shall be done by contacting the main office or updating it on the PowerSchool Parent Portal. FMCSO reserves the right to request address verification from parents if/when there is a reason to believe there has been a change in address.

If students are to go to lunch with a pre-approved visitor, they may only do so during their assigned lunch time.

STUDENT ABSENCES - EXCUSED - Board Policy 501.9

STUDENT RELEASE DURING SCHOOL HOURS - Board Policy 501.11

Student Request for Absence

Students who have advanced notice of an extended absence should pick up an absence request form from Guidance at least one (1) week prior to absence. All teachers must list work missed along with student's current grade and teacher initials. The form must be signed by a parent. The student is to turn the form into the main office for administrative approval.

School Cancellations/Delays

Power Announcement (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:

AM

KBKB	1360
KBUR	1490

FM

KBKB	101.3
KGRS	107.3



Behavior Guidelines

Behavior Expectations for Students at FMHS

In keeping with our vision for students at the FMHS, consequences will be recognized as a tool to respond to a student's poor choices. Our belief is that consequences should be provided as an opportunity for students to reflect on their behavior and learn more effective ways of coping with similar situations 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, individual or group counseling, suspension, alternative educational programming, alternate placement, or expulsion. It is our goal to assist students in making good choices and behaving in a manner consistent with the expectations of our school community.

Behavior Expectations

Fort Madison High School students are expected to conduct themselves as mature young men and women every day at school. They 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 High School Principal, Associate Principal, or other school officials reserve the right to deviate from the following consequences if deemed appropriate. Students will be treated equitably, which does not mean that each event will be treated with equal consequences.

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).

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS - Board Policy 501.18

Behavior Guidelines

General Rules

The 6Ps

- Prompt - be on time where you belong.
- Prepared - bring all materials and be ready to learn.
- Positive - have a positive mental attitude.
- Participate - follow all directions and engage in learning.
- Polite - Speak and act with dignity and respect.
- Productive - complete all tasks on time with quality.

Indicators	4 Exceeds	3 Meets	2 Approaching	1 Insufficient
Prompt	I am consistently on time to class and ready to learn at the bell.	I am frequently on time to class and ready to learn at the bell.	I am sometimes tardy to class and sometimes ready to learn at the bell.	I am often late to class. I am not ready to learn at the bell.
Prepared	I am consistently prepared and ready to work	I am frequently prepared and ready to work.	I am sometimes prepared and not always ready to work.	I am rarely prepared and frequently not ready to work.
Positive	I am consistently focused. I am self-directed. I consistently have a positive mental attitude.	I am frequently focused. I am self-directed. I have a positive mental attitude most of the time.	I am sometimes focused. I am often not self-directed. There are times I have a negative attitude.	I am rarely focused. I often have to be told what to do. I often display a negative attitude.
Participate	I consistently participate. I share information and ideas. I am a leader.	I frequently participate. I share information and ideas. I am often a leader.	I sometimes participate. I am inconsistent in my participation.	I rarely participate or share ideas. I rely on the work of others.
Polite	I consistently speak and act with dignity and respect. I encourage others. I am a leader.	I frequently speak and act with dignity and respect. I am often a leader.	I sometimes speak with dignity and respect. At times, I act disrespectfully or disrupt.	I rarely speak with dignity and respect. I am often disrespectful or disruptive.
Productive	I am consistently productive. I am punctual in turning in my assignments. I exceed requirements.	I am frequently productive. I am punctual in turning in my assignments. I meet requirements.	I am sometimes productive. I am not always punctual in turning in my assignments. I don't always meet requirements.	I am rarely productive. I am not punctual. I consistently don't meet requirements.

Behavior Guidelines

Student Dress Code

Dress Code

All students are expected to dress appropriately for a 9-12 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 unused in 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.

STUDENT APPEARANCE - Board Policy 502.1

Behavior Guidelines

Personal Electronic Equipment

Personal Electronic Equipment

“Electronic” means any 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 or silent in all inappropriate areas such as classrooms, all computer labs, the library, the offices, and other prescribed areas where educational processes are taking place. Personal electronic devices should be out of sight and secure in a bag, purse, or locker during instruction

Electronic equipment use is allowed in the hallways during posted passing times and in the Multi-Purpose Room (MPR) during assigned lunch times.

Pictures and videos are not to be taken on the FMHS campus by electronic device unless that permission has been explicitly granted by a staff member for educational purposes.

At a teacher’s discretion, electronic devices may be used during class time for educationally appropriate purposes.

Consequences will be appropriate and employed on an as-needed basis to remedy violations of this policy.

Phone calls for your students should be routed through the front office. 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 your call 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 the FMHS Electronic Policy, the following are prohibited:

- Electronic devices during class time;
- Electronic devices of any type in restrooms, locker rooms, or during testing;
- Sending text, images, sound, video or files for the purpose of cheating;
- Sending or displaying offensive messages or pictures;
- Using obscene language, including ringtones;
- Harassing, insulting, or attacking others;
- Damaging electronic devices, computer systems, or computer networks;
- Violating copyright laws;
- Using another’s password;
- Digitally trespassing in another’s folders, work, or files;
- Intentionally wasting limited resources, i.e. excessive downloads, creating viruses, etc.;
- Employing the network for commercial or any non-educational purposes.

FMCS D is not responsible for the loss or theft of an electronic device.

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



Behavior Events

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

Conduct that materially or substantially interferes with the educational environment will be considered a breach of conduct. This may include, but is not limited to:

- Conduct which interferes with the orderly, efficient, and disciplined atmosphere of the all school-sponsored activities;
- Documented conduct detrimental to the best interest of the school district;
- Refusal to conform to 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. Attempted or actual arson will be reported to the Fort Madison Police and Fire Departments.

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.

Assault will be handled in alignment to the standards defined for “Fighting”. The SRO may become involved if the victim of an assault wishes to press charges.

Bullying/Intimidation

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.

Students are expected to report incidents of harassment, bullying, intimidation, or threats to the office immediately.

HARASSMENT/BULLYING COMPLAINT FORM - Board Policy 104-E-1

Bus Misconduct

Any reported conduct that is disruptive while in a school vehicle or school-chartered vehicle. Consequences for bus misconduct will be determined at administrative discretion.

Behavior Events (Cont.)

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. Referral to the administration for repeated acts of defiance, insubordination, or non-compliance will be expected by staff.

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. Staff will address situations affecting disruptive classroom behavior. However, when staff deem it necessary to remove a student from a situation because of disruptive behavior, consequences may result.

Dress Code or Apparel Violation

Violating the dress code as established by school administration. Students may be asked to wear their clothing in a manner that does not violate the dress code or be sent to the office for administrative assistance.

Electronic Device Violation

Violation of the electronic device policy may result in confiscation of such device(s). Parents may be required to collect such equipment from the main office.

Failure to Serve Consequences

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

False Alarms

Alarms are located throughout the FMHS 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 consequence 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 consequence, 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.

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

Behavior Events (Cont.)

Forgery

Defined as counterfeiting another's signature with the intent of misrepresenting oneself. Forgery of another's signature shall be referred to the administration for potential consequences.

Gang-Related Activities

Evidence of being involved in a gang or wearing any apparel or sign that might be attributed to any specific gang. Gang-related activities on school property will not be tolerated. Referral to the SRO may become necessary.

Harassment

While students may not always like everyone they come into contact with, respect is expected. We 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.

Harassment is a criminal offense by Iowa law. As such, students are expected to report incidents of harassment, bullying, intimidation, or threats to the office immediately.

Steps to follow if you believe you are being harassed:

1. Ask the harasser to stop;
2. Report the harassment to school personnel; and/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.

HARASSMENT/BULLYING COMPLAINT FORM - Board Policy 104-E-1

Illegal Substances

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 or otherwise intoxicating substances may be referred to the SRO. Students who violate this policy will be subject to Board of Education policy 502.7b, 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. Consequences for inappropriate affection will be determined at administrative discretion.

Behavior Events (Cont.)

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. Consequences for inappropriate location/ out of bounds area will be determined at administrative discretion.

Inappropriate Physical Contact

Occurs when a student or students engage in non-serious, but inappropriate physical contact. Consequences for inappropriate physical contact will be determined at administrative discretion.

Misrepresentation

Delivering or communicating a mistruth or falsehood for the purposes of avoiding detection or violating a policy, rule, or regulation. Consequences for misrepresentation will be determined at administrative discretion.

Peer Conflict

Conflict with other persons is a normal part of life and learning effective conflict resolution skills promotes 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 COMPLAINT/RESOLUTION FORM - Board Policy 104-E-2

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. Consequences for physical aggression will be determined at administrative discretion.

Behavior Events (Cont.)

Plagiarism/Cheating

The Fort Madison Community School District is committed to academic integrity. The Administration and faculty of FMHS expect that all students submit course work that reflects *their* originality. Plagiarism and cheating jeopardizes academic integrity and violates school policy.

Plagiarism:

- Submitting the words, ideas, images, or data of another person's as one's own in any academic writing or other project.

Cheating:

- Possession of unauthorized material
- Substantial editorial or compositional material (including family members)
- Submission of another student's material already marked for credit.
- False claims or fabricated references.
- Copying of someone else's assessment; or passing answers from an assessment or assignment to another student.

