

FMS
2022-2023

Dear Student:

Welcome to Fairfield Middle School. Our goal is to provide the highest quality educational program possible. We hope that you join us by setting high goals, giving your best effort, and coming to understand the true reward of becoming a positive and excited learner.

As teachers and administrators, we hope that your years at Fairfield Middle School are rewarding. You are the focus of our educational program but you need to be sure to demonstrate the skills, abilities, and potential that we know you possess. This cooperative effort will make our school one in which we can take great pride.

Each year at Fairfield Middle School, you face new challenges and open the doors to new horizons. Take full advantage of the opportunities provided for each and every student.

The student handbook has been prepared to help you become acquainted with your school. All students and parents will be notified prior to the start of the school year concerning the following items:

- Publishing Student Work
- Internet Access
- Privacy Act of 1974 (Release of Student Information)
- Human Growth and Development Instruction
- Publishing of Student Pictures (including video)
- School Sponsored Field Trips

The notification received will include a permission form. Parents will be asked to complete one form for each child currently enrolled in the district. This form will remain active for your child's academic level (K-4, 5-8, 9-12) in the Fairfield Community School District unless a change is requested by a parent or legal guardian.

Please be aware of the following information:

Parents Right to Know

All parents wishing to review teacher certification information can access this through the building office.

Standard Error of Measurement

Iowa Testing Standard Error of Measurement for grades 2-11 can be accessed through the district's curriculum office.

Have a great 2022-2023 school year!

Fairfield Middle School Administrative Team

Laura Atwood, Principal

Matt Jones, Associate Principal

| | |
|-------------------------|-----------------------|
| Name _____ | .fairfieldsfuture.org |
| Password _____ | Student ID # _____ |
| Homeroom teacher: _____ | |
| Locker#: _____ | Combo: _____ |



FMS Trojan PRIDE Building Expectations

Inspire⇒Empower⇒Achieve



| Expectations | BUS | LUNCHROOM | HALLWAY |
|-----------------------------------|---|---|--|
| PREPARED | Be on time Find a seat | Memorize ID number Know your lunch position and route | Know your locker number and combination. Have A.J. with you |
| RESPECT | Use appropriate language and volume Listen to the adult on duty | Use appropriate language and volume Listen to the adult on duty. | Use appropriate language and volume Listen to adults on duty Close lockers quietly |
| INTEGRITY | Report problems to driver Follow driver's rules. | Eat others' food with permission only Be in proper lunch position | Use only your locker Follow most direct route Report problems |
| DEPENDABLE | Be a positive role model Sit in and stay in original seat | Remove trash from tray Take your tray to the wash window Sort silverware properly | Keep locker combination to self |
| ENVIRONMENTALLY AWARE/SAFE | Keep hands/feet/objects to self and in the bus Help keep the bus clean Keep aisle clear | Help keep the lunchroom clean Keep hands/feet/objects to self | Keep the hallways clean Respect all school property |



FMS Trojan PRIDE Building Expectations

Inspire⇒Empower⇒Achieve



| Expectations | BATHROOM | Before/After School | Extracurricular/Special Events | Recess/Activity Time |
|------------------------------------|---|--|---|---|
| PREPARED | Use the bathroom at appropriate times in the day | Be on time/leave on time Find a seat | Find a seat Be attentive | Have correct clothes for inside our outside activities Line up quickly and appropriately |
| RESPECT | Use appropriate language and volume Honor privacy | Follow adult directions Use appropriate language and volume | Follow adult directions Interact appropriate with others | Follow adult directions Use kind words and actions |
| INTEGRITY | Conserve supplies Report problems | Respect the property Report problems | Treat others as you would like to be treated Pay attention to those presenting | Play and compete fairly Report problems |
| DEPENDABLE | Be quick and efficient | Arrive and leave on time | Ignore negative behavior | Play in designated areas |
| ENVIRON-MENTALLY AWARE/SAFE | Keep the bathroom clean Report graffiti or vandalism | Pick up trash | Enter and exit in an appropriate manner | Play and compete fairly |

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I. MISSION STATEMENT AND STUDENT DEVELOPED THEME

MISSION STATEMENT

INSPIRE. EMPOWER. ACHIEVE. TROJAN PRIDE.
FMS Mission- To develop lifelong learners through Trojan
P (Prepared),
R (Respect),
I (Integrity),
D (Dependable),
E (Environmentally safe and aware).

Notice of Non-Discrimination-public notice Employment and Programs

It is the policy of the Fairfield Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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 Equity Coordinator,

Chuck Benge, Director of Curriculum, Fairfield Community School District
ACT Center, 403 South 20th St., Fairfield, IA 52556, Telephone: (641) 472-2655
Email: chuck.benge@fairfieldfuture.org

INTRODUCTION

Our goals are to develop respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. The definitions and procedures conforming to State Laws and Regulations and the Fairfield Community School District Regulations have been developed by Middle School teachers and administrators to meet these goals.

II. STUDENT RIGHTS AND RESPONSIBILITIES

Students, as well as anyone found within the FMS building, will be asked to follow expectations found within the Trojan PRIDE matrix.

Considered within this matrix are the following rights, expectations and responsibilities:

- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others.
- Students are responsible for their own behavior at school and at school related events.
- Students are responsible for respecting school property and personal belongings.
- Students are responsible for informing an adult of a violation of school rules.
- Students are responsible for behaving appropriately at school and at all school-related activities.
- Students have the right to a safe and orderly school environment.
- Students have the right to experience a comprehensive and relevant school curriculum.

III. SCHEDULE

Student Arrival

Breakfast will start serving at 7:50am. Students are invited to get breakfast and eat it in the cafeteria and commons. Please pick up after yourself and alert the staff to any spills.

Students will be able to go to select areas starting at 8:00, such as the gym to play knockout, the library to check out books, or they may stay in the commons and socialize. 5th grade will sit in the 6 tables on the far east side of the cafeteria. 6th graders will sit on the wood bench on the north side of the commons. 7th and 8th graders will be able to sit in the remaining tables in the cafeteria.

At 8:06, 5th grade will go to their homeroom class to check in, and then to Trojan Time. At 8:07, 6th grade will go to their Trojan Time. At 8:08, 7th grade will go to their Trojan Time. At 8:09, 8th grade will go to their Trojan Time.

Trojan Time starts at 8:15.

Bell Schedules for FMS

| Regular Day Bell Schedule | 2 hour Delay Schedule | 2:30 Early Out | 1:30 Early Out |
|--|---|---|---|
| | TBA | TBA | TBA |
| Trojan Time – 8:15 – 8:25 | Trojan Time – | Trojan Time – | Trojan Time – |
| 1 st Hour - 8:28 - 9:12 | 1st Hour - | 1st Hour - | 1st Hour - |
| 2 nd Hour - 9:15 – 9:52 | 2nd Hour - | 2nd Hour - | 2nd Hour - |
| 3 rd Hour – 10:00 - 10:42 | 3rd Hour - | 3rd Hour - | 3rd Hour - |
| 4 th Hour - 10:45 - 11:27 | | 4th Hour - | 4th Hour - |
| 5 th Grade lunch 11:15 - 11:40 5 th Grade Recess 11:40 - 11:55 <u>6th Grade</u> 1st Lunch Shift 11:27- 11:57 11:53 – outside 11:54 – lineup 5th Hour Class 12:00 - 12:42 <u>7th & 8th Grades</u> 5th Hour Class 11:30 - 12:12 2nd Lunch Shift 12:12 - 12:42 12:38 – outside 12:39– lineup 5th Hour - 11:30 - 12:42 | 5 th Grade Lunch 5 th Grade Recess <u>6th Grade</u> 1st Lunch Shift – outside – lineup 5th Hour Class <u>7th & 8th Grades</u> 5th Hour Class 2nd Lunch Shift - outside - lineup 5th Hour - 4th Hour - | 6 th Hour – 5 th Grade Lunch 5 th Grade Recess <u>6th Grade</u> 1 st LUNCH Shift outside lineup 5th Hour Class <u>7th & 8th Grades</u> 5th Hour Class 2 nd Lunch Shift outside line up 5th | 6 th Hour – 5 th Grade Lunch 5 th Grade Recess <u>6th Grade</u> 1 st LUNCH Shift outside lineup 5th Hour Class <u>7th & 8th Grades</u> 5th Hour Class 2 nd Lunch Shift outside line up 5th |
| 6 th Hour - 12:45 - 1:29 | 6th Hour - | 5th | 5th |
| 7 th Hour - 1:32 - 2:14 | 7th Hour - | 7th Hour - No 5 th grade reading/math groups | 7th Hour - |
| 8 th Hour - 2:17 - 2:59 | 8th Hour - | 8th Hour - | 8th Hour – |
| LIFT class - 3:02 - 3:25 Trojan Time Check out 3:28 – 3:30 | No LIFT class Trojan Time Check out | LIFT class - Trojan Time Check out | NO LIFT class No Trojan Time Check out |
| 5 th & 6 th Grade Bus - 3:30 | 5 th & 6 th Grade Bus - 3:30 | 5 th & 6 th Grade Bus - 2:30 | 5 th & 6 th Grade Bus - 1:30 |
| 7 th & 8 th Grade Bus - 3:31 | 7 th & 8 th Grade Bus - 3:31 | 7 th & 8 th Grade Bus - 2:31 | 7 th & 8 th Grade Bus - 1:31 |
| Walker Bell - 3:35 | Walker Bell - 3:35 | Walker Bell - 2:35 | Walker Bell - 1:35 |
| End of Teacher Day - 4:00 | End of Teacher Day - 4:00 | End of Teacher Day – TBA | End of Teacher Day – TBA |
| All students need to be off school property by 4:00 pm unless out for an after school activity. | All students need to be off school property by 4:00 pm unless out for an after school activity. | All students need to be off school property by 4:00 pm unless out for an after school activity. | All students need to be off school property by 4:00 pm unless out for an after school activity. |

DEPARTING FROM SCHOOL

When the school day has concluded, students should leave the building promptly. **Students will not be allowed to loiter in the commons area after school.** Once a student leaves the school grounds they will not be allowed to return. Students who choose not to leave the building in a timely fashion, or return to the building after leaving, will be handled on a case-by-case situation by the administration. 5th- 8th grade students involved in activities should proceed directly to their activities. 6th - 8th grade students waiting for rides should wait in the approved areas. **If students must leave school during the school day, they must bring a note from home and have it approved in the office before 8:15 A.M.** Students leaving during the school day must check out through the office. Parents must report to the office before students will be allowed to leave. Upon their return, students need to again check in at the office. Leaving without checking out, or returning without checking in, may result in the student being considered truant.

IV. ACADEMICS

CURRICULUM

5th

English, Math, Reading, Social Studies, Science, G.O.A.L. - full year each
Art - 1 time/week, Vocal Music - 2 times/week, Physical Education - 2 times/week
Band, Guidance Counseling

6th

English, Math, Reading, Social Studies, Science, G.O.A.L. - full year each
STEM, Family & Consumer Science, Art, Health/Life Skills -9 or 18 weeks each
Physical Education - full year - 2/3 times per week
Music, Band – full year - 2/3 times per week

7th

English, Math, Reading, Social Studies, Science, G.O.A.L. - full year each
STEM, Family & Consumer Science, Art, Health/Life Skills- 9 or 18 weeks each
Physical Education - full year - 2/3 times per week
Music, Band – full year - 2/3 times per week

8th

English, Math, Critical Concepts, Social Studies, Science, G.O.A.L. - full year each
STEM, Family & Consumer Science, Art, Health/Life Skills - 9 or 18 weeks each
Physical Education - full year - 2/3 times per week
Music, Band – full year - 2/3 times per week

ASSIGNMENT JOURNAL

Students will be issued an assignment journal to enhance their organizational skills and to improve school/parent communication. **Students are expected to have their journal with them for all classes. Journals are mandatory for students to leave classes. The hall passes MUST remain intact in the journal for the pass to be valid.** All students will be asked to have their journals signed weekly by their parent/guardian. It is asked that parents take the responsibility of communicating with their son/daughter and sign as students complete the assignment journal. 5th-8th grade students will be rewarded for using their journal on a daily basis and having it signed when requested. **In order to qualify each WEEK students must have the following:**

- 1) Assignment journal filled out completely;
- 2) Must be signed by a parent or guardian weekly.

To qualify for the reward at the end of each QUARTER, 5th – 8th grade students will also be held to the following:

- 1) All work must be completed and turned in;
- 2) Minimal behavior issues/referrals.

Students are reminded that to qualify for end of the year field trips, students must qualify three of the four quarters, including the fourth quarter. Students who move into the district after the school year is in progress or dual enrolled students will be considered for rewards on an individual basis.

REPORT CARDS

Report sheets are issued each quarter. These report sheets do not need to be returned to the school. Grades for all subjects will be on the report sheet.

GRADES AND MISSING ASSIGNMENT PROTOCOL

FMS is committed to ensuring all students are successful. We want students to learn to be responsible by completing work on time and in a quality manner as if they were in a job assignment. Every Thursday FMS will run a missing assignment and D/F grade report from Campus. If a student has more than 3 missing assignments overall for classes and/or they have a D or F in any class, they will be expected to stay after school the following week on Tuesday and Wednesday from 3:35-4:00 with the teacher for whom they are missing assignments or the class where they have a D or F. For 5th graders, if they have more than 3 missing assignments and/or they are receiving a 1 or 2 in the gradebook, they will be expected to stay. If the student turns in

their missing work they are dismissed from the after-school schedule that week. This is not meant to be a punishment but rather an opportunity to get missing work handed in and for teachers to provide more instruction when it is needed. If a student is missing assignments and/or has Ds or Fs in multiple classes, the following prioritization in the next week's schedule is listed below:

Math/Science-Tuesday

ELA/SS/Explore Classes-Wednesday

If a teacher is not able to stay until 4:00pm due to coaching responsibilities, the teacher will make contact with the student and parent to make arrangements for 8:00-8:10 each morning.

The expectation is for students to make arrangements to stay. If a student does not show up for after school tutoring time, they may be expected to stay additional days.

Administration may assign other supports to be put in place to ensure the student will be successful.

ASSIGNMENTS FOR STUDENTS ABSENT FROM SCHOOL

The absent student should first try to contact a classmate to get his books and assignments or email his/her teacher. **If he/she cannot do this, please call the office (472-5019) by 9:30 A.M.** Assignments will be ready for pick-up between 3:35 and 4:30 P.M.

If it is likely that the student will return the next day, it is not recommended that the office obtain the assignments.

If a student is gone for an extended, planned time and collects assignments prior to leaving, these assignments will be due the day they return to school.

MAKE-UP WORK

It is the responsibility of the student to see that assignments missed during absence from school be made up by required deadlines. The normal length of time allowed for make-up when a student has an excused absence is two (2) days for every day missed. Assignments that were previously given, such as research papers, presentations, projects, etc., are due the first day of return and will not be given additional days to complete. Students should consult their individual teachers for make-up deadlines.

PARENT PORTAL

Parent Portal is an on-line tool that parents/guardians can use to gain information on their child's education. Please see the front office for a username and password. Once access is gained, parents can find information about grades, behavior, attendance, scheduling, lunch balances, etc. It is a great tool to help parents/guardians be informed about their child's education. Parents with no internet access are welcome to come to the school and use the computers in the Media Center after school until 4:00.

RETENTION POLICY

Students failing two or more core subjects, (math, science, social studies, reading, and language arts) three of the four quarters during the year may be retained. At the end of the first semester students will be notified of possible retention if academic performance does not improve during the second semester. If the concern remains at the end of the third quarter, the student will be put on a performance contract which will define the conditions the student must meet if they are to be promoted to the next grade. Summer school may be an option for students who are at risk of retention at the end of the year. **Acceptance for summer school is not guaranteed if a student does not demonstrate appropriate effort and behavior throughout the year.** To be promoted to high school, students can utilize remedial summer school only two out of the three years in middle school.

FIELD TRIP POLICY FOR DUAL-ENROLLED STUDENTS

Dual-enrolled students will have the opportunity to attend FMS field trips. Students should contact their teachers for more information regarding each of these trips.

V. CO-CURRICULAR ACTIVITIES

Fairfield Middle School offers a wide variety of opportunities to all students for the development of leadership and skills through the pursuit of each individual's interest. **Every student is encouraged to participate in at least one activity.** Many of the activities listed on the next page are scheduled during the school day so that students living outside the city of Fairfield have ample opportunity to participate in at least a minimum of these activities. Because of the nature of some of the activities, practice time is required either before or after school.

PHYSICAL EXAMINATIONS FOR PARTICIPATION IN INTERSCHOLASTIC SPORTS

Students must have a new examination and medical card each school year to participate in interscholastic sports. This athletic physical is good for all sports for one school year. Boys and girls are given an opportunity for an examination before the school term begins. If they are unable to have the examination before the school term begins, they will be excused from school for that purpose during lunch periods or homeroom periods if not in any regularly scheduled activity.

ELIGIBILITY POLICY

Participation in extra-curricular activities is a privilege, not a right, and students need to earn this privilege through a solid effort in the classroom and by displaying good citizenship. Thus, the following guidelines will be enforced when determining eligibility to participate in extracurricular activities:

A. Student grades will be checked at 3 weeks, 6 weeks, and at the end of each quarter. If at the 3 or 6 week reporting time a student is failing one subject, they may be required to sit out 10% of the total contests (example- if a student receives one F at reporting time they may sit out 10% of total events-5 game season means student may sit out one half.) If a student is failing a subject at the end of the quarter, the student MUST sit out 10% of the contests.

If a student is failing two or more subjects at reporting time, participation in activities will not be allowed until it has been determined that the student has improved his/her grades or the instructors of the failing courses feel that progress is being made. Coaches will set dates on when work must be completed in order to participate.

B. Students may regain complete eligibility prior to a contest by improving their grades to acceptable levels and the instructor(s) provide the coaches with an eligible notification (may be possible to not sit out any contest time). Students with multiple failing grades will continue to attend practices during this time and will regain the right to participate in games, etc., as soon as instructor notification has occurred to the coach of acceptable levels in the classroom. Students failing a class at the end of a quarter must sit out at least one contest, and then progress will be checked with classroom teachers to determine eligibility. This policy is not intended to be punishment but rather ensure students are fulfilling expectations in the classroom.

C. On the day of contests, students will be in school a minimum of the last 1/2 of the day (4 periods). This includes illness. Any deviation from this regulation would have to be made ahead of time through the middle school administration.

D. Students will be held accountable to the conditions established by the Fairfield Community School Good Conduct Policy. This policy can be obtained from the office or found on the district website.

E. The above policy is the minimum expectations for participation in extra-curricular activities. Coaches and sponsors have the right to enforce a stricter eligibility policy if they wish. For baseball and softball, the coaches will communicate the eligibility policy to the athletes prior to the season.

Extra-Curricular Activities and Programs

Boys Athletics: football, basketball, wrestling, track, cross country, baseball (7th & 8th grade)

Girls Athletics: basketball, track, volleyball, cross country, softball (7th & 8th grade)

Instrumental Music: 6th grade band, 7th grade band, 8th grade band, jazz band

Vocal Music: 6th grade chorus, 7th and 8th grade chorus, and Ensembles

Cheerleading: 7th & 8th grade

Student Council: all grades

Drama: all grades

Art Club- offered for all 5th – 8th grade students after school.

Service Club-offered for all 5th - 8th grade students after school.

Book Club-offered for all 6th - 8th grade students after school.

***Announcements concerning meeting times are made through the homerooms and main office.**

ACTIVITY TICKETS

Tickets can be purchased in the office or at registration and will admit the student to all home middle school and high school extra-curricular activities. State sponsored events are not included. Tickets are non-transferable and must be presented to gain admission. Duplicates may be purchased for \$1.00.

STUDENT COUNCIL

Representatives will volunteer to serve for the school year. The council has a variety of projects and works at several events during the school year. Meetings are held during homeroom or before/after school.

VI. STUDENT SERVICES

SCHOOL COUNSELING

Counseling and guidance services are designed to help students develop their personal, social, educational and career potential. The school counseling program focuses on the developmental needs of all students yet recognizes each student's individuality.

The counseling program is an integral but unique part of the FMS total educational program. Counselors assist students, teachers, parents and administrators through counseling, consultation and coordination of services. Students and parents are always welcome to visit or contact a school counselor if questions or concerns arise.

LIBRARY MEDIA CENTER

Goals

The goal of the library media program is to ensure that Fairfield Middle School students and staff are effective users of ideas and information.

This goal will be accomplished by:

- providing a warm, inviting facility that functions as the information center of the school.
- providing access to a wide range of materials in all formats.
- providing instruction so that each student can use the library media center independently and effectively.
- providing opportunities for students to develop the "library habit" and encourage independent reading for information and pleasure.

Use of the Library Media Center

- The Library Media Center is open each school day at 8:10 am and closes at 4:00 pm. All students will have their own scheduled library time through their reading classes. Students will also use the library for research in their individual curriculum classes.
- During the regular academic day, students need to have a hall pass when coming to the library.
- Students wishing to do reference work during support study periods need to have a pass signed by the teacher giving the assignment or get a pass from the teacher librarian.
- The FMS Library is a fully automated facility. Students will be given instruction in the use of the computer catalog and research databases.

Checking Out Materials

- Students will use their school ID number to check out library materials.
- Books may be checked out for two weeks and renewed if no one else is waiting for them.
- Magazines may be checked out for 2 nights.
- Fines are charged for overdue materials - 2 cents each day that the item is late.
- A list of students who have overdue materials and unpaid fines will be provided to the reading teachers each month.
- Students can access their library account information through the online library catalog.

Library Rules

All students will be taught on how to use our library resources and should feel free to come and utilize the materials in the media center. This also means that each person needs to take responsibility for his or her own actions and their material.

- Students are to be courteous to others while in the library.
- Students are to leave the library in the same condition as they found it when they came in.
- If any vandalism occurs to computers in the media center, labs, or classrooms, the responsible students will be held liable for the cost of repairs.

HEALTH SERVICES

Any student who becomes ill during school hours should come to the main office AFTER receiving permission and a hall pass from their teacher. If necessary to come to the office between classes, a hall pass must be obtained from the next period teacher. Any student who suffers an accident requiring first aid should come to the office. In case of serious illness or accident, the teacher will accompany the student to the office. From the main office, the student will go to the health office.

Any student who suffers an accident during school hours requiring medical or dental treatment by a doctor should give necessary information to the main office in order that a proper insurance claim can be filed.

If a student needs to go home due to illness or an accident at school, the nurse or the office staff will notify a parent/guardian or give permission for the student to contact a parent/guardian.

---Students must check out in the office before leaving the middle school.

HEALTH

WHEN TO KEEP YOUR CHILD HOME

FEVER: Usually fever is a sign that the body is fighting off an infection or a contagious disease. Fever is most consistently defined as an elevation of 100 degrees. Your child should be fever free **without** fever reducing medication for 24 hours before your child is allowed back into school unless it is due to another medication condition that is not contagious and confirmed by a medical doctor, such as GI disorder, medication side effect, anxiety, etc. This should be communicated to our school nurse.

DIARRHEA/VOMITING: Diarrhea and vomiting usually occur with an infection or a contagious disease. Sometimes it is not from disease. If your child has diarrhea or vomiting, please keep your child home unless it is due to another medication condition that is not contagious and confirmed by a medical doctor, such as GI disorder, medication side effect, anxiety, etc. This should be communicated to our school nurse. Your child should stay home for 24 hours after last vomiting/diarrhea episode without the use of symptom reducing medications unless it is related to other medication conditions as described above. (antidiarrheal/nausea medications)

INFLUENZA: A child that displays fever, persistent coughing, congestion, chills, or muscle aches in any combination should be checked by a doctor and kept home.

RASHES: A child with an unidentified rash that is spreading and/or getting worse over time should be kept home and checked by a doctor.

CONJUNCTIVITIS (PINK EYE): Tearing, redness, and puffy eye lids and/or eye discharge should be checked by a doctor before coming to school. Student must remain at home for 24 hours after the medication has started if conjunctivitis has been determined. The child must have at least 2 doses before returning to school.

HEAD LICE: If your child has head lice that are alive, we encourage you keep your child home to treat him/her and then he/she can return to school after that to prevent the spread to other students. Nits (eggs) should be observed and continue treating and combing.

PRESCRIPTION/NON-PRESCRIPTION MEDICATIONS

All prescriptions medications (routine meds or antibiotics) to be given at school must come in a current prescription bottle with a label from the pharmacy indication the name of the child, prescription name, dose, and time to be administered. Parent must send a note giving permission to be administered at school accompanied by a doctor's note for medication to be administered at school.

Any medication that is prescribed for 10 days or less:

-Medication that is to be taken 1-3 times a day can be given at home: before school, after school, and at bedtime.

-Medication that is to be taken 4 times a day-1 dose can be dispensed at school.

The parent must supply any over the counter medications such as Tylenol/Ibuprofen. Medications must be brought in original containers accompanied by a parent/guardian signature and physician/provider signature. Medications will be kept in the office at school; and administered as needed throughout school year. Any remaining medication at school shall be picked up by parent/guardian on the last day of regular school attendance. Any medications left at school will be disposed of by school nurse.

POLICY FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

The administration of medication (prescription or non-prescription) by school personnel will be done only in exceptional circumstances wherein the student's health may be in jeopardy without it.

In order to establish and maintain a system of safe storage, handling, and administering medications in Fairfield schools, the following procedures must be followed to help insure protection for the pupil and the school:

A. Each building principal shall assign the responsibility for the administering and recording of medications given to the pupils.

B. The medication must be prescribed by a licensed doctor or dentist. This will also pertain to non-prescription medicine (aspirin, Tylenol, etc.).

C. The prescribing doctor shall sign a request form available in the school office which will include:

- | | |
|---|--------------------------|
| 1. name of student | 5. reason for medication |
| 2. name of medicine | 6. anticipated reactions |
| 3. dosage | 7. special instructions |
| 4. time of administration during school hours | |

D. The parent must sign this request to authorize school personnel to administer the medication.

E. The medicine must be brought to school and maintained in the original prescription container, labeled by the pharmacist with:

- | | |
|---------------------------------|--|
| 1. name of student | 5. specific instructions |
| 2. name of medication | 6. initials of person administering drug |
| 3. dosage (amount administered) | 7. noted permission slip on file |
| 4. time | |

F. All medications are kept in a locked drawer or cabinet and the identified school personnel responsible for administering the medication has custody of the key.

G. A log must be maintained showing the details of each administration of medication, showing:

- | | |
|---------------------------------|--|
| 1. name of pupil | 5. specific instructions |
| 2. name of medication | 6. initials of person administering drug |
| 3. dosage (amount administered) | 7. noted permission slip on file |
| 4. time | |

H. All permission slips are to be filed in the student's cumulative folder with a copy being sent to the school nurse's office.

I. At vacation time, end of school year, or end of administering time, any remaining medication should be picked up by parents or it will be destroyed. This action should be noted on the pupil's medication log.

VII. GENERAL PROCEDURES AND POLICIES

LUNCHES

Students eat in two shifts. Each shift is 30 minutes in length. **All students are required to remain at school during lunch time unless the school has a written request from a parent on file in the associate principal's office requesting that their child eat at home.** These students must check in and out of the office each day.

All food and drink must be consumed in the cafeteria. **No food, beverage or straws may be taken from the cafeteria.** The following lunch time rules must be adhered to:

- A. When excused for lunch, **walk** directly to the lunch line via the south hallway.
- B. **Get in line immediately at the end of the line in your class's position.**
- C. If you have brought your own lunch from home, go directly into the cafeteria via the north hallway.
- D. **When you enter the cafeteria, be seated promptly. You may not change seats or be out of your seat unless you have permission from a supervisor.**
- E. You may visit quietly with the students in your immediate area.
- F. When you finish eating, return your tray and proceed to the designated area.
- G. The lunch room supervisor will request that you leave the lunchroom when your tray is empty, you appear to be finished, or you demonstrate any misbehavior.
- H. **Students not eating school lunch are not to ask for, or demand food from, other students.**
- I. Do not throw or pretend to throw any objects in the cafeteria.
- J. Students may purchase juice during lunch period.
- K. Please help us keep the cafeteria clean.

-Students eating hot lunch or breakfast at school should make their deposits before school between 8:10 and 8:22 am.

-Students who want a salad instead of hot lunch will purchase a salad ticket before school when deposits are taken.

-In case of inclement weather, students will remain in the gym or another designated area. This will be announced on a day-to-day basis.

-When going outside please dress appropriately for outdoors. Staff will determine whether students are dressed appropriately.

-When returning to class after lunch students should be respectful to classes that are in session.

-Students who bring their lunches and want school milk must have money in their account. They should stand to the side of the lunch computer and when instructed enter their student number and tell the lunch attendant that they want milk. No a la carte milk will be allowed unless there is money in the account to cover the purchase.

-Students who eat hot lunch and want extra milk should tell the lunch attendant at the time of entering their number. No a la carte milk will be allowed unless there is money in the account to cover the purchase.

-"Unhealthy food options, such as desserts and soft drinks, are only available for purchase with cash – not debit cards for staff members and students. There is no available food or beverage items at Fairfield Middle School available for cash or debit sale to students."

HALL PASSES

A hall pass is a permit to be in an area other than the assigned classroom during class time or homeroom. Hall passes will be included in the assignment journal and will be limited in number. **Students must have their journal to have the opportunity to use hall passes.**

ELECTRONIC DEVICES/GAMES/ETC.

The following policy deals with student cell phones, iPods, MP3 players, CD players, laser lights, games or electronic devices, etc. during school hours (8:00-3:35). Use of these items is prohibited during school, and the items will be confiscated if used inappropriately. The school claims no responsibility for the loss or theft of these items.

The use of these devices will be handled as follows:

-1st offense – Device confiscated and turned in to the office. Student may pick up the device from the office after school.

-2nd offense – Device confiscated and turned in to the office. Parent will be notified and may pick up the device from the office.

-3rd & subsequent offense - Device confiscated and turned in to the office. Consequence will be principal's discretion. Parent will be notified and may pick up the device from the office.

BIKES/MOPEDS/SKATEBOARDS/ROLLERBLADES/HHEELY'S

Students riding bikes and mopeds to school should adhere to the following rules:

- A. Park bikes and mopeds in bike racks located east of the building.
- B. A student eating away from school during the lunch period will not be allowed to ride a bike or moped which is not his or her own.
- C. Mopeds should follow the regular traffic path and enter the school grounds at 6th Street and Fillmore.
- D. Park your moped by transporting it over the curb to the bike rack area. Remember it is illegal to ride your moped on the sidewalk.
- E. Mopeds and bicycles should not travel across the grass between the bike rack and the sidewalk.

- F. Skateboards, "heeley's", and rollerblades are not to be ridden on school property at any time. The school is not responsible for any lost, damaged, or stolen items.
- G. Students not adhering to these rules may be asked not to bring that specific mode of transportation on school property.

SCHOOL DRESS

Our school is education based. The clothing and appearance of students should be conducive to, rather than disruptive of, the learning process. Any student's clothing and appearance must not infringe on the rights of other students' opportunities to benefit from a productive, safe educational environment. Good appearance encourages good behavior, and proper dress encourages self-confidence. While the primary responsibility for appearance and clothing is that of the students and their parent/guardian/head of household, the administration has the right to judge what is disruptive within our building.

This policy applies to all students in school, as well as those participating in school activities both here and away. **NOTE:** Under certain circumstances, the dress code policy may be altered as deemed appropriate by the administration. The changes will be communicated to our students through posters, announcements, etc.

Inappropriate clothing includes, but is not limited to, the following:

- items with words, graphics, or pictures of an immoral, illegal, or disruptive nature.
- items with words, graphics, or pictures that are foul, profane, or suggestive.
- items with words, graphics, or pictures reasonably considered by the administration to be objectionable (This may include, but is not limited to, drugs, alcohol, tobacco, sexual connotation, weapons or gang affiliated)
- items torn or worn that expose midriffs, torsos, or undergarments, including, but not limited to, crop tops, short tops, low-cut tops or dresses, halter-style tops or dresses, shoulder-less or back-less tops or dresses, spaghetti straps on tops or dresses and short skirts, short shorts or pants worn at or below the hips, and pajamas. Shorts/skirts should be of appropriate length and should not be extremely short or revealing.
- NO undergarments should be intentionally or otherwise exposed -- underwear, bra straps, etc.
- Hats, caps, sunglasses, hoods and other headwear are not to be worn in the building during school hours. No hats should be carried into class, and must be kept in student lockers.
- Oversized chains, chains with sharp objects worn as jewelry or exposed wallet chains are not to be worn in the building during school hours.

Students who do not comply with these regulations are subject to any of the following actions

1. Asked to cover, reverse or otherwise remove the inappropriate item and/or be sent to the office.
2. Sent home to change. (The student may be required to make up time missed.)
3. Discipline will be at the discretion of the administration based on this defiant behavior.

TELEPHONE

Students will use the phone on the office counter only for emergency incoming calls or with staff permission.

Because these phones are heavily used, **phone calls must be limited to one minute.** If students need to use the phone during the school day, they should have a pass from their teacher, and it should be signed by office personnel when call is complete.

Students will not be called out of class to talk on the phone except to a parent in an emergency. The office will deliver routine messages to students from parents and from others during homeroom.

Long distance calls will not be allowed without permission from the office staff or the principals.

TRANSFERS - WITHDRAWALS

When students know they are going to leave school because they are transferring to another school, they are required to do the following:

- A. Notify the principal's office as soon as they know they are leaving school.
- B. Obtain a withdrawal slip from the guidance office.
- C. Take this slip to all their teachers, the librarian, and the counselor for their signatures.
- D. Return this completed slip to the guidance office for approval. This copy will then be taken by the student to their new school.

SCHOOL VISITORS

Parents and grandparents are always welcome and encouraged to visit school. Other visitors will generally not be allowed during the academic day. **ALL VISITORS ARE REQUIRED TO CHECK IN AT THE OFFICE BEFORE CONTACTING A TEACHER OR STUDENT.**

Signs posted on entry doors at the middle school say, "Welcome to our school -- all visitors and guests are required to register at the school office and receive a visitor's badge. Special Notice -- 1) Students are released only through the school office. 2) Trespassing or loitering on school premises is strictly prohibited.

PAYMENT OF FEES

Whenever money is collected from a student, no matter what the purpose may be, a receipt will be issued. The only exception is when an admission is purchased or money is deposited into the lunch system. Book rental and insurance premiums are collected the week before school starts on the day announced. Special fees in specific classes are payable to the faculty member in charge of the class.

WAIVER POLICY

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may also be eligible for a temporary waiver of student fees. **Parents or students who believe they may qualify for this waiver should contact the administrator in charge when registering for classes.** This waiver does not carry over from year to year and must be completed annually.

FINES

If a student owes any fines (example-library books, locker damage, book damage, etc.) a letter will be issued and mailed at the end of the school year.

LOCKERS AND LOCKS

Student lockers, desks, and other school facilities are unprotected areas. They are the property of the school district and students need to be aware that these areas are subject to search. These areas can be opened at any time by a school official if the student or another staff person is present, for appropriate reasons. Also, lockers and contents may be searched without student notification if there is reasonable suspicion that a law or school rule is being violated.

Student lockers - Combination locks are provided. Combinations should not be shared with other students. Pupils are expected to keep their lockers neat, clean and not abuse them. This includes kicking, hitting, and jamming lockers. **The school is not responsible for missing articles.** There are two ways in which other people can get into your locker: if a student tells someone his/her combination; or if the student fails to close the locker properly.

Students are not to change to other lockers unless approval is given by the guidance office. Also, locker checks will be held periodically; if writing or damage is done to the lockers, students will be subject to fines.

Gym locks - Each student is provided a gym padlock for his gym locker. No charge is made if the student checks in at the end of the school year the lock he/she is issued. Regardless of the reason, the student losing a padlock will be held responsible for its replacement. A charge will be assessed to replace a lost lock.

VIII. FAIRFIELD COMMUNITY SCHOOL DISTRICT ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE GUIDING PRINCIPLE

Regular attendance at school, just like attendance on the job, is an important ingredient to success. Only through attendance and class participation do students achieve the maximum benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Regular attendance and being prepared for class helps students in school and helps prepare them for adulthood. It is the Parent/Guardian's responsibility to assure that their child is in attendance.

ATTENDANCE POLICY

Children between the age of six and sixteen, as of September 15, residing in the Fairfield Community School District, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law, Iowa Code section 299.1A. Children of compulsory attendance age who are enrolled in the Fairfield Community School District shall attend school for the number of days according to the district calendar, unless excused under the terms of the district's attendance policy.

ATTENDANCE CODES

- E. Excused Absence – “official slips” such as a medically documented illness, medically documented appointment, court appearances, school-sponsored activities, or other absences approved by building principals.
- V: Verified Absence – parent provides written or verbal notification to the school of student's absence. Students are allowed six verified absences during the year. (Unless school administration determines the absence to be truancy).
- U: Unexcused – After 6 verified absences any absence is considered unexcused unless it meets the criteria of an “excused” absence (see above).
- T: Truancy – an unexcused absence wherein the administration determines the student has “skipped” school, with or without parent permission.

STEPS FOR ADDRESSING EXCESSIVE ABSENTEEISM

**If at any time, it is determined that a student is showing early signs of chronic absenteeism, steps can be skipped and an Administrative Attendance Hearing may be held or the County Attorney may pursue legal intervention.

STEP 1: When the absences experienced by a student are determined to be excessive, the student has reached six days of verified absences, or absences are of such frequency that school staff is concerned that the success of the student is jeopardized, a letter shall be sent to the parent/guardian and attendance information forwarded to the truancy officer.

STEP 1A: If the actions taken in Step 1 do not resolve the issue of excessive absences for the student, and the student has three unexcused absences, the truancy officer will contact the parent/guardian in a further attempt to resolve the issue of excessive absences. School progress (grades and absences) will be discussed as appropriate, and as determined by the truancy officer and building administrator.

STEP 2: In the event the two previous steps fail to resolve the attendance issue, and the student has six unexcused absences, the school will refer the student to the Jefferson County Attorney for assistance in rectifying the attendance issue.

A letter will be sent requesting an "Administrative Attendance Meeting", and it will be held with the parent/guardian, counselor, principal, teacher, and truancy officer in attendance. The student's academic progress and attendance history will be reviewed and procedures established to improve attendance which may include but not be limited to the following:

- | | |
|---|---------------------------------|
| a. Requiring doctor's excuse to confirm illness | e. Assign detention |
| b. Confirmation of bereavement leave/absence | f. Recommend retention in grade |
| c. Referral to school counselor | g. Referral to truancy officer |
| d. Referral to outside agency | |

If the parent refuses to attend the "Administrative Attendance Meeting", a letter will be placed in the student's permanent school file to that effect and a copy sent to the County Attorney for their records.

STEP 3: If it is determined that the attendance problem still exists after Step 2, and the student has reached 12 days of unexcused absences, the parent/guardian will be contacted for the last time by the school and informed that a referral for mediation through the County Attorney has been recommended.

STEP 4: The County Attorney's office will arrange required mediation as per Iowa Code 229.5A. Failure to appear for mediation is a misdemeanor under Iowa law.

STEP 5: The School will conduct an ongoing follow-up to determine if the mediation was successful.

STEP 6: If it is determined that attendance continues to be a problem and in violation of the mediation agreement, and the student has 18 unexcused absences, a referral to the County Attorney's office or other appropriate agencies will be sent with a recommendation for legal action.

APPEALS

Students or parent wishing to appeal disposition of their case may do so by filing a written appeal to the superintendent within five school days after the notification.

LATE TO SCHOOL

If late to school, report to the office so they can update the attendance for the day. Then report to your current class.

TARDY TO CLASS

A student is considered tardy when he or she is not in the classroom when the tardy bell rings. Students are allowed two unexcused tardy events for each class period. Students will start over with no tardy events at the beginning of each semester.

Excessive tardiness for any class period (7 or more) will result in Saturday School. Further tardiness may result in more severe consequences. Tardiness records for quarter classes will be passed on from one teacher to the next until end of 1st semester, and then they will also start over.

- 3rd tardy – Teacher contacts parent/guardian of student
- 4th tardy – 1 day assigned eating area.
- 5th tardy – Teacher consequence
- 6th tardy – 60-minute Principal's Detention
- 7th tardy – Saturday School – 2 hours.
- 8th tardy – Saturday School – 4 hours.
- 9th tardy – Saturday School – 4 hours and 2-month suspension from attending dances/movie nights
- 10th and subsequent tardies – Administration Discretion.

ABSENCE FROM SCHOOL

When it is necessary to be absent from school, a parent or guardian should call the office (472-5019) between 8:00 and 10:00 A.M. on the morning of the absence. You may leave a message anytime of the day or night on 641-472-5019.

The office will make calls to parents when possible if they forget to call in.

Upon returning to school after an absence, **report immediately to the office** so the secretaries can update the attendance for the day. After reporting to the office, the student is to report to their current class.

When it is known that an absence at a future date will be necessary, a parent or guardian should notify the office in advance. Students also should inform teachers and get assignments in advance.

Students will need a written excuse from home for any day's absence not phoned in on original day of absence. **If a call or note is not received concerning a student's absence, the student may be considered either unexcused or truant.**

TRUANCY

Truancy is defined as being absent from school without permission of parents or school authorities, or having an excuse not acceptable to the school. For truancy, the parents will be contacted and disciplinary action will be arranged. Students with successive truantries will be subject to more severe consequences. No credit will be given for make-up work for the truancy.

IX. RULES AND REGULATIONS POLICY AND PROCEDURES

ACADEMIC DISHONESTY (PLAGIARISM)

Plagiarism is an act of academic dishonesty. It is defined as any misrepresentation of the work of another as your own. The simplest form of plagiarism is the use of small portions of the written work of someone else (either word for word or paraphrased). **Copying significant portions of another person's work** (e.g., entire sentences, paragraphs, or sections), and the use of an entire paper as your own work is also plagiarism. Plagiarism can also apply to graphs, diagrams and figures. Acts of plagiarism will result in a "zero" grade for the assignment and could result in more severe consequences.

NOT PREPARED FOR CLASS

A student is considered not prepared for class when he or she does not have his/her materials for class when the bell rings. Students who have to leave class to get books, pencils, homework, or any other materials are considered "not prepared for class." Students are allowed two "not prepared" events for each class period. Consequences will be assigned as listed below for the third and following events. Students will start over with no events at the beginning of each semester. Six or more events will result in detention. Further events of "not being prepared for class" may result in more severe consequences including Saturday School.

3rd not prepared – 1 day assigned eating area.

4th not prepared – 2 days assigned eating area.

5th not prepared – 2 days assigned eating area and teacher's consequence such as a 30-minute detention

6th not prepared – 3 days assigned eating area and 30-minute Principal's detention

7th not prepared – 3 days assigned eating area and 60-minute Principal's Detention

8th and subsequent not prepared – Saturday School. Any refusal to go to the end of the line may result in additional discipline from the office.

DETENTION

Detention is a corrective disciplinary measure intended to deter students from inappropriate behavior in school. If a student serves several detentions without any noticeable improvement in behavior, a more severe disciplinary measure is warranted.

Students will serve detentions on the assigned day unless they make other arrangements with the teacher or administrator who assigned the detention.

For most rules violations, excessive detentions (eight or more) may result in a one or two-day suspension. Detention for tardiness or not being prepared for class will be recorded separately. (Severe behaviors may result in suspension without consideration of previous detentions.) ***Students who fail to serve their detention for a teacher or for the office on the assigned date will automatically have detention time doubled. If the detention is with a teacher and is not served, students will be referred to the office for further disciplinary action. If the missed detention is with the office, other consequences will apply and may include suspension or Saturday School.**

RULES FOR BASIC BUS SAFETY

Students riding school buses are expected to obey the transportation rules and regulations. Failure to do so will result in disciplinary action which may include denial of the privilege of riding the bus.

- Follow verbal directions given by the bus driver promptly.
- Remain in your seat at all times.
- Keep hands, feet, and all other objects to yourself at all times.
- Avoid loud, boisterous talk and other actions that may distract the driver.
- Respect the rights and property of others, including bus property.
- Consuming food, beverages, and candy are not allowed on the bus.

GENERAL CONDUCT

Running or yelling will not be permitted in the halls or on the stairs.

There are three minutes between classes. Students should use this time to use the bathroom, get drinks, and make sure they get all of their materials for class from their lockers. However, students are expected to report directly to the next class without loitering or congregating in the halls.

Food and drink may only be consumed in the cafeteria during breakfast, lunch, or after school. (The only food or drink that may be kept in lockers must be in lunch boxes/sacks which are brought for lunch.) **The pop/snack machines may be used only after school except to purchase healthy food products from the PTO vending machine before school or during**

lunch which may not leave the lunch room. Teachers may use discretion in their individual classrooms regarding food and drink.

Students are allowed to carry water bottles (preferably no glass) in containers with them throughout their school day. Water only is allowed, and students are expected to label and keep track of their water bottle. The school is not responsible for lost or stolen items.

Students should dispose of gum in trash cans. Students who are caught sticking gum on things or spitting it on the ground will be given disciplinary action from the office. Teachers may use discretion in their individual classrooms regarding gum. If teachers give students gum in class, it should be disposed of before students leave the classroom.

For the 2020-2021 school year, book bags will be allowed for students to carry their class materials from class to class. Our goal is to eliminate stopping at lockers and congestion in the hall.

The following inappropriate behaviors are not exhaustive but are representative of behavior which will result in disciplinary action.

- fighting or physical confrontation (suspensions will be assigned)
- disrupting the classroom environment
- harassing, teasing, or bullying another person
- inappropriate language (swearing, display of poor sportsmanship, lewd or suggestive speech)
- insubordination (not following direction), truancy, tardiness
- damaging school or personal property (suspensions may be assigned)
- theft, gambling
- inappropriate display of affection at school
- defiance of authority or disrespectfulness (i.e.: swearing at school personnel will result in suspension)

CONSEQUENCES FOR RULES VIOLATION

The determination of precisely what sanction should be imposed for each infraction is determined by school personnel.

The range of available disciplinary measures includes:

- A. Warning
- B. Cancellation of special privileges
- C. Referral for counseling/staffing evaluation
- D. Detention
- E. Temporary isolation
- F. Reassignment to another class
- G. Confiscation of unapproved items --cell phones, laser pointers, etc.
- H. Parent/teacher conference
- I. Payment of damages
- J. Suspension (including in-school suspension, Saturday classes, or out-of-school suspension)
- K. Notification of law enforcement authorities
- L. Expulsion from school
- M. *Corporal punishment is not utilized as a consequence for rules violations.*

• SPECIAL NOTE REGARDING SUBSTITUTE TEACHERS AND STUDENT BEHAVIOR

While substitutes are in the classroom, student behavior should continue to be appropriate as it would be with their regular class teacher.

SMOKING, DRINKING, NARCOTICS

The use or possession of tobacco, e-cigarettes, vaping products, alcoholic, or controlled substances by students on the school premises is forbidden. The rule governs the entire school campus and all school-sponsored activities not held on school campus (school bus trips, contests, etc.). This regulation is based on the School Laws of Iowa section 279.9 which states, "Such rules shall prohibit the use of tobacco and the use and possession of alcoholic beverages, beer, or any controlled substances as defined in section 204.101 subsection 6, by any student of such schools and the Board may suspend or expel any student for any violation of such rule (C73.279.9)."

The following schedule has been set up and approved by the Board of Education for rule violations. The school will also follow the law for possession or use of tobacco and violators will be reported to law enforcement officials.

- A. Smoking, use of tobacco, e-cigarettes, vaping products, or possession
 - 1. Use of on campus3-day suspension
 - a. Second offense5-day suspension
 - b. Third offense10-day suspension
 - 2. Possession of on campus2-day suspension
 - a. Second offense4-day suspension
 - b. Third offense8-day suspension (any further offenses, possible expulsion)
- B. Alcoholic Beverages
 - 1. Having used and return to campus5-day suspension
 - 2. Possession of on campus5-day suspension
 - (2nd offense of No. 1 or 210-day suspension)
 - (3rd offense20-day suspension or possible expulsion)
 - 3. Use of on campus10-day suspension
 - (any repeat use of on campus20-day suspension or possible expulsion)
- C. Controlled Substances, Counterfeit, and/or Look-Alike Substances

1. Suspect use Notify parents-treat as health problem
 2. Possession on campus 10-day suspension
 (2nd offense of No. 2 20-day suspension or possible expulsion) (any further offenses,
 possible expulsion)
 3. Use on campus 20-day suspension
 4. Pushing (selling, giving, making accessible)..... immediate expulsion
- NOTE: Suspension days are school days, not calendar days.

SEARCH AND SEIZURE PROCEDURE

In order to create a safe and secure building, there may be periodic checks by law enforcement.

WEAPONS POLICY

The Fairfield Community School Board believes weapons and other dangerous objects 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.

Parents of students found to possess a weapon, look-a-like, or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion according to board policy 502.6.

Students implying the possession or potential use of a weapon or dangerous object will face disciplinary measures determined by the severity of the concern. Suspensions and/or expulsion may result.

IN-SCHOOL SUSPENSION

Students may be placed in ISS for academic and/or behavior problems.

Assignment of a student to the ISS will be determined by the principal or associate principal.

A day in ISS will be considered equivalent to a one day suspension from school. The student will be ineligible to attend or participate in any co-curricular or extra-curricular activities that day. Parents will be notified in writing.

Students in ISS will work independently on assignments gathered from the students' teachers. The student should spend approximately one class period working on each of his courses while in ISS.

Talking will not be allowed nor will being out of their seat without permission. All other school rules apply. Any disrupting behavior, defiance, refusal to work, or other rules violations may result in further disciplinary action.

Any student sent out of ISS will be suspended from school for the remainder of the day, will make up the entire day in ISS, and may receive further days of suspension.

The ISS will be supervised by faculty members and office personnel. Each of these teachers will be responsible to see that the student is working in one subject area per class period, is working with satisfactory effort, and is exhibiting satisfactory behavior.

Work completed in ISS will be distributed back to the teachers via the office when the student has completed the suspension.

SATURDAY CLASS

Saturday class may be assigned as a disciplinary action or as an opportunity to accomplish work under staff supervision. Saturday classes will be held from 8:00 a.m. to noon. Students may be assigned less than the four hours of Saturday Class.

The students receive regular classroom assignments to work on during each session. They will be working under the supervision of a staff member.

Parents will be responsible for bringing and picking students up from Saturday classes.

Parents will receive letters informing them of the suspension and the dates for the Saturday classes.

The option will still be given to the school administrator to remove a student from the Saturday school setting if they feel it is necessary. For suspensions longer than 5 days, a combination of out of school suspension and Saturday suspension may be used.

If a student assigned to Saturday class session does not show up, the student must appear with his/her parents before the Board of Education Committee before he/she may return to school. The Saturday suspension still must be served after meeting with the Board.

OUT-OF-SCHOOL SUSPENSION

Make up of work for credit privileges for any forced suspension may be granted under the following guidelines. If guidelines are not followed, the suspended student will be given zero (0) credit for each graded task given during suspension.

A. A suspended student must use their own initiative to see that they get assignments and keep up with the assignment work.

B. If a teacher assigns work during the suspension period, the student must hand in that work upon returning to school.

Some learning can't be replicated at home. In this instance, students are expected to arrange time with their teacher to gain the knowledge needed in order to accomplish the work. In this case, the student must turn in this work to the classroom teacher after a period equal to the suspension period. For example, if a student was suspended for 3 days, then the student has 3 days to meet with their teacher and accomplish the learning task. For either of the above instances, if the student doesn't meet the requirements they may be given zero credit.

Special Note: Unlike suspension, no credit will be given for classes or assignments missed during any period of expulsion. Expulsion means being removed from school, thus losing the right or privilege of attending school.

BULLYING AND HARASSMENT - STUDENT TO STUDENT

The Fairfield Community School Board has an extensive policy dealing with bullying and harassment. Students and parents need to be aware that this policy also covers student harassment of fellow students. The board forbids harassment and bullying of students, based on any of the following actual or perceived characteristics, including but not limited to age, color, creed, national origin, race religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying can appear in the form of any electronic (including e-mails and text messaging), written, verbal or physical act or behavior toward another student which is based on attributes listed above, and which creates a potentially hostile school environment that meets one or more of the following conditions.

- Places the student in reasonable fear or harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment and bullying may include, but are not limited to. The following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Unreasonable interference with a student's performance.

What may appear to be mere horseplay can, in fact, be harassment when the targeted individual feels threatened or intimidated. A student should inform the person(s) responsible for these actions to stop the behavior immediately. If problems persist, the student should report the concern to a teacher, the counselors, or building principals. If warranted, the building principals will conduct an investigation which may result in school disciplinary action or possible legal action brought forward by the student who was the victim of the harassment.

To file a bullying or harassment complaint, please visit our FMS main office or our district website to fill out a written complaint. Administration will follow up with parents and students after a written complaint has been completed. Our district website is www.fairfieldsfuture.org. The form is listed under the "student tab."

Your cooperation as students and parents in addressing this issue is appreciated. We want Fairfield Middle School to be a positive and safe place to get an education. Such behaviors, as earlier described, will not be tolerated. Action will be taken to protect the rights of all of our students and FCSD Board policy will be followed.

SEXUAL HARASSMENT

Fairfield Community School District strictly prohibits all sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between any staff member, certified or non-certified, and any student or minor on or off school premises.

Associate Principal (Mr. Jones) and Guidance Counselor (Mrs. Mosinski) are the Level I Investigators and it will be his/her responsibility to investigate all harassment accusations.

Sexual Harassment: Sexual Harassment, as defined in the Bulletin for Teachers and Principals, between any staff members, students, or combination thereof, is also prohibited. Parents will be notified immediately if their child is involved in any type of sexual harassment, either as perpetrator or victim.

Title IX Coordinator –Curriculum Director
Fairfield Community School District, 403 South 20th, Fairfield, IA 56556
641-472-2655

X. FIRE, EMERGENCY AND DISASTER DRILL PROCEDURES

Directions for all drills are posted near the door of each room. The teacher in charge of each room will direct you where to go during a disaster drill. In case of all drills it is very important that pupils respond in a rapid but orderly fashion. There must be no talking so that any directions given by your teacher can easily be heard by all.

FIRE DRILL - GENERAL RULES:

- A. An alarm and strobe lights will be the signal for fire drills. If for any reason the buzzers should not function, the signal would be a shout of "Fire".
- B. All corridor doors will automatically close at the end of the signal. Students or instructors will have to reopen these doors for exit from the building.
- C. Be sure you know how and where to exit from the building no matter where you are.
- D. Students should leave their room in an orderly fashion. They should be as quiet as possible. The last person out should close the door.
- E. Return to the building on one long sound from the regular bells.
- F. All students should be at least 50 feet away from the building.

CIVIL DEFENSE AND TORNADO DRILL - GENERAL RULES:

- A. The signal will be a staccato sound by buzzers.

- B. Be sure you know where to go no matter where you are in the building.
 - C. Avoid exposure to open glass.
 - D. Avoid door openings. (About 4 feet from doorways)
 - E. Absolutely no talking will be allowed during civil defense drills.
 - F. A bell will sound to indicate the return of students to class.
- * Individual plans will be developed to assist physically impaired students.

XI. BEST TIME TO CONTACT TEACHERS

Best time to contact teachers is before and after school (8:00 am – 8:10 am and 3:35 pm – 4:00 pm). Teachers would also like to extend an invitation to e-mail them at any time to discuss your child’s success in school.
 Counselors and media specialist can be reached anytime during the day (8:00 am – 4:00 pm.)
 School Nurse can be reached from 8:00 am - 4:00 pm.
 You may leave a message anytime of the day or night on 641-472-5019.

FMS Online Databases

Online databases can be accessed through the FMS Library web page: <https://tinyurl.com/fmslibrary11>.

All FCSD school libraries can be accessed from the District web page: <http://www.fairfieldsfuture.org>

Students, please use your google username and password to log in to your own library account to see what books you have checked out, when books are due back to the library, renew books you wish to keep longer, or reserve library books you wish to read. Books are checked out of the FMS Library for 2 weeks.

To use the following database listed below you will need to use:

| | |
|--------------------------------|--------------------------|
| Username: fairfield11 | Password: trojans |
| Ebooks through FMS Lib Catalog | SIRS Discoverer |
| MackinVia | World Book Encyclopedia |
| Noodletools | |

To use the following database listed below you will need to use:

| | | |
|----------------------------------|------------------------------------|------------------------------|
| | username: 31fairfield | password: gpaea |
| AEA Digital Library | Gale eResources | PowerKnowledge Physical Sci. |
| AEA Scout | Gale Professional (pw: education) | Science Flix |
| American History in Video | iClipart for Schools | SIRS Issues Researcher |
| AP Images | Learn360 | SNAP AEA Catalog |
| BookFlix | MakinVia | Soundzabound |
| Britannica Encyclopedia Literary | PebbleGo (user: gpaea59 pw: reads) | TeachingBooks.net |
| CultureGrams | