



# **FORT DODGE MIDDLE SCHOOL STUDENT HANDBOOK**

*800 N 32<sup>nd</sup> Street  
Fort Dodge, Iowa 50501*

Administration Office **Phone:** 515-574-5691

Student Services Office **Phone:** 515-574-5711

**Fax:** 515-576-3160

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## **WELCOME TO FORT DODGE MIDDLE SCHOOL**

Dear Students,

We are excited that we are a Leader in Me school!

Leader in Me is a whole school improvement model that uses teaching practices to promote social and emotional learning for students in grades sixth through eighth grade. The program provides teachers with a variety of practices that support leadership, culture, and academics. We know that when good behavior and good teaching come together, students excel in their learning. Fort Dodge Middle School is proud to be a Leader in Me school!

We expect all students and staff to have an understanding of the Leader in Me program which is the 7 Habits of Highly Effective People:

- 1.) Be Proactive**
- 2.) Begin with the end in mind**
- 3.) Put first things first**
- 4.) Think Win-Win**
- 5.) Think first to understand, then to be understood**
- 6.) Synergize**
- 7.) Sharpen the saw**

The program provides teachers with a variety of practices that support leadership, culture, and academics.

We believe that this leadership program will help our students be more effective, more goal oriented, and more successful in today's world.

We look forward to a positive year!

**Fort Dodge Middle School Staff**

## **STUDENT SERVICES**

### **Counseling**

Our Professional School Counselors provide a comprehensive, developmental, and sequential program to assist all our students. The counselors, while focusing their efforts on problem prevention, will also work closely with parents/guardians, administrators, teachers, and students on problem solving. The counseling program will be effective and provide appropriate contact with all students through the year.

### **Breakfast/Lunch/ID Cards**

Fort Dodge has a computerized meal program. Students can bring money for their meal account to the cafeteria in the morning or parents can enter money into the account online.

*Student's ID card is required daily for the student to eat hot lunch or they will need to punch in their unique 4 digit #.*

### **Student ID/Lunch Cards**

**Student ID Cards** – A school identification card will be handed out to all students at the beginning of the school year. Students will use their ID cards for entry to FDCSD activities (if an activity pass is purchased).

**The cost of a replacement ID card is \$3.00**

### **Attendance**

If a student is ill or unable to attend school, **a parent/guardian must call the school and report the absence to the office.** We have voicemail to receive calls at any time of day or night. An automated voice message will contact the parent/guardian after 9:30am a notification of absence if the student has not previously been excused. Students will be **required** to bring a written note or call the office explaining the absence. Attendance is calculated by minutes. Therefore, any tardies (to school or class) count towards daily absences. Excessive absences will result in a letter to the Webster County Attorney's office.

7th and 8th Grade Athletics Attendance: The day of an athletic event student athletes participating in the event will need to be at school by 9:30am unless a doctor's note or approved excused absence (i.e. funeral) is provided. Students who arrive after 9:30 without a doctor's note or approved excused absence will not be allowed to participate in the event. Approval for excused absences will go through MS Athletic Director.

### **Tardies**

Please note that tardies to school or to individual classes are a part of student attendance. If a student arrives after 8:00am he/she is considered tardy to school. The student will need to stop in the Student Services office to get a tardy pass to their first period class. Upon entering the student will give their teacher the tardy slip. For classes throughout the day, students are expected to be in the room by the time the tardy bell rings. Students should abide by their team's specific tardy policy beyond that. If a student is late for an excused reason, they should have a pass from the staff member they are coming from. If there are a number of tardies,

students will be given a reminder of the expectations, then a warning of possible consequences, and then a consequence. Chronic tardiness may lead to delayed passing or being escorted by an adult between classes.

### **Student Check Out/In**

Students may check out of school for a doctor or dental appointment with a written note from home. *Please bring the note to the office to be signed by office personnel **before** school begins.* The office has the right to verify the note. Students need to check out and in at the office when it is time to leave for the appointment and upon their return. **A note should include the following information: Student's name, date, time and reason for dismissal, and the signature of the parent/guardian.** At the time of dismissal the student must show the approved note to the teacher to be excused and then proceed to the office to check out. If a student is late to school due to an appointment, he/she must stop at the office immediately upon entering the building.

### **Requesting Homework**

If a student will be absent for two or more days, an assignment sheet can be completed by the team. Please request homework first thing in the morning so that we have time to gather assignments. The assignments may be picked up in the office during school hours. Student Services phone number is: 515-574-5711.

### **Telephone Messages**

Students will not be allowed to use the telephone unless granted permission by the office personnel or teachers. Students are not allowed to use cell phones during the school day (8:00-3:05). Parents/guardians need to communicate with their child about before and after school activities and arrangements before sending them to school. The office staff will take messages for students and deliver them toward the end of the day.

### **Change of Telephone Number & Address**

The school attempts to keep accurate records of students' addresses and telephone numbers. Please contact us with any changes immediately to help maintain these accurate records. To update address you will need to supply proof of address.

### **Commercial Deliveries**

Due to the severity of allergies and allergic reactions to several commercial products, the policy of Fort Dodge Middle School is to not accept **any** deliveries made to students (i.e. flowers, balloons, food, etc.). This creates problems in the classroom, on the school bus, and among other students. Please note that any deliveries made to the school will not be accepted and returned to the place where the item was purchased.

### **School Newsletters**

Each month our newsletter will be posted online on the Fort Dodge Community Schools website under the Middle School section. The newsletter will feature upcoming events and academic

information. If you do not have access to the internet, you can request a paper copy from the Administration Office.

### **Weather Condition Alerts**

Please do not call the office to inquire about dismissals or canceled events due to bad weather. All school information concerning dismissals or canceled events will be broadcast over the local radio stations. You can call the weather information line at: 574-7577 for further information. Also, please feel free to contact the District Administration Office if you would like to receive dialer notifications via text or calls for your convenience.

### **Parking**

Parent parking is available on the south side of the middle school building. Moped parking is also located on the south side of the building near the auditorium entrance.

### **Pick Up & Drop Off**

Students enter or exit cars from the right lane and NEVER from the left lane. The left lane is for **traveling once** students are picked up or dropped off. If you are in the right lane you are expected to continue to move forward as the flow of traffic moves. Please drop off at the far west auditorium doors; students will enter the building through the auditorium doors. If being picked up in the parking lot, stay on the north (school side) sidewalk until you see your ride. Then, use the crosswalk allowing the crossing guards to stop traffic for you. Additionally, there is to be absolutely no student pickup in the bus lane on the north side of the building. **THE REASON WE HAVE THESE EXPECTATIONS IS TO KEEP YOUR CHILD SAFE. WE APPRECIATE YOUR SUPPORT!**

### **Student Health/Medications**

The school nurse is on duty daily in her office located in room 218 on the first floor. Students who become ill or injured during the school day must report to the nurse's office to see the nurse unless an emergency exists. No student will be sent home unless a parent/guardian has been notified. Students will not be allowed to call or text home without permission from the nurse. Doctor prescribed medications that need to be taken during the school day will be kept in the nurse's office in a locked cabinet. The medication must be in an original prescription container with name, prescription, dosage, and instructions for the day.

### **Bicycles/Skateboards/Scooters**

Bicycles, skateboards, and scooters must be parked in the designated areas at all times. The school cannot assume any responsibility for loss, theft, or damage. Under no circumstance is any student to borrow or tamper with another student's bicycle, skateboard or scooter. All of these must be walked while on the school grounds. Please bring a lock.

### **Lost and Found**

The lost and found box is located in the Student Services Office. If you find a lost article, please turn it into the office. If you have lost an article, check with the office immediately. Please put your name on all items you bring to school. Do not bring large amounts of money or any

valuables to school. Items not claimed in a reasonable amount of time will be gifted to local charitable organizations.

### **Physical Education**

All students are required to participate in physical education. Students need tennis shoes and are required to change for class. These students will need a t-shirt or sweatshirt, athletic shorts or pants, socks and athletic shoes that tie. A student must have a doctor's written statement for an extended excuse from class. Students will be assigned a locker for P.E.

### **Hall and PE Lockers**

Lockers are provided as a convenience and are considered school property. Students will only have access to them throughout the school day. School staff have the right to look into any locker at any time. Students are responsible for keeping their lockers clean and orderly. No non-school sponsored decorations are allowed on the lockers. Students are not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the Middle School Administration Office. Only locks issued by the school may be used on lockers.

### **Library Services**

The library media specialist or the associate will help you in using the library media center. You are encouraged to make full use of all LMC resources and to seek assistance from the staff as needed.

## **Tiered System of Supports**

*FORT DODGE MIDDLE STAFF STRIVES TO KEEP STUDENTS IN CLASS AND INSURE A SAFE PRODUCTIVE LEARNING ENVIRONMENT.*

Building relationships and a sense of community will be prioritized by staff in order to create a productive and safe learning environment for all students. When necessary, behavior support will be divided into two categories, teacher/staff managed and office managed. Teachers will make all attempts to manage behaviors in their own classrooms with Tier I strategies and Restorative Practices. When incidents rise to the point where instruction and the learning environment cannot be maintained, such as safety issues, extreme disrespect, and continued classroom disruption, office support will come into play. The chart below lists examples of Teacher/Staff managed issues and those referred to the administrative office.

### **Teacher/Staff Managed:**

#### ***Inappropriate Language***

- Yelling after a reminder
- Using hurtful/inappropriate words
- Using nonverbal profanity (gestures)
- Name calling, teasing
- Rumors or talking about other students

#### ***Fighting/Physical Aggression***

- Pushing in line

- “Play” fighting, neck-slapping, other minor physical contact
- Invading personal space purposefully
- Throwing small object with no intended target
- Pushing back toward someone who initiated contact

**Defiance**

- Refusing to comply with adult requests after redirection

**Disrespect**

- Arguing with adults after redirection
- Making a mess in the restroom
- Honesty issues

**Disruption**

- Keeping others from learning through noises/actions after redirections

**Technology Violation**

- Inappropriate use of cell phones during 8:00-3:05
- Inappropriate (but not serious) use of computer

**Property Misuse**

- Using materials in an unintended, unsafe way

**Tardies**

- Arriving to class after the bell

**Office Managed:**

***Inappropriate Language***

- Using profane language directed at another
- Repeated use of hurtful words
- Sexual words or innuendo

***Harassment/Teasing/Taunting***

- Repeated name calling
- Spreading malicious or hurtful rumors
- Invading someone’s privacy

***Fighting/Physical Aggression***

- Hitting (closed fist) punching
- Throwing any object at someone, pushing someone to the ground
- Kicking, biting, hair pulling, spitting, Initiating/Instigating a fight
- Threatening gesture with dangerous object (bat, stick, rock)

**Defiance**

- Being in an unsupervised area of the building
- Refusal to follow class to destination (exploratories, assemblies)
- Total refusal to comply/shuts down/requires removal from situation by an adult
- Leaving any area/property without permission or prior arrangement

**Disrespect**

- Aggressive, public arguing after redirection

**Disruption**

- Screaming throughout the building Throwing chairs, tables, desks...
- Threatening an unsafe action
- *Harassment/Teasing/Taunting* Direct threat toward others
- Organized teasing toward a student inappropriate touching
- Exposing privates
- Sexual comments

**Technology Violation**



- Phone Policy
- Sexting
- Profanity
- Inappropriate websites
- Recording a physical altercation.

**Property Damage**

- Intentionally breaking school property
- Destroying classmate's property/Vandalism

**Theft**

- Taking/stealing another's property

**Possession of a Controlled Item**

- Possession of drug paraphernalia
- Possession of pornographic material
- Possession of alcohol, tobacco or drugs
- Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.

**Skipping Class/ Tardies (class)**

- Skipping class or leaving class without permission
- Repeated arrival to class after the bell

## **Action Plan of Response**

**Classroom Managed**

- 1st offense: Teacher will conference with the student in an attempt to redirect the student's behavior. Teachers will continue to build relationships and assess Tier 1 support.
- 2nd offense: Teacher will conference with student and contact guardian. Teachers will continue to build relationships and assess Tier 1 support.
- Continued offense: The continuation of behavior turns it from a teacher/staff managed behavior to an office managed behavior. A different level of support will be identified.

**Office Managed**

*The following steps will be followed whenever a student is suspected of violating a school rule or policy:*

- STEP 1: Investigate the incident by interviewing involved parties.
- STEP 2: Allow students the opportunity to tell his/her side of the incident.
- STEP 3: Administrative/staff members makes his/her best professional judgment given the facts and identify the appropriate consequences.
- STEP 4: Notify the student of these consequences either in verbal or written form.
- STEP 5: Notify the parents and allow opportunity for a conference. In the event of a suspension, parents/guardians will also receive written notification.

**Parent/Guardian Communication**

- Teachers: Teacher managed issues up to and including: detentions, isolated lunches, repeated classroom disruptions, parent meeting setup, etc.
- TS3/Admin: Student safety concerns (fights, injuries, bullying/harassment, etc.), bus referrals, suspensions, etc.

## **Disciplinary Actions**

It is the expectation of Fort Dodge Middle School students that their behavior be outstanding. When it is not, consequences will be enforced in a fair and consistent manner. All school rules apply at any time a student is on district grounds and at all school sponsored functions. Any infraction will result in disciplinary action as listed in this document.

### **Cell Phones**

Cell phones should not be seen or heard between the hours of 8:00-3:05. Students' cell phones must be out of sight (locker, bag, pocket, etc.) If a staff member sees it or hears it, the device will be taken.

**First Offense:** Teacher/staff will take the cell phone, hold it until the end of the day, and a phone call home will be made to explain the school policy.

**Second Offense:** Teacher/staff will turn the phone into an administrator. Administrator will contact home. Parents/Guardians will be required to come in and pick up the phone.

**Third Offense:** Teacher/staff will turn the phone into the administrator. Administrator will contact home. Parents will be required to come in and pick up the phone. Students will be required to leave the phone at home or turn it into the front office every morning before going to class.

### **Outside Food, Gum, & Candy**

Outside food, drink, and candy are NOT allowed at FDMS. Gum is allowed. There may be exceptions to these rules per teacher/team discretion.

### **Water Bottles**

Predominantly clear water bottles filled with clear liquids are allowed on a daily basis. There may be exceptions per teacher/team discretion. NO hydroflasks or other metal containers, or green Gatorade bottles.

### **Lockers & Bags**

Students will have access to lockers at times predetermined by teams throughout the day. Student's will be allowed to carry a traditional sized book bag throughout the day if they choose.

### **Detention- (Time served outside of school day)**

- **CLASSROOM DETENTIONS:** Detention may be given to a student by a staff member for behaviors. Detentions may include a morning detention, lunch isolation, or after school detention from 3:10-3:40.
  - Parent contact will be made by the issuing staff member
  - If detention is not served within three school days with adequate reminders
  - If detention is not served the second time, Grade level administrators will assess ISS and make contact with parents/guardians. Detention will also still served
  - Restitution may be assigned for selected students

### **Vaping/Nicotine/Tobacco Products**

School district premises, including school vehicles, shall be off limits for all use of tobacco and nicotine products. Tobacco and nicotine products include, but are not limited to: cigarettes, e

cigarettes, cigars, pipes, and various smokeless tobacco products including chew, snuff, and vapes. This requirement extends to employees, visitors, and students. This policy applies at all times, including school-sponsored and non-school-sponsored events. It shall be the responsibility of the administration to enforce this policy.

### **Suspension**

Specifically, the Board of Education has determined that certain acts or conduct are disruptive, being clearly dangerous to the welfare, safety, or morals of other students, or are contrary to the authority of school personnel, or both, and may constitute grounds for suspension or expulsion. The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student will not be on the school grounds, nor will the student be allowed to participate or attend any extracurricular activities. Students on school grounds during a suspension are subject to being cited for trespassing. Any class work missed as the result of a suspension is the responsibility of the student. Consistent with District Policy, the student has the opportunity to make up schoolwork during the period of suspension.

### **School Board Search and Seizure Policy #500.8**

School owned property and our students are held in public trust by the Board. To maintain order and discipline, promote an appropriate educational environment, and protect the safety and welfare of our students and staff, searches may occur. Searches may be done of students, the property of the students, while they are on District property, and District property provided to as a courtesy.

### **Field Trip Rules**

During any field trip the student's conduct will be such to promote an excellent perception of the students and the Fort Dodge Community Schools.

- The student's behavior at all times will reflect a positive image.
- The student will keep the field trip advisor informed of his/her location and will follow their directions with courtesy and respect.
- If an accident, injury, or illness happens during a field trip the student will report it to the field trip advisor immediately.
- If any theft or vandalism occurs on the trip, the student and his/her parents will be responsible for the damages or payment.
- Alcohol, drugs, or tobacco products are forbidden at any time on school property, in school vehicles, or at school events.
- The student will follow the school rules and bus rules as well as state and federal laws.

## **Dress Code**

While the district realizes the primary responsibility for appearance rests with the students and their guardians, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to:

- allow students to dress comfortably without fear of body shaming or undue disciplining
- avoid creating barriers to attending school
- accept differences in styles, body types, and culture
- remain gender-neutral
- consider safety
- acknowledge different expectations may be in place dependent on location and activity (science labs, CTE courses, PE, etc)
- have students remain identifiable to staff
- ensure all students are treated equitably
- Maintain an environment conducive to learning

Students are expected to wear clothing that complies with the standards of appropriateness and safety. It is expected that the following guidelines are followed:

### All Students Must Wear:

- Clothing that includes both a shirt, with pants or skirt, or the equivalent, and shoes. Shirts and dresses must have fabric on the front and on the sides. No sheer material may be worn over private parts (fabric must be opaque).
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

### Students may not to wear, carry, or display clothing or accessories with:

- Violent language or images
- Gang-related apparel or paraphernalia
- Advertisements or promotion of alcohol, tobacco, vapes, inhalants, drugs, or any illegal item or activity
- obscenities, profanity, vulgarity, racial or sexual innuendos
- Images or language that creates a hostile or intimidating environment
- Clothing that does not adequately cover the body (see above)
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing is not a violation)
- Clothing or headgear that obscures the face

### Communication and Enforcement:

- The Dress Code will be clearly communicated to students through the student handbook and in homeroom curriculum
- The school will expect consistency of enforcement from all adults
- School staff will be expected to use body-positive language to address violations while clearly explaining/using language from the code to address violations

# **Chromebook Use**

## **Philosophy**

It is the philosophy of the Fort Dodge Community School District to foster digitally responsible citizens ready for the 21st century world and a workplace that does not yet exist. We recognize that instructing our students in the appropriate use of technology is necessary for their continued success beyond the walls of our school. Students in grades 5-12 will have access to devices during the school day. Students in grades 7-12 will have access to devices to take home and use outside of school hours. The school district retains sole right of possession of the provided devices. Chromebooks are intended to promote technology literacy, pursuant to the Iowa Core Curriculum's guides on 21st Century Skills, and is intended for educational use.

## **Ownership of the Chromebook**

Chromebooks are the property of the Fort Dodge Community School District and are lent to students for educational use. The FDCSD and its staff retain the right at any point to ask for the return of a loaned device.

## **OS Security**

Students are responsible for any apps/extensions/programs that are not installed by a member of the staff. Students are responsible for what is produced or done with an app/extension/program on the device, regardless of who installed it. Students are responsible for backing up their data to protect from loss. Users of school owned devices have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and is given no guarantees that data will be retained or destroyed.

## **Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or school owned device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. The district may also monitor the internet traffic of any device connected to its networks.

## **Devices in Classrooms**

- Individual teachers will be allowed to make the decision as to how devices will be utilized in their classroom. If a device causes a disruption to the learning environment there may be a consequence.

## **Students should:**

- Utilize their devices for educational and learning purposes
- Use their devices to create new content and communicate new ideas that promotes a kind, responsible, safe, and respectful message
- Observe and respect license and copyright agreements.
- Report any damage or malfunction of the device to their teacher

### **Inappropriate Use of Technology**

- Loosely defined an inappropriate use of technology is any use of a device that prevents or distracts an individual student or group of students from learning, is used in violation of district policy, local/state/national/international law, or to view/download/distribute age/school inappropriate materials.
- Students who continue to use a device in such a way that it disrupts the learning environment for themselves or others may lose or have limited access.

### **Students may not use network resources or devices:**

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- To access web sites or other content blocked by the District, via codes or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use
- To conduct any activity that violates school rules, FDCSD Board Policy, or the law (this includes adhering to copyright laws)
- To access the data or account of another user

### **Personalization**

- Students can personalize the device so long as the personalization does not damage its integrity. Meaning that if the device were turned in tomorrow, any personalization needs to be removed with no visible marks, in the same condition as it was issued.

### **Charging Devices**

- We want to encourage our students to plug their device in before they go to bed each night. A fully charged device should last close to a day of average use. While there may be places to plug in a device throughout the day, the school is not providing each student an individual charging station at school and students should not expect a charging location will be available. It is the student's responsibility to keep track of their chromebook charger. If they misplace it or it is stolen, the school will charge their student account for the replacement cost.
- Things that help sustain the battery:
  - Running as few apps and tabs at one time as possible
  - Turning down the screen brightness
- Things that run down the battery
  - Keeping many browser tabs open at once or all day
  - Constantly streaming music
  - Streaming videos from the internet
  - Keeping screen brightness up
  - Having many different and active extensions

### **Downloading Programs/Extensions**

- So long as the downloading of a program or extension does not violate district/local/state/ national/international policies/law, students will be able to download and use programs and extensions that do not interfere with safe operation of the device or the learning environment

- Generally speaking a chromebook cannot run the same programs as a windows or apple computer. In the future some chromebooks may have access to the Google Play Store, which has access to Android apps, however at the time of writing this is not yet possible
- Unless in the public domain all music must be paid for. Services that allow you to download or distribute music, not in the public domain, without paying for it are illegal.
- The district will maintain security and monitoring software on the chromebooks, and will employ web-filtering software on the chromebooks to help maintain the privacy and safety of our students and the integrity of the chromebooks

#### **Audio/Video/Photographs**

- Unless it is at the direction of a FDCSD staff member, students and community members should refrain from taking audio/video/photographs on FDCSD property to protect and ensure a safe and respectful environment that protects the privacy of our students. Violations will be documented per building guidelines.

#### **Loss of Privilege**

- If a student is in violation of technology policies they may be subject to a reduction or loss of device/access privileges. In such a case that that loss of privilege occurs a student will need to complete an alternative assignment.

## **District Compliance TITLE VI (Civil Rights Act), TITLE IX (Sex Discrimination and Harassment), AND – SECTION 504**

#### **Equity and Compliance Information**

TITLE V (Promoting Informed Parent Choice and Innovative Programs),  
TITLE IX (Sex Discrimination and Harassment), -AND-  
SECTION 504 (Rehabilitation Act)

It is the policy of Fort Dodge Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or grievances related to this policy, please contact Dr. Stephanie Anderson, Director of Elementary Education, 515-576-1161, [sanderson@fdschools.org](mailto:sanderson@fdschools.org), and Dr. Kirsten Doebel, Director of Secondary Education, 515-576-1161, [kdoebel@fdschools.org](mailto:kdoebel@fdschools.org), both are located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501, or contact the Office for Civil Rights Midwestern Division for U. S. Department of Education Office, John C. Kluczynski Federal Building 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 (Alternate for Section 504 is Pamela Stangeland, Director of Special Education/Special Needs, 515-574-5675, [pstangeland@fdschools.org](mailto:pstangeland@fdschools.org), Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501).

### **Affirmative Action Compliance Coordinator**

The District's Compliance Coordinator for Affirmative Action is Kimberly Whitmore, Director of Human Resources, 576-1161, [kwhitmore@fdschools.org](mailto:kwhitmore@fdschools.org), 109 North 25th Street, Fort Dodge, IA 50501.

### **Physical/Sexual Abuse Reporting**

The District's Designated Investigators of Physical/Sexual Abuse of Students by School Employees are Dr. Stephanie Anderson, Director of Elementary Education, 515-576-1161, [sanderson@fdschools.org](mailto:sanderson@fdschools.org), and Dr. Kirsten Doebel, Director of Secondary Education, 515-576-1161, [kdoebel@fdschools.org](mailto:kdoebel@fdschools.org), both are located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501. The alternate is Branwyn Greathouse, Director of Special Education/Special Needs, 515-574-5675, [bgreathouse@fdschools.org](mailto:bgreathouse@fdschools.org), Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501.

### **Harassment Complaints and Allegations**

The District's Officers for Harassment Complaints and Allegations are Dr. Stephanie Anderson, Director of Elementary Education, 515-576-1161, [sanderson@fdschools.org](mailto:sanderson@fdschools.org), and Dr. Kirsten Doebel, Director of Secondary Education, 515-576-1161, [kdoebel@fdschools.org](mailto:kdoebel@fdschools.org), both are located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501.

### **Sex Discrimination and Harassment (Title IX)**

The District's Coordinator for Sex Discrimination and Harassment is Kimberly Whitmore, Director of Human Resources, 515-574-5657, or [kwhitmore@fdschools.org](mailto:kwhitmore@fdschools.org). The Deputy Coordinator is Adriana Utley, Human Resources Generalist/Board Secretary, 515-574-5652, or [adutley@fdschools.org](mailto:adutley@fdschools.org). Both are located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501.

### **Racial/Sexual Harassment Procedure**

The District's Compliance Coordinator for Affirmative Action is Kimberly Whitmore. She can be reached at 574-5657 or 109 North 25th Street, Fort Dodge.

### **Title VI, Title IX, or Section 504 Compliance Officer**

It is the policy of the Fort Dodge Community School District not to discriminate on the basis of race, creed, color, ancestry, age, gender, sex, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, veteran's status, actual or potential parental, family or marital status in its programs, services, and employment practices.

If you have questions or grievances related to this policy, please contact Dr. Stephanie Anderson (Director of Student Services - Elementary), and Dr. Kirsten Doebel (Director of Student Services - Secondary), Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501, (574-5678) or contact the Civil Rights Midwestern Division for U.S. Department of Education Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. (Alternate for Section 504 is Branwyn Greathouse, Director of Special Education/Special Needs, 574-5675).



### **Open Enrollment Information:**

Board Policy 501.7: The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district. Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Iowa Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above. The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request. The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation. An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

The parent/guardian of a pupil who has been accepted for open enrollment shall be responsible to transport the pupil without reimbursement to and from a point on a regular school bus route of the receiving district; however, there are some exceptions. Open enrollment pupils who meet the economic eligibility requirements established by the department of education shall receive transportation assistance from the resident district if the household income is at or below 160 percent of the federal income poverty guidelines as stated by household size.

## **FORT DODGE MIDDLE SCHOOL CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES**

We believe in building student athletes at FDMS, by emphasizing and holding high standards for attendance, academics and student behavior. The following is a brief summary of board policy 502.7:

It is a privilege to participate in extracurricular activities in the Fort Dodge School District. It is expected that students will conduct themselves in an exemplary fashion in recognition of this fact. They shall project a positive image and be a role model of good conduct on and off school property at all times (24 hours a day, seven days a week) during their participation in an activity. The term "extracurricular activities" shall apply to all performing or competitive athletics and activities.

The privilege to participate in extracurricular activities may be lost by a breach of discipline standards as outlined in the Student Discipline Policy, Policy 500.5. (For an all-inclusive list, please view the student discipline policy)

### *Examples of Breach of Discipline:*

*Issues that result in a Major Referral will be subject to the Code of Conduct at the discretion of the Discipline Committee.*

Non-negotiables: The following infractions will result in automatic enforcement of the Code of Conduct: Fighting, possession of drugs, alcohol or weapons.

#### **School Attendance.**

◆ **Illness:** Students who miss more than ½ of the school day due to illness will not be eligible to participate in a contest, practice, game or any school sponsored event held on the same day. This includes taking part in after school practice sessions. Students missing for medical or dental appointments will be required to provide written verification of this from the provider.

◆ **Other Reasons:** Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as either a participant or a spectator. The Coach has the discretion to allow participation on the day of the event, without an excused absence from the prior day, only after direct contact with the student's parents.

◆ **Truancy and unexcused absences:** Will eliminate a student's eligibility to participate until the student resumes attendance and truancy or unexcused absence is resolved.

Students who violate the Discipline Policy may be excluded from participation in extracurricular activities for a minimum of one quarter of a competition and a maximum of the rest of the season with discretion for intermediate levels dependent upon the severity and frequency of the occurrence or occurrences. If the student makes an attempt to rectify the situation (depending on the issue) by receiving counseling, rebuilding the relationship with the teacher, making up missed class time, or other solutions determined by the discipline committee, then the student can ensure the suspension is reduced to no less than 1 game/meet. (This is dependent on the severity and frequency of the occurrence or occurrences.)

Discipline Committee: \***Middle School Principal** \***Faculty Member - Athletic Coach**  
\***Faculty Member – Music/Band/Teacher** \***Athletic Director or Designee**

A "student with a disability" and an IEP, or a student with a specific behavior/attendance plan developed by the school is judged based on progress made toward IEP goals or that plan. A student who has an individualized education program shall not be denied eligibility on the basis of academic performance if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's IEP program.

In cases where a violation has been established, either by admission or sufficient evidence, the suspension period will start with the date of the violation. In other cases which are delayed because of litigation; the suspension period will start the day following the decision.

A student found in violation of conduct regulations shall meet with the building principal or his designee. At this meeting the student shall be informed of his/her punishment and his/her right of appeal.

Along with the discipline policy, a student participating in extracurricular activities must maintain passing grades. If a student's grade is posted at or after mid-term or term as an F, that student will be academically ineligible for a minimum of one week and a maximum of six weeks with discretion for intermediate levels dependent upon the severity and frequency of the occurrence or occurrences. The student will be required to attend a study table with the teacher in which the student has an F, at least twice a week before they attend practice. Students will be required to bring a copy of their grades to their coaches/band or choir director 2 weeks before midterm and 2 weeks before term.

The coaches/band or choir director will review each student's grade and remind them of the expectations. They may also require a study table at their discretion, to give the student a chance to raise their grade before it gets to a suspension. If a student says they have turned in an assignment that is marked missing, the student must get a signature from that teacher stating they have turned it in and what the revised grade will be.

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Public Complaints Any concerns should be resolved at the lowest organizational level by those individuals closest to the concern.

- (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.
- (c). Unsettled matters 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 for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.
- (e). Parents, guardians or community members of the district who have concerns about the district or the board may refer to the additional guidance offered by the [Iowa Department of Education: Parent, Guardian, and Community Concerns](#)