Faculty at FMHS 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.

Plagiarism will be discussed and handled on an individual basis. At the very least, a student's academic misconduct will be confidentially communicated to all of their instructors; at a teacher's discretion, the student may be required to complete another assignment or assessment, submitting their own original work; a student may be asked to complete an assessment on their own time (outside of regular school hours); all extracurricular involvement may be suspended until original works are submitted, and ultimately; if the academic misconduct becomes a perpetual offense (more than two occasions) a student may be suspended, or recommended for expulsion.

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 consequence and referral to the proper authorities.

Tobacco

Board of Education Policy 502.7b prohibits the use or possession of tobacco products (including all types of vaping devices and 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 consequence, receive a good conduct violation, or be referred to the SRO.



Behavior Events (Cont.)

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

Failing to attend regularly scheduled classes.

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 the absence;
- Leaving the building for any reason without permission from the school nurse, or school administration;
- Absence without parent permission;
- Reporting to a class more than five (5) minutes tardy:
 - Student will be placed in room 202 (Student Assistance Center);
- 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.

Consequences for unexcused absences will be determined at administrative discretion.

Vandalism

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 consequence and possibly referred to the SRO.

Behavior Events (Cont.)

WEAPONS Board Policy 502.6

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of the policy, the term “firearm” includes, but is not limited to any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Creative Learning Center (CLC)

Entry into the CLC

CLC is operated as an alternative learning center in affiliation with FMHS. Staff at CLC are personnel of FMHS and are responsible to the Principal. Graduation requirements are monitored by CLC staff and certified by the administration and counseling department at FMHS.

Students may not be considered for admittance into CLC for reasons that include, but are not limited to:

- Discipline – CLC is an academic institution and may not accept students who have a history of discipline incidents or who may cause a disruption to the educational environment.
- Attendance – students who have a history of truancy, unexcused absences, or tardiness may not be considered for admittance.
- Lack of Effort – Students are sent to CLC because they have shown a need for more individualized instruction. Students putting forth little to no effort at FMHS may not be considered for enrollment at CLC.

Procedure:

- 1) The student will first meet with their guidance counselor;
- 2) The counselor will fill out the CLC application with the student;
- 3) The counselor will contact parents/guardians to make notification of the educational and/or administrative directive.
- 4) The student may meet with a building administrator to discuss CLC;
- 5) The student (through the guidance office) will make an appointment with CLC. No student will be sent to CLC without prior communication between CLC and FMHS. CLC staff will typically try and see students the same day if possible.

Checklist:

- 1) Credit checks are completed.
- 2) Extenuating circumstances are investigated, listed, and discussed.

Notes:

- Students who attend CLC are required to participate in Iowa Assessments and MAP testing. This will be arranged between FMHS and CLC staff. Refusal to participate in Iowa Assessments or MAP testing may be cause for removal from the CLC program.

CLC Expectations

This program is being offered through the CLC as an extension of Fort Madison High School. Any student who meets the standards is qualified to apply.

Participation in this program is a privilege, not a guarantee. Students are expected to complete all requirements for graduation as specified for FMHS students.

Counseling

General Counseling Information

STUDENT GUIDANCE AND COUNSELING PROGRAM - Board Policy 607.1

The Board will provide a student guidance and counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the Board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and involve licensed employees.

FMHS counseling personnel hold degrees in school counseling and provide services directed at assisting students in personal growth, transitions, course decisions, personal decision-making, and post-secondary planning. 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 and referrals to other community agencies when necessary.

Counselor Assignments

Jan Clark – last names A-K

Sarah Kohl – last names L-Z

Grade Point Average (GPA):

GPA equals the number of credits attempted divided by the total number of grade points earned. GPA will be calculated by utilizing the following point system and formula:

Unweighted (General) Coursework

A+, A, A- = 4.0

B+, B, B- = 3.0

C+, C, C- = 2.0

D+, D, D- = 1.0

F = 0.0

Weighted Coursework

A+, A, A- = 5.0

B+, B, B- = 4.0

C+, C, C- = 3.0

D+, D, D- = 1.0

F = 0.0

Honor Graduates

Graduating with Excellence, 4.0+; awarded a gold medallion.

Graduating with Distinction, 4.0+ to 3.75; awarded a gold medallion.

Graduating with High Honors, 3.74 to 3.5; awarded a silver medallion.

Graduating with Honors, 3.49 to 3.25; awarded a bronze medallion.

Valedictorian and Salutatorian distinctions will be recognized at the Senior Awards Assembly and Graduation.

STUDENT HONORS AND AWARDS - Board Policy 505.3

Permanent Record Card

Trimester marks are recorded on the student's permanent record card. Course grades are assigned at the end of the course, whether the course be one, or two trimesters in length.



Counseling

Standardized Testing

Standardized Tests

Tests are given each year to evaluate growth the student has experienced and to continually evaluate the district's curriculum. Those tests include, but are not limited to:

- Grade 9-11:
 - Iowa Statewide Assessment of Student Progress (ISASP)
 - FMHS tests annually in April.
- Grade 9-12:
 - The ACT (optional, but suggested for students interested in continuing their education at a college or university):
 - ACT is not a test which is administered through FMHS.
 - Dates for the ACT will be made available upon notification by ACT administrators.
 - It is suggested that college-bound students take the ACT following completion of Algebra II.
- Grade 11:
 - The PSAT/NMSQT (optional):
 - The PSAT/NMSQT test is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation (NMSC) in the United States.
 - May qualify a student to achieve the status of National Merit Scholar.
- Grade 11:
 - The ASVAB:
 - The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple choice test administered by the United States Military Entrance Processing Command and is used to determine qualification for enlistment in the United States Armed Forces.
 - FMHS requires and administers the ASVAB to all juniors, and utilizes the exam as a measure of assisting students in understanding their aptitudes in making informed decisions about their future.
 - FMHS tests annually in the fall.
- Grade 12:
 - NCRC
 - The National Career Readiness Certificate is a portable credential that demonstrates achievement and a certain level of workplace employability skills.
 - Every senior at FMHS must take the NCRC.
 - FMHS tests annually in the fall.

TESTING PROGRAM - Board Policy 505.4

Extracurricular Activities

Philosophy, Participation

Statement of Philosophy

It is a privilege and an honor to participate in the full range of extracurricular activities in the Fort Madison Community School District. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well-being, 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.

Participation

The Fort Madison Community School shall maintain a supervised program of co-curricular activities. Only activities which contribute to the educational and social development of the student shall be considered part of the total curriculum. Those activities include:

- Athletics, both interscholastic and intramural;
- Clubs;
- Committees;
- State-sanctioned clubs and related activities;
- Subject-matter connected activities.

Participation in these activities shall be governed by state and school regulations and requirements.

A participant in any interscholastic activity is the official representative of this school (FMHS) and this community is judged by a student's appearance, character, and conduct. The administration reserves the right to remove a student from an event, and/or declare the student ineligible for disciplinary reasons.

Definitions

- **Competition/performance** - means a specific event that is a component of an extracurricular program whether it is to be a contest, a performance, a school sponsored trip that is part of the extracurricular activity, etc.
- **Offense** - occurs when a student is determined by a school official to have violated the Good Conduct Code. Junior High/Middle School students must also abide by this Good Conduct Code. However, any violations incurred prior to ninth (9) grade will not be carried forward to ninth (9) grade.
- **Possession** - shall mean under the actual control of, on the student's person, or contained in property under the student's personal control.
- **School days** - shall mean days when school is in session.
- **Student Code of Conduct** - is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior which violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.
- **Year** - as it is used in this policy means one calendar year.

STUDENT ATHLETIC EXAMINATIONS - Board Policy 607.3



Extracurricular Activities

Letters and Awards, Transportation

Letters & Awards

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

Transportation

Transportation is provided for students to and from activity trips and to and from school. Students are expected to act in a responsible way while riding on school provided transportation. Should a student cause discipline problems while riding in school vehicles, he/she may be removed from the school provided transportation. Students are expected to ride school transportation to and from school activities. For the protection of the student and school only the following exceptions will be granted:

- Under unusual circumstances students may use other transportation to an activity if they have received permission from the Principal or Activity Director prior to that activity. Under no circumstances will a student be allowed to travel with another student. Students who use anything other than school transportation without permission to an activity will not be allowed to participate.
- The parent/guardian informs the coach or sponsor at the activity site that the student will be riding home with them. Parents must sign their student out with the coach/sponsor.

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES - Board Policy 711.3

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES - Board Policy 711.3-R

General Activity Rules

Good Conduct - Eligibility, General Standards

GOOD CONDUCT CODE - Board Policy 503.4

STUDENT ACTIVITY PROGRAM - Board Policy 504.6

Please refer to the school calendar on the district website (www.fmcsd.org) for the starting dates for various activities.

All FMHS students are expected to represent the high school consistent with the school's expectations at all times.

Attendance Eligibility

Students must be in school for the three (3) scheduled classes (to include special events and schedules) preceding the scheduled event or practice. Those students not in attendance during three (3) scheduled periods preceding the scheduled event or practice will not be able to participate in the said activity or practice. Special circumstances (funerals, medical appointments, etc.) must be approved by administration prior to the student participating in an activity.

Good Conduct Code & Eligibility Policies

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 the Good Conduct Code and of the Student Code of Conduct.

Before participation in any activity is permitted, all students who wish to participate in extracurricular activities shall be made aware of the Good Conduct Code, which is available on the FMCS D website, located at the FMHS page via the student handbook.

The staff, administration, and school board encourage participation in interscholastic competition, extracurricular activities, field trips, and other school-related activities. To be eligible for participation in these activities, students will follow the Good Conduct Code established by the board of education, administration, sponsors, and coaches.

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.

Good Conduct - 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, their rights, property and dignity. The final decision concerning a violation of good conduct standards rests with building administration.

Good Conduct - Applicable Activity Programs

The Good Conduct Code applies to all extracurricular activities, including but not limited to:

- All athletic and related positions;
- All music, speech, and drama;
- School royalty; prom and homecoming court;
- Student government/council and other elective officers;
- School honors;
- School clubs.



General Activity Rules

Good Conduct - Application, Violations

Good Conduct - Application

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 8th grade to 9th grade. Any incoming student who was declared ineligible under a prior school district's Good Conduct Code, or similar rule or regulation, and who has not completed the full period of ineligibility at that school and transfers to Fort Madison High School/Middle School will not be eligible for extracurricular activities at Fort Madison High School/Middle School 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 activities 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.

Good Conduct - Violations

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions. *Any behavior not addressed may be handled by Administration with consequences deemed appropriate on an individual basis.*

Students shall not:

- Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
- Illegal Possession, use or threaten to use any instrument that is generally considered a weapon, or an imitation weapon or an explosive;
- Possess, use or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia;
- Possess, use or be under the influence of alcoholic beverages;
- Assault or physically abuse of any person;
- Use, possess and/or transmit tobacco or imitation substances;
- Damage, destroy, vandalize or steal school property and/or personal property;
- Attend a function or party or be present in a vehicle where illegal drugs are being used or where alcohol is being used illegally by minors. Attendance with parents at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age, shall not be considered a violation of the good conduct policy unless alcohol or a controlled substance (drugs) is consumed by the minor student or the minor student participates with others who are illegally consuming alcohol or controlled substances (drugs) and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (whether minors or not) illegally consuming controlled substances (drugs);
- Participate in any conduct which, in Iowa is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations and curfew violations.



General Activity Rules

Good Conduct - Determination of Violation

Good Conduct – 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 extracurricular activity, the ADMINISTRATOR OR ADMINISTRATOR DESIGNEE will determine whether the student has committed a violation.

Prior to making a final determination that there has been a violation, the Administrator or Administrator designee shall:

- Be informed of the allegations;
- Perform an appropriate investigation.

The student shall:

- Be notified, orally or in writing of the allegations against the student and the basis of the allegations;
- Be given an opportunity to respond to the allegations.

The Fort Madison Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law.

Once the determination is made that a student has violated the Fort Madison Good Conduct Code, the Administrator or the Administrator's designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, when possible.

Academic Integrity

Academic honesty and integrity are essential to excellence in education. Assignments, assessments, and all other types of schoolwork are measures of student performance. The ability for educators to determine what a student knows, and is able to do, is critical for achievement. Each student at Fort Madison High School has a responsibility to promote academic culture that respects and fosters individual achievement. To this end, the administration at FMHS has an obligation to foster an environment which includes fidelity in each classroom. Students may be subject to consequences for a lack of academic integrity, including, but not limited to:

- Loss of credit for an individual assignment.
- Loss of credit for a course.
- Loss of daily school privileges (phone, passing, restroom, lunchroom, etc.)
- Loss of the privilege to attend or participate in school activities (activities, athletics, special events, dances, etc.)
- Inclusion of a statement in the student's permanent file regarding a lack of academic integrity.

General Activity Rules

Good Conduct - Penalties

Good Conduct - Penalties for Violation(s)

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The penalty shall be imposed within three (3) school days of the Administrator or their designees determination of a violation.

Penalties: The penalty for a violation is ineligibility for a percentage of the activity season. 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. All percentages will round up. For example: 11% of 40 scheduled baseball games is 4.4 games. This person will miss 5 total games.

- **First Offense:** Loss of eligibility for up to 22% of the contest/performance dates scheduled for that activity for the year.

Penalty Reduction Option. Any student who comes forward, admits to the Principal a violation within twenty-four (24) hours after it occurs, provides complete and accurate facts about his/her involvement, and satisfactorily completes a district recognized alcohol/drug education program at the student's and/or parent/guardian's expense (for Violations 1, 2, 3 or 4) shall have the penalty that would have been imposed, reduced to 11% of the contest/performance dates scheduled for that activity for the year. The Principal will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

- **Second Offense:** Loss of eligibility for up to 44% of the contest/performance dates scheduled for that activity for the year.

No Penalty reduction option.

- **Third and Subsequent Offenses:** Up to one calendar year of ineligibility.

No Penalty reduction option.

For violations involving possession, use or distribution of alcohol and/or drugs, the student must seek an evaluation from a recognized substance abuse facility to become eligible. This evaluation will be required at the 2nd and 3rd and subsequent offense levels and will be at the expense of the student or parent/guardians.

General Activity Rules

Good Conduct - Student Appeal

Good Conduct - Student Appeal Process

A student may contest a determination that the student violated the Good Conduct Code and/or the consequences imposed for a Good Conduct Code violation. The decision of the Administrator or Administrator's designee regarding the Good Conduct Code may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Administrator's or designee's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the Superintendent may be appealed to the Board of Directors. This appeal shall be in writing and filed with the Board Secretary within five (5) school days of receipt of the decision from the Superintendent. A meeting with the Board shall be held as soon as reasonably practicable. During the appeal, the student shall remain ineligible pending a decision by the Board. The Board's decision shall be final.

General Student Information

Announcements

The primary means of communication with students about school-related activities is through announcements. Announcements will be sent via FMCS D email, each day. If you have something to put in the announcements, it must be approved by administration and should be submitted by 3:00 PM the day prior . Announcements should be sent to adrian.mckay@fmcsd.org for approval and inclusion.

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, and students must sit in their assigned area.

Auto Shop

Only licensed drivers will be allowed to move cars into, or out of the auto shop.

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 larger 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. To maintain a pleasant environment in the cafeteria, students are expected to return their trays, leave tables clear of all items, and exercise polite and courteous behavior at all times. Students may be asked by staff supervisors to assist in cleaning their eating area. Students are expected to cooperate and provide assistance in meeting these expectations.

General Student Information (Cont.)

Co-Curricular Activities

The Fort Madison Community Schools shall maintain a supervised program of co-curricular activities. Only activities which contribute to the educational and social development of the student shall be conducted in the Fort Madison Community Schools, and shall be considered part of the total curriculum, in the following areas:

1. Subject-matter connected activities, clubs and committees
2. Athletics
 - a. Interscholastic
 - b. Intramural
3. State-sanctioned clubs and related activities

Participation in these activities shall be governed by state and school regulations and requirements.

Fort Madison High School

Academic Eligibility Requirements (in accordance with [Iowa Code Section 281-36.15](#))

- A. All student contestants must be enrolled and in good standing at Fort Madison High School.
- B. Each student contestant shall be passing all coursework for which credit is given and shall be making adequate progress towards graduation requirements at the end of each grading period. For purposes of this procedure, “grading period” shall mean the period of time at the end of which the student receives a final grade and course credit is awarded for passing grades.
- C. If at the end of any grading period a student contestant is given a failing grade in any course for which credit is awarded, the student contestant will be ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. Students are expected to continue attending practices and other related activities as active participants during this period of ineligibility.
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade.
- F. A student is academically eligible upon entering the ninth grade.

General Student Information (Cont.)

COMMENCEMENT - Board Policy 505.7

Commencement Exercise Eligibility

Commencement ceremonies through the Fort Madison Community School District are a privilege afforded to students who are in good standing, and for those individuals who have made appropriate choices leading up to the date of commencement. No student is entitled to the privilege. The commencement ceremony must be earned.

Only students who meet all graduation requirements or early graduation requirements will be allowed to participate in the Commencement Exercise. Seniors will not be allowed to participate in Commencement if they have not met all of the following requirements: proper number of credits, proper required courses, correspondence course grades received in the office two (2) weeks prior to Commencement, payment of fines, bills, other financial obligations, or discipline consequences complete such as detentions, or suspensions. Those students who take care of their obligations after the Commencement Exercise may either receive their diploma or go through Commencement Exercises the next year. Once students participate in commencement exercises, they will no longer be considered students at FMHS.

Academic achievement and community service will be recognized at commencement exercises with medals and chords.

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.

Continuing Education Program

The Fort Madison Community School District may cooperate in the offering of a continuing education program via a yearly contract with Southeastern Community College. The courses and subjects to be offered will strive to meet the needs and desires of the community; however, specific course offerings will depend on the availability of facilities and teachers, and the interest expressed through class enrollment.

Criminal Trespass

Non-students on FMHS 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.



General Student Information (Cont.)

DAMAGED OR LOST PROPERTY/MATERIALS - Board Policy 802.6b

The school district shall assess student(s) the cost for damages to school property resulting from their negligent acts.

Such damages shall include, but not be limited to:

1. broken or damaged equipment
2. damaged furniture
3. damages to the building
4. damages to school buses or vehicles

Payment for Lost Materials

Students shall be required to reimburse the school district the replacement costs for lost equipment or materials supplied to them. Such lost items shall include, but not be limited to:

1. textbooks and other instructional materials
2. towels
3. combination locks
4. uniforms
5. musical instruments

Dances and Special Events

School dances and special events are limited to FMHS students with the exception of the homecoming dance and prom. A FMHS student may bring a high school student from another school by filling out the dance request form and returning it by the due date. ANY FMHS graduate from the previous school year or an early graduate from the current school year may return to FMHS as a guest of a FMHS student. Non-graduates of FMHS or graduates of FMHS not from the previous graduating class will not be permitted as a guest. A dance request form will be required for any FMHS graduate.

Dances will occur between 7:30 PM and 11:00 PM. Sanctioned dances must be held on FMCSO property.

In order to attend the major dances at FMHS, which include the homecoming dance and prom, you must be a high school student in *good standing*. *Good Standing* is defined by:

- All scheduled detentions served;
- A student not under suspension or expulsion;
- Must be a full-time student;
- Must be signed up by the assigned deadline;
- Non-student dates must attend high school or have graduated from FMHS the previous or current school year and have the dance request form completed by the visiting school and turned in by the deadline.
- Have less than three (3) discipline referrals in the current school year, including attendance-related referrals.
- Have no suspensions or major offenses in the current school year.
- Have no more than one (1) course failure in the current school year.
- Be free of debts or fines.
- A student who has demonstrated academic integrity in their coursework and on standardized assessments.

School Dance Guest Information Sheet



General Student Information (Cont.)

Deliveries

FMHS will not accept deliveries from outside agencies to be delivered to FMHS students.

Dismissal Time

School is dismissed at 3:15 PM. Students who do not use district transportation shall exit the FMHS building and campus no later than 3:30 PM.

DISTRIBUTION OF MATERIALS - Board Policy 903.5

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non curricular. Non Curricular materials to be distributed must be approved by the building principal and/or meet certain standards prior to their distribution.

Doors

Students should use the main entrance to the FMHS Building (located on the Southwest side of the building on the circle drive) to enter and exit the building. Propping doors open or holding doors for students is strictly prohibited.

Early Dismissal

Early dismissal days are designated by the FMCSO Calendar. Unless accompanied by a FMHS staff member under official school business, students are expected to exit the building by 1:05 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 PLANS AND DRILLS - Board Policy 507.5

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. The emergency plan shall include:

- assignment of employees to specific tasks and responsibilities;
- instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning individuals with hearing impairments;
- information concerning methods of fire containment;
- systems for notification of appropriate persons and agencies;
- information concerning the location and use of fire fighting equipment;
- specification of evacuation routes and procedures;
- posting of plans and procedures at suitable locations throughout the facility;
- evacuation drills which include the actual evacuation of individuals to safe areas;
- an evaluation for each evacuation drill.

Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

General Student Information (Cont.)

FINE-FEES-CHARGES - Board Policy 503.3

All students are expected to pay various fees. A schedule of fees is included online 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 high school and through the food service office at Central Office (1930 Avenue M, Fort Madison). 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

As a general rule, food and drink are not allowed in classrooms, media center, computer labs, or on school property with the exception of bottled water when allowed by the classroom instructor.

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 fundraising for 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.

FUNDRAISING ACTIVITIES - Board Policy 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 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 School Resource Officer for appropriate action that may include criminal charges.

Hall Passes

Students in hallways during class time must have a valid hall pass from a staff member of FMHS. A student in the hallways during class time without a valid pass and appropriate identification if requested may be subject to discipline. Students shall be expected to leave all personal electronic devices in the classroom they are asking to leave with a hall pass. Failure to submit to this expectation will result in a denial of the request to leave the classroom.



General Student Information (Cont.)

Homelessness

The term homeless children and youth” applies to individuals who lack a fixed, regular, and adequate nighttime residence and includes the following living arrangements: 1) sharing the housing of others persons due to loss of housing, economic hardship, or a similar reason; 2) living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; 3) living in emergency transitional shelters; 4) having a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; 5) living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. Children or youth in any of these living situations, even temporary, are guaranteed certain rights under the McKinney-Vento legislation. Contact the building principal or guidance office for assistance.

Homerooms

All students are assigned to a homeroom and are expected to attend when required. Student placement in homeroom will be determined by the administration. Homerooms serve to:

- Learn about social / emotional well-being;
- Provide general information to students;
- Communicate or clarify school policy;
- Provide students with the opportunity to have dialogue with an adult outside of the general education classroom;
- Provide a means where students with a question or problem can be referred to the proper individuals;
- Provide students with additional help with their studies, if needed;
- Accommodate students with an IEP or struggling learners;
- Administer state assessments.

Independent Student

The administration must approve the independent status of a student. A student who is living outside of his/her parent’s residence, but legally attending FMCS D must notify administration or his/her desire to be an independent student. The administration may require an appropriate contract to determine future attendance and disciplinary procedures. Independent student status is typically reserved for senior status students who are at least 18 years of age.

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

FMHS is connected to the Internet. The goal of providing Internet access 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 FMHS administration.

Internet access may be interrupted or discontinued by administration at any time.



General Student Information (Cont.)

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 employee or 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.

Staff and students are not permitted to discuss an ongoing investigation with persons outside of their immediate family, designated adult staff contact persons, or the investigator. Discussions regarding investigative process will be perceived as an attempt to influence and/or interfere with the district's investigation, a violation of the code of conduct.

Lockers

Lockers are provided to students at the beginning of the school year. Students must remain in their assigned lockers. The student is to use the locker for school materials and personal possessions only. Damages caused by a student to a locker will be charged to the student.

- Lockers should be kept completely closed when not in use with nothing protruding;
- Locker keys should not be shared and lock combinations should be kept confidential;
- Store no valuables in your locker (money, jewelry, expensive equipment, etc.). FMHS is not responsible for thefts which may occur;
- Lockers should be kept clean, orderly, organized and free of adhesive;
- Writing is not permitted on lockers;
- If a locker jams or will not open, report to the main office for help;
- Extra equipment, such as band instruments and sports equipment, should not be stored in lockers;
- Items not fitting in lockers may be removed and taken to the office where students may collect them.

STUDENT LOCKERS - Board Policy 502.5

General Student Information (Cont.)

Locker Searches

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 content 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*, a public notice made annually.

Lost and Found

A lost and found is maintained in the main office. Lost and found items are periodically donated or disposed of.

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 FMHS. 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.

National Honor Society (NHS)

To be elected to the FMHS chapter of National Honor Society a student must:

- 1) Be a sophomore, junior, or senior enrolled full-time;
- 2) Have a cumulative grade point average of 3.25 or better;
- 3) Fill out an information form evaluating the student's leadership, service, and character as related to school and community.

The information sheets are then reviewed by a committee of five faculty members. The advisor of NHS is an ex officio member of this committee. Each membership form is considered individually on its own merit and is not compared to others. Any student that is considered outstanding in the areas of leadership, service, and character by receiving 4 or 5 yes votes from the faculty committee will be invited to join the National Honor Society.



General Student Information (Cont.)

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.

Parking Permits

Parking permits will be awarded to students through a lottery drawing involving students who have indicated their interest, completed and submitted the required forms, and submitted the fee to maintain a parking space.

Parking information includes:

- Permits to park on school property will be \$10.00 per term. Students who may complete the registration process during a term will be expected to pay for the term in which they become eligible;
- Permits are specific to numbered spots through a lottery held at the beginning of the school year. The lottery will begin with eligible seniors and progress through eligible freshmen;
- All students will be provided a parking tag after registering their vehicle and will be expected to display this tag in their rearview mirror when parked on school property;
- Parking violations may result in the loss of parking privileges without refund. Parking violations include, but are not limited to:
 - Parking in visitor, handicapped, maintenance, or faculty spaces;
 - Parking in the circle drive;
 - Violating traffic laws;
 - Violating FMHS parking policies.

Parking Permit Registration Form

Parking - Painting and Regulations

Parking - Painting Day

Parking - Decorated Parking Space Contract

Parking - Design Application

Physical Restraint

Any district employee who is trained in physical restraint may, within the scope of the employee's duties, use and apply physical restraint methods to a student to prevent a breach of discipline or to stop a continuing breach of discipline. 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 from a specific location a student refusing lawful command of a school employee, including from a classroom or school property in order to restore an appropriate education environment;
- Safeguard an irrational person.

General Student Information (Cont.)

School Sponsored Trips/Activities

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 trip. (Child will be accompanied by a chaperone at all times.)
3. If the trip is within the Fort Madison Community School District, the student will be transported back to the building for disposition.

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 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.

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 eligibility policies are not the responsibility of FMHS 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 have a direct effect on the educational environment;
- Vulgar or obscene language, or conduct directed toward a student or staff member.

General Student Information (Cont.)

SEARCH AND SEIZURE - Board Policy 502.8

All school property is held in trust by the Board of Education. 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.

SEARCH AND SEIZURE GUIDELINE - Board Policy 502.8-R

SEARCH AND SEIZURE REGULATION - Board Policy 502.8-R-1

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 organizations, in addition to all other forms of student interaction.

Summer School

Summer school may be available in certain required core-area courses. Completion of these required courses may be requisite to proceed to other core-area courses.

Tickets & Fines

Persons parking illegally, violating traffic or FMHS parking guidelines may be subject to ticketing by official police Departments. Vehicles may additionally be towed off of school property at the vehicle owner's expense.

General Student Information (Cont.)

TRANSPORTATION ELIGIBILITY - Board Policy 711.1

The Board of Directors shall provide transportation, either directly or by reimbursement for transportation, for all resident pupils attending public or nonpublic schools, preschool through twelfth grade.

1. Elementary students (K-8) who live more than two miles from their attendance center.
2. High School students (9-12) who live more than three miles from their attendance center. For purposes of transportation, high school means grades 9-12 or 10-12, as determined by the local Board of Education.
3. The Board at its discretion may provide transportation for some or all resident pupils who are not entitled to transportation. Pro-rata costs may be collected from the parent or guardian.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan. Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the Board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The Board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the Board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS - Board Policy 711.5

STUDENT CONDUCT ON SCHOOL TRANSPORTATION - 711.2

STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION - Board Policy 711.2-R-1

BUS DISCIPLINE AND STUDENT RESPONSIBILITIES - Board Policy 711.2-R-3



General Student Information (Cont.)

Violation of School Guidelines/Types of Consequences

FMHS 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 FMHS MTSS (struggling learners) process;
- Referral to an outside resource/agency.

Consequences such as:

- **Restoration** - Administration may require restoration of the learning environment of a student. This process focuses on the rehabilitation of a student's offense through reconciliation with the individual for whom harm was caused, whether student, or staff.
- **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 in regards to attendance, assigned areas, or during targeted study time (TST). Lunch detentions may also be applied when students fail to attend an assigned detention.
- **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 FMHS school policy. Students who arrive to school or school-sponsored activity after consuming alcohol, using drugs, or in possession of illegal contraband may be suspended from all FMHS 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 to the Superintendent of Schools based on one or multiple situations depending on the severity and circumstances surrounding the incident(s).

General Student Information (Cont.)

Visitors

FMHS 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 MPR during lunch, and are therefore discouraged. Visitors interested in learning about FMHS are encouraged to schedule an appointment for an official tour of the building.

Weather Related Cancellations/Athletics

If school is called off because of weather related situations, all school related practices will be canceled. The only exception to this policy will be varsity practices, and they will be allowed to practice on a voluntary basis. Students will not be punished for not attending practices because of weather related matters. All middle school/junior varsity/freshman activities and practices will be canceled. Varsity competitions will be reviewed by the superintendent, principals, activities directors, and transportation director to determine if the activities will be held. If a junior varsity/freshman contest is scheduled in conjunction with a varsity contest, it will be contested if the varsity contest is held.

Heat-Related Early Dismissals

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.

Information Technology

1:1 Initiative

1:1 Initiative

Participation Agreement

As part of our 1:1 initiative the Fort Madison Community School District (FMCSD) provides each student who is actively enrolled at Fort Madison High School a Chromebook as well as related peripherals including case, and charger.

Students shall be required to fill out and return a 1:1 Agreement form before being granted permission to participate in this program. Participants are subject to the following terms and conditions:

- The student must be actively enrolled at Fort Madison High School.
- The Chromebook and related peripherals are on loan and remain the property of the Fort Madison Community School District.
- Both student and parent/guardian agree to adhere to the terms and conditions of the Chromebook Care and Use Policy Guide.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned to FMHS at the end of each school year, or at the time of transfer or withdrawal from Fort Madison High School.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the Chromebook Care and Use Policy Guide.
- FMHS may charge a late fee and/or take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged in cases where the equipment is not covered by voluntary insurance.

Failure to meet the above mentioned terms and conditions will result in a denial of access to a 1:1 resource for the student.

Voluntary Insurance

The Fort Madison Community School District is offering a voluntary insurance plan to parents/students.

While we encourage all students to obtain this insurance for their school issued Chromebook please note that participation is VOLUNTARY. You are in no way obligated to participate in this program.

Participation in the voluntary program covers the insured device for one school year (August through May). The policy provides coverage for ACCIDENTAL DAMAGE and DAMAGE INCURRED BY NATURAL DISASTER.

Declining to purchase the insurance for the Chromebook makes the student responsible for damage beyond reasonable wear and tear as outlined in the 1:1 Agreement.

You may obtain the insurance form in the High School office or through our online payment portal which can be access through the parent portal.

Policy

A copy of the Chromebook Care and Use Policy Guide can be found online.



Information Technology

Acceptable Use Policy

ACCEPTABLE USE/INTERNET SAFETY FOR TECHNOLOGY - Board Policy 605.6

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.

1) Goals and Expectations

- a) 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:
 - i) Learn technology operations and concepts;
 - ii) Practice ethical responsible use and safety;
 - iii) Learn to use search tools to locate and research curriculum related activities, assignments, and projects;
 - iv) Learn to use productivity tools.

2) B. Student Responsibilities

- a) 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;
- b) 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;
- c) Conduct all activities in a responsible, ethical, legal, and courteous manner, especially when contacting others on the Internet network;
- d) 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;
- e) Do not reveal your personal address or phone number online;
- f) Report misuse of technology to teacher or administrator.

3) Violations:

- a) 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;
- b) Any 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;
- c) Students are not allowed to let another student use their account or Student ID card for technology access;
- d) 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;
- e) Students must properly log out at the end of their session on the Internet. Do not leave the workstation unattended while online;
- f) Students will be polite when corresponding with others. Abusive messages will not be tolerated;
- g) Students must use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden;
- h) Any equipment brought from home but used at school will fall under school guidelines.

INTERNET ACCESS CONSENT FORM - Board Policy 605.6-E



Library/Media Center (LMC)

Borrowing Library Resources

Library books may be checked out for three (3) weeks, with the option of renewal. Students must pay the replacement costs for lost or damaged materials.

Computer Use Guidelines

Acceptable use of the school's computers must be in support of educational and 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. Computers may not be used for non-academic purposes such as playing games or excessive personal web surfing.

Hours of Operation

Open Monday – Friday, 7:45 AM - 3:15 PM. Students are expected to be on task and working productively. Students will use computers, other equipment and resources responsibly and appropriately. The Food/Drink rule will be enforced 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 <https://sites.google.com/a/fmesd.org/puglibrary/>.

Technology Resources and Use

Access to various technology resources are available to students for academic-related purposes. The FMCS D 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.

STUDENT LIBRARY CIRCULATION RECORDS - Board Policy 506.4

SCHOOL LIBRARY - Board Policy 605.5

USE OF INFORMATION RESOURCES - Board Policy 605.7

USE OF INFORMATION RESOURCES REGULATION - Board Policy 605.7-R-1



Nurse

General Information

General Information on Health Services

- 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

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 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 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.

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.

Medication is prohibited from being carried in a student's bags or stored in a student's locker, with the exception of inhalers and diabetic supplies with proper documentation.

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.

Nurse

District Policies

COMMUNICABLE DISEASES - STUDENTS - Board Policy 507.3

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials.

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES - Board Policy 507.1

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

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

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

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

Nurse

District Policies (Cont.)

STUDENT ILLNESS OR INJURY AT SCHOOL - Board Policy 507.4

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents/guardians as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents/ guardians or qualified medical employees as quickly as possible.

It shall be the responsibility of the nurse to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents/guardians and alternative numbers to call in case of an injury or illness.

STUDENT SPECIAL HEALTH SERVICES - Board Policy 507.8

The Board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program.

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES - Board Policy 507.1

ADMINISTRATION OF MEDICATION TO STUDENTS - Board Policy 507.2

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM - Board Policy 507.2-E-1

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS - Board Policy 507.2-E-2

PARENTAL ORDER FORM FOR OVER-THE-COUNTER MEDICATIONS - Board Policy 507.2-E-3

ACCIDENT REPORTS - Board Policy 804.8

Student Rights and Responsibilities

Care of School Property/Vandalism

CARE OF SCHOOL PROPERTY/VANDALISM - Board Policy 502.2

Students will treat school property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under Board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

VANDALISM - Board Policy 802.6

DAMAGED OR LOST PROPERTY/MATERIALS - Board Policy 802.6b

Student Rights and Responsibilities

Freedom of Expression

FREEDOM OF EXPRESSION - Board Policy 502.3

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy.

Student Rights and Responsibilities

Rights, Responsibilities, and Limitations

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS - Board Policy 501.18

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights or other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

All those enjoying the right of citizenship in the school community must also accept the responsibility of citizenship. Young people in the United States have the right to receive a free public education and the deprivation of that right may occur only for just cause and in accordance with due process of law. Nothing in this policy statement of students' rights shall be held to limit the due process rights of professional or classified school employees.

1. Criminal Acts The following constitute criminal acts under the law and are normally prosecuted by enforcement agencies other than the school district. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

- a. Alcoholic Beverages or Illegal Drugs Sale, use, or possession of alcoholic beverages or illegal drugs by students is prohibited on school property.
- b. Arson The intentional setting of fires.
- c. Assaults Physical threat or violence to persons.
- d. Breaking Entering Stealing of school or personal property.
- e. Explosives (Illegal Use) Explosives are not permitted on school property or at school sponsored events.
- f. Extortion, Blackmail, or Coercion Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- g. Firearms (Illegal Use) Firearms are prohibited on school property or at school sponsored events.
- h. Larceny, Theft, Malicious Mischief, Malicious Injury or Property, Robbery Stealing from an individual by force or threat of force.
- i. Smoking Smoking by students on school property or while in attendance at a school activity is prohibited.
- j. Trespass Being present in an unauthorized place or refusing to leave when ordered to do so.
- k. Unlawful Intimidation of School Authorities Interfering with administrators or teachers by intimidating with threat or force or violence.

Student Rights and Responsibilities

Rights, Responsibilities, and Limitations (Cont.)

2. Disciplinary Authority The following areas of conduct are normally under the jurisdiction of the principal and violators are subject to disciplinary action.

- a. Dress and Appearance Dress and appearance must not present health or safety problems or cause disruptions.
- b. Attendance Daily attendance of all who are enrolled in the Fort Madison Community 5 Schools is required in accordance with state law and school Board approvals. Students will attend regularly scheduled classes unless officially excused.
- c. Disruptive Conduct Conduct which materially and substantially interferes with the educational process is prohibited.
- d. Cooperation with School Personnel Students must obey the lawful instruction of school district personnel.
- e. Refusal to Identify Self All persons must, on request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
- f. Off-Campus Events Students at school sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of the school district officials.
- g. Freedom of Speech and Assembly Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as designated by the school authorities. Students have the freedom to assemble peaceably at any appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of school or classrooms is inappropriate and prohibited.
- h. Freedom to Publish Students are entitled to express their personal opinions in writing. The distribution of such materials may not interfere with or disrupt the educational process. Such written expression must be signed by the author. Students who edit, publish, or distribute handwritten, printed, or duplicated matters among their fellow students within the school must assume responsibility for the content of such publication. Libel, obscenities, and personal attacks are prohibited in all publications. Unauthorized commercial solicitations will not be allowed on school property at any time. Authorized sale of publications will be allowed on school property at times and places designated by school authorities.
- i. Search and Seizure See 502.8.
- j. Invalidity The finding of any part of the foregoing to be invalid shall not invalidate any other of the foregoing.

CITIZENSHIP - Board Policy 603.11

Student Rights and Responsibilities

Search and Seizure

SEARCH AND SEIZURE - Board Policy 502.8

School district property is held in public trust by the Board. School district officials may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that 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.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

SEARCH AND SEIZURE GUIDELINE - Board Policy 502.8-R

SEARCH AND SEIZURE REGULATION - Board Policy 502.8-R-1

Student Rights and Responsibilities

Student Appearance

STUDENT APPEARANCE - Board Policy 502.1

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Student Rights and Responsibilities

Student Complaints and Grievances

STUDENT COMPLAINTS AND GRIEVANCES - Board Policy 502.4

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten school days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Student Rights and Responsibilities

Use of Motor Vehicles

USE OF MOTOR VEHICLES - Board Policy 502.10

The Board recognizes the convenience to families and students of having students drive motor vehicles to and from the student's school attendance center and park at the student's school attendance center. Driving a motor vehicle to and from the student's school attendance center and parking it at the student's attendance center is a privilege. Students who drive to and from their school attendance center and park at their school attendance center shall only drive to and from their designated attendance center and park at their designated attendance center. Students shall not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive to and from their school attendance center shall enter and leave the parking lot by the routes designated by the principal.

Students between the ages of fourteen and eighteen years of age; whose driving privileges have not been suspended, revoked or barred; who have not been convicted of a moving traffic violation or involved in a motor vehicle accident for the six month period immediately preceding the student's application for a special minor's license; live at least one mile from school; and have completed an approved driver's education course or demonstrated to the satisfaction of the Iowa Department of Transportation that completion of the course would impose a hardship upon the student may qualify for a special minor's license if they meet all of the requirements set out in Iowa Code Section 321.194. A special minor's license permits the holder to operate a motor vehicle during the hours of 6 a.m. to 10 p.m. over the most direct and accessible route between the license holder's residence and the license holder's school of enrollment for the purpose of attending duly scheduled courses of instruction and extracurricular activities within the school district.

The issuance of a special minor's license through the Iowa Department of Transportation requires a statement from the school board, superintendent or principal, if authorized by the superintendent, of the applicant's school of enrollment, certifying that a need exists for the license and that the school board, superintendent or principal, if authorized by the superintendent, is not responsible for actions of the applicant which pertain to the use of the driver's license. For purposes of this policy, a student may establish that a need exists by showing: (1) the student applicant has previously demonstrated a level of maturity and responsibility consistent with a grant of unaccompanied driving privileges; (2) no viable alternative for transportation exists for the student by way of busing, carpooling, parent transportation or other appropriate means; and (3) unless the certificate of necessity is supplied by the school district, the student will be deprived of a specific educational opportunity. The fact that the student resides less than one mile from school is prima facie evidence of the non-existence of necessity for issuance of a license. If a student resides less than one mile from school, the student may establish need by showing there is a significant educational hardship caused by the inability to acquire a special minor's license. If the superintendent or designee denies certification that a need exists for the student to receive a special minor's license, the student may appeal to the school board. The decision of the school board is final.

Students who wish to drive to and from and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district's rules shall be reason for revocation of school driving and parking privileges as well as other appropriate disciplinary action which may include suspension and expulsion.

Student Rights and Responsibilities

Weapons

WEAPONS - Board Policy 502.6

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case by-case basis. For purposes of this portion of the policy, the term “firearm” includes, but is not limited to any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Public Notices

Accreditation

Accreditation

Fort Madison High 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.

SCHOOL DISTRICT LEGAL STATUS - Board Policy 100



Public Notices

Annual Progress

Annual Progress

The Fort Madison Community School District is required by Iowa Code 281—Iowa Administrative Code (IAC) 12.8(3)“b” to report on the progress of state and locally-determined indicators. This information can be found at www.fmcsd.org under the “About Us” tab.



Public Notices

Senior Year Plus

Availability of Senior Year Plus Options for High School Students

School districts in Iowa are required by Iowa Law to make available pertinent information regarding senior year plus options for high school students. Information regarding senior year plus can be found at www.fmcsd.org under the “Policies” tab. Applicable school board policies include 604.3, 604.6, and 604.7. Southeastern Community College is Fort Madison’s local postsecondary institution. The address is:

1500 Agency Road
West Burlington, Iowa 52655

PROGRAM FOR GIFTED AND TALENTED STUDENTS - Board Policy 604.3

INSTRUCTION AT A POST-SECONDARY INSTITUTION - Board Policy 604.6

DUAL ENROLLMENT - Board Policy 604.7

Public Notices

Adaptations for Persons with Disabilities

BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES - Board Policy 802.5

The Board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alternation would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon Board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Public Notices

School District Records

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS - Board Policy 708

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently
• Minutes of the Board of Directors	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent records of individual pupil	Permanently
• Records of payment of judgments against the school district	20 years
• Bonds and bond coupons after maturity	11 years
• Written contracts	10 years
• Canceled warrants, check stubs, bank statements, bills, invoices	5 years
• Records of closed meetings	1 year
• Program grants	As determined by grant
• Nonpayroll personnel records	1 year
• Payroll records	3 years

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, building administrator, the employee's immediate supervisor, and the Board Secretary.

An inventory of the furniture, equipment, and other non consumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the Board Secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the high school guidance office. These records will be maintained by the building administrator.

The superintendent or designee may microfilm or microfiche school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

Public Notices

Suspected Child Abuse

STUDENT/STAFF RELATIONS - Board Policy 403.9

CHILD ABUSE (SUSPECTED)- Board Policy 402.2

All certified school employees are mandatory reporters of child abuse and must contact the Department of Human Services (DHS) orally within 24 hours to report any suspected incidents. A written report must be submitted to the DHS within 48 hours of the oral report.

If a mandatory reporter wishes to notify a superior of the report, he or she must include that fact in the written report or notify DHS that the information has been disseminated to a third party. Mandatory reporters are not required to notify principals or superintendents.

Interviews with students by outside agents concerning suspected child abuse shall be conducted in accordance with Policy 502.9.

All staff members are urged to cooperate fully with the Department of Social Services with consideration to parents and students involved.

Certified personnel will receive training in the identification and reporting of suspected child abuse. A new employee shall complete two hours of training during his/her first year of employment, and then two hours every five years thereafter.

CHILD ABUSE REPORTING REGULATION - Board Policy 402.2

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES - Board Policy 502.9

Public Notices

Community Partnership

COMMUNITY PARTNERSHIP - Board Policy 903.1

We believe the public schools have the primary responsibility for the formal education of the children and youth of the community. The Board values the participation and the support of school district-community groups, including, but not limited to, the booster clubs and parent-teacher organizations, which strive for the betterment of the school district and the education program. The Board will work closely with these groups.

Therefore, it will be the desire of the Board to establish positive working partnerships with all other public and private organizations, businesses, and individuals which contribute to the education process and to the general welfare of the citizens of the community.

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS - Board Policy 900

NEWS MEDIA RELATIONS - Board Policy 902.1

NEWS CONFERENCES AND INTERVIEWS - Board Policy 902.2

NEWS RELEASES - Board Policy 902.3

LIVE BROADCASTING OR VIDEOTAPING - Board Policy 902.4

DISTRIBUTION OF MATERIALS - Board Policy 903.5

RELATIONS WITH BOOSTER ORGANIZATIONS - Board Policy 903.6

PARTNERSHIP WITH CHURCHES - Board Policy 903.7

ADVERTISING AND PROMOTION - Board Policy 904.2

Public Notices

Community Use of School District Facilities, and Equipment

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES, SITES & EQUIPMENT - Board Policy 905.1

The facilities, sites, and equipment of the school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the Board to allow for-profit entities to use school district facilities and sites. The Board reserves the right to deny use of the facilities, sites, and equipment to any group. It is within the discretion of the superintendent to allow use of school district facilities and sites on Sundays.

Organizations, individuals, and other entities who wish to use school district property must obtain a Facilities Request form, regulations and fee schedule at the principal's office. When completed, the form needs to be returned to the principal of the requested site. Building principal will determine if date and time are available and send to activities director. Organizations and other entities will be notified when approved. It shall be the responsibility of the activities director to approve applications, obtain proof of insurance, and complete the contract for use of school district facilities. Entities must have at least one responsible adult present during the time facilities are being used. School sponsored activities will be given priority over outside activities for use of school facilities. All fees are to be paid to the Business Manager under conditions specified in the contract.

Activities in the school district buildings and sites shall be supervised by an employee of the school district unless special prior arrangements are made with the activities director. The employee shall not accept a fee from the user. If appropriate, the school district employee may be paid by the school district.

Local civic, religious, fraternal, patriotic, community welfare organizations (including any group interested in promoting cultural, educational, or recreational activities), and school groups recognized by the Fort Madison Community School District are eligible to contract to use auditoriums, gymnasiums, classrooms, and other school properties, provided the activities conducted or to be conducted are not contrary to public interest, as determined by the activities director, subject to appeal to the Superintendent of Schools, the Board of Directors, or as provided by law.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use.

Inappropriate use of school district facilities and equipment may result in additional fees charged to the entity or the inability of the entity to use school district facilities or equipment in the future.



Public Notices

Community Use of School District Facilities, and Equipment (Cont.)

The school district will sponsor education related organizations' use of the ICN upon approval. Sponsored ICN users mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission, or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

The public schools shall not be used to promote private gain.

COMMUNITY USE OF DISTRICT FACILITIES & EQUIPMENT - Board Policy 905.1

SCHEDULE OF COST FOR FACILITIES - Board Policy 905.1-R-2

REQUEST FOR USE OF FACILITIES - Board Policy 905.1-E-1

The superintendent or designee may approve the use of school equipment by non school organizations. Approval will not be given when the activities result in personal or corporate gain, except when said activities serve a valid educational purpose.

Public Notices

Custodial and Parent Rights

CUSTODY AND PARENTAL RIGHTS - Board Policy 507.7

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student’s problems and concerns. It shall be the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Public Notices

Fees

Fees:

The Fort Madison Community School Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. The superintendent will inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of students fees or a reduction of student fees based upon the request of the parent. Information regarding fees can be found at www.fmcsd.org under the “Policies” tab. Related policies are 503.3 and 503.3-r.

FINES-FEES-CHARGES - Board Policy 503.3

STUDENT FEE WAIVER AND REDUCTION PROCEDURES - Board Policy 503.1-R

Public Notices

Homeless Children and Youth

HOMELESS CHILDREN AND YOUTH - Board Policy 501.16

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 FMCSd personnel in regards to homeless children and youth is 501.16 and can be found at www.fmcscd.org under the “Policies” tab.

Public Notices

Human Growth and Development

Human Growth and Development Instruction

The Fort Madison School Board school shall provide age-appropriate and research-based instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, domestic abuse, HPV and the availability of a vaccine to prevent HPV, and acquired immune deficiency syndrome as required in Iowa Code Section 256.11, in grades one through twelve. The school board shall annually provide to a parent or guardian of any pupil enrolled in the school district, information about the human growth and development curriculum used in the pupil's grade level and the procedure for inspecting the instructional materials prior to their use in the classroom.

The school district shall, upon request by any agency or organization, provide information about the human growth and development curriculum used in each grade level and the procedure for inspecting and updating the instructional materials.

A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files with the appropriate principal a written request that the pupil be excused from the instruction. Notification that the written request may be made shall be included in the information provided by the school district.

Information regarding instruction on human growth and development can be found at www.fmcsd.org under the "Policies" tab. The relevant policies are 603.5 and 603.5-E-1.

HEALTH EDUCATION - Board Policy 603.5

HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM - Board Policy 603.5-E-1

STUDENT HEALTH SERVICES - Board Policy 607.2

STUDENT HEALTH SERVICES REGULATION - Board Policy 607.2-R-1

Public Notices

Public Interactions with Students

Individuals and representatives of non-school organizations and programs may not meet with student(s) on school property during the school day (7:00 a.m. to 4:30 p.m.) without permission from the students' parents or guardians, the school principal, and the superintendent.

Officers and representatives of authorized school organizations (PTA, Booster groups, etc.) may conduct activities, such as the sale of merchandise, on school property during the school day with the approval of the school administration.

In middle and high schools, approved post-secondary educational program representatives may meet during the school day with students who sign up in advance with school officials. With approval of the school administration, representatives of U.S. military branches of service may meet with and provide information to students. These meetings must be held in a designated area

Public Notices

Level One Investigator

Level One Investigator

Local school boards must designate at least one Level One investigator annually to look into allegations of abuse of students by school employees.

The superintendent of the Fort Madison Community School District is recognized as the district's Level One investigator. Her contact information is:

Kim Harmon
1930 Avenue M
Fort Madison, Iowa 52627
(319) 372-7252

Information regarding abuse of students by district employees can be found at www.fmcsd.org under the "Policies" tab. Related board policies include 402.2 and 402.3.

CHILD ABUSE REPORTING - Board Policy 402.2

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES - Board Policy 402.3-R-1

Public Notices

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

Public Notices

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) (Cont.)

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. [School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [School District] will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. [School District] will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, D.C. 20202-5901

Public Notices

Notice of Bullying/Harassment Complaint Procedures and Investigation Policy

Notice of Bullying/Harassment Complaint Procedure and 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 will 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 FMCSB 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 FMHS, Mr. Smith and Mr. Lamb 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.***

ANTI-BULLYING/HARASSMENT POLICY - Board Policy 104

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES - Board Policy 104-R-1

PEER CONFLICT COMPLAINT/RESOLUTION FORM - Board Policy 104-E-2

HARASSMENT/BULLYING COMPLAINT FORM - Board Policy 104-E-1

Public Notices

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

Notice: Corporal Punishment, Restraint, and 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 your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

CORPORAL PUNISHMENT - Board Policy 503.5

Public Notices

Notice of Non-Discrimination

NOTICE OF NON-DISCRIMINATION - Board Policy 102-E-1

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 the district's Director of Curriculum and Student Services at:
1930 Avenue M
Fort Madison, Iowa, 52627
(319) 372-7252.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION, NON-HARASSMENT, NON-RETALIATION - Board Policy 102

GRIEVANCE PROCEDURE - Board Policy 102-R

MULTICULTURAL/GENDER FAIR EDUCATION - Board Policy 603.4

Public Notices

Notification of Rights Under FERPA for Elementary and Secondary Schools

Notification of Rights Under FERPA for Elementary & Secondary Schools

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 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



Public Notices

Notice of Video Recording on the FMHS Campus

Notice of Video Recording

The Fort Madison High School campus is under the protection of a closed circuit security system.



Public Notices

Open Enrollment

Open Enrollment

Notification of open enrollment, including deadlines, transportation, athletic ineligibility, and right to appeal to the state board of education a denial of a request based on repeated acts of harassment, or a serious health condition that the district cannot adequately address is required of the Fort Madison Community School District on an annual basis. Information regarding open enrollment can be found at www.fmcisd.org under the “Policies” tab. Germane board policies include 501.14 and 501.15.

RESIDENT STUDENTS - Board Policy 501.1

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT - Board Policy 501.14

NONRESIDENT STUDENTS - Board Policy 501.2

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT - Board Policy 501.15

Public Notices

Public Complaints About Employees

The Board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board, it will be referred to the administration to be resolved. Prior to Board action, however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board president in writing, who may bring it to the attention of the entire Board, or the item may be placed on the Board agenda of a regularly scheduled Board meeting in accordance with Board policy 214.

It is within the discretion of the Board to address complaints from the members of the school district community, and the Board will only do so if they are in writing, signed, and the complainant has complied with this policy

PUBLIC HEARINGS - Board Policy 214

Public Notices

Public Conduct on School Premises

PUBLIC CONDUCT ON SCHOOL PREMISES - Board Policy 903.4

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal, or physical conduct of spectators directed at participants, officials, or sponsors of sponsored or approved activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene, or demeaning expression directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities. 903.4 (cont'd.) Upon recommendation of the superintendent, the Board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

Public Notices

Public Examination of School District Records

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS - Board Policy 901

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the Board Secretary and make arrangements for the viewing. The Board Secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the Board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the Board Secretary to maintain accurate and current records of the school district. It is the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Public Notices

Public Information Program

PUBLIC INFORMATION PROGRAM - Board Policy 903.11

The superintendent, staff, and Board members shall follow a continuing positive and comprehensive program of information designed to acquaint the citizens of the community and the public generally with the achievements and needs of the schools.

Principals, teachers, and all other school personnel should bear in mind that community opinion depends upon the daily life of the school. They should seek the following objectives as they have opportunity in their respective fields of service:

- a. Acquaint patrons with the work of the schools.
- b. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints. Make parents feel welcome in the school and the classroom.
- c. Cooperate with parent-teacher groups, citizen advisory committees, and with other organizations of patrons seeking information or offering assistance to the schools.
- d. Maintain all pupil relations with firmness, intelligence, and sympathy so as to command their respect and to enlist the cooperation of the home.
- e. Observe inter-staff relations conducive to high morale and meriting the respect of pupils, patrons, and the administrative and supervisory staff.
- f. Participate as actively as possible in community affairs.

Students Should be cognizant of the fact that they, too, have great opportunities to act as important liaisons between school and the community. All student publications -- newspaper, yearbooks, etc. -- can perform valuable services in informing the public on the educational program, and student behavior at public school functions can affect general attitude toward the school district.

The Board of Directors and the school administrators should make particular effort to keep school employees informed about all aspects of the school system through the media of bulletins, committees, and such groups and organizations as may exist among licensed and non-licensed staff personnel.

Public Notices

Relationships Between Schools and Law Enforcement Agencies

RELATIONS BETWEEN SCHOOLS AND LAW ENFORCEMENT AGENCIES - Board Policy 903.10:

Keeping in mind the rights of pupils and parents, cooperation with law enforcement agencies is desirable. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States and the laws of Iowa, and recognize the potential enrichment that law enforcement agencies can make in the educational program.

Interviews

Interviews of pupils by law enforcement or regulatory officers who show proper identification will be permitted during the school day only when interviews during non-school hours are impossible, impractical or would unduly interfere with law enforcement. Effort will be made to notify the parent, guardian, or other adult person having the care and custody of the child unless, in the principal's judgment, doing so may cause harm to the student, e.g. child abuse cases. In the event that an interview is conducted on the school premises and the parent(s) or guardian(s) are not present, the principal or their representative may, at their discretion, be present during the interview, unless this is deemed inappropriate by a child abuse investigator.

Taking Into Custody

Custody and/or arrest may be affected by a uniformed police officer and/or a plain clothed detective after he/she has shown proper identification and credentials.

Public Notices

Smoking-Drinking-Drugs

SMOKING-DRINKING-DRUGS - Board Policy 502.7

The Fort Madison school board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program.
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and, Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This policy is mandatory and complies with the federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.

TOBACCO-FREE ENVIRONMENT - Board Policy 905.2



Public Notices

Special Education Support Services

SPECIAL EDUCATION SUPPORT SERVICES - Board Policy 603.3

The Fort Madison Community Schools shall use psychological and other special education support staff services as provided by the Special Education Support Services, Great Prairie Area Education Agency.

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS - Board Policy 102-E-3

STUDENT AND PARENTAL RIGHTS - Board Policy 102.5-E-5

Public Notices

Student Conduct

STUDENT CONDUCT - Board Policy 503.1

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, 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; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

Public Notices

Student Conduct (Cont.)

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law.



Public Notices

Student Directory Information

STUDENT DIRECTORY INFORMATION - Board Policy 506.2

Student directory information is designed to be used internally within the school district. For purposes of this policy and other policies relating to student directory information, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored child care programs.

Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information. The school district may designate that certain directory information is available to specific parties and/or for a specific purpose.

Prior to developing a student directory or to giving general information to the public, parents of students, including those open enrolled out of the school district and parents of children homeschooled in the school district, will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

USE OF STUDENT DIRECTORY INFORMATION - Board Policy 506.2-R-1

USE OF STUDENT DIRECTORY INFORMATION - Board Policy 506.2E1

Public Notices

Students of Legal Age

STUDENTS OF LEGAL AGE - Board Policy 501.13

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Public Notices

Student Lockers (Non-Exclusivity Clause)

Student Lockers (Non-Exclusivity Clause)

Student lockers at FMHS are the property of the school district. Students will use the lockers assigned to them by the school district for storing their materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintain their assigned lockers, the principal of the building may periodically inspect all or a random selection of student lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

STUDENT LOCKERS - Board Policy 502.5

Public Notices

Teaching Controversial Issues

TEACHING CONTROVERSIAL ISSUES - Board Policy 603.9-R-1

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state, or this nation hold sincere, conflicting points of view.

It is the belief of the Board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider, and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The Board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

ACADEMIC FREEDOM - Board Policy 603.9

TEACHING ABOUT RELIGION - Board Policy 603.8

TEACHING ABOUT RELIGION REGULATION - RELIGIOUS HOLIDAYS - Board Policy 603.8-R-1

GLOBAL EDUCATION - Board Policy 603.10

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM - Board Policy 604.5

Public Notices

Transporting Students

TRANSPORTING STUDENTS IN PRIVATE VEHICLES - Board Policy 904.1

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the building administrator or the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have administrative permission. The school district assumes no responsibility for those students who have not received administrative approval and who ride in private vehicles for school purposes.

Public Notices

Unmanned Aircraft and Aerial Systems

UNMANNED AIRCRAFT OR AERIAL SYSTEMS - Board Policy 906

The use of unmanned aircraft or aerial systems, including communication links that control the unmanned aircraft, (UAS) which includes drones, unmanned airborne devices or aircraft, model aircraft, and/or an aircraft being developed as a model aircraft, is prohibited for any purpose by any person or entity anywhere on or directly above property or premises owned, maintained or used by the District for any purpose.

An exception to this policy may be granted in writing by the Superintendent or Superintendent's designee, in his or her sole discretion, to law enforcement, public safety agencies, media, District personnel or other entities or individuals subject to any reasonable conditions and/or restrictions the Superintendent or Superintendent's designee may require.

This prohibition applies to the area above and upon all property or premises owned, maintained or used by the District for any purpose, including, but not limited to, building entrances and exits, spectator areas, fields of play, courts, arenas, stadiums, mats, gym floors, pools, practice facilities, parking areas, and facilities being used by the District.

The District reserves the right to refuse entrance to property or premise owned, maintained or used by the District to anyone possessing, operating, or attempting to operate a UAS; to request the immediate removal of any person using or attempting to use a UAS in violation of this policy; and to take any appropriate action under the District's policies and/or law against any person using or attempting to use a UAS in violation of this policy.

Public Notices

Use of Video Cameras on School Buses

USE OF VIDEO CAMERAS ON SCHOOL BUSES - Board Policy 711.2-R-2

The Board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

1. Student Records
 - a. The content of the video is a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the video. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team.
2. A parent may view the video without consent from any student or parent of a minor student also shown in the video if the other students are bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by parents. A video recorded during a school-sponsored trip, such as athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.
3. Notice
 - a. The Fort Madison Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video may be used in a student disciplinary proceeding. The content of the videos are confidential student records and will be retained with other student records. Video will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video of their child if the videos are used in a disciplinary proceeding involving their child.
4. Review of Video
 - a. The school district shall review video when necessary as a result of an incident reported by a bus driver or student. The video may be recirculated for erasure after five days.
 - b. Viewing of the video is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the video stating the time, name of individual viewing and the date the video was viewed.
5. Video Monitoring System
 - a. Video cameras will be rotated randomly on school district buses.
 - b. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the director of transportation in consultation with the building principal.
6. Student Conduct
 - a. Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.



Public Notices

Visitors to School District Buildings and Sites

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES - Board Policy 903.3

The Board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students are expected to report to the respective principal's office upon entering the building.

Persons who wish to visit a classroom while school is in session are asked to obtain approval from the principal prior to the visit and wear a "Visitor" identification badge so class disruption can be minimized. Teachers will not be able to take time from their duties to discuss matters with visitors. Discussions with teachers can be scheduled before or after school hours.

It shall be the responsibility of the school staff to determine the purpose of visitors in a school facility or on a school site and take appropriate and reasonable action to ensure the safety of students, staff and the faculty.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises and/or criminal trespassing charges may be filed.

It shall be the responsibility of each building administrator to establish procedures to be followed when persons visit the building. These procedures must be clearly posted at each entrance for every school building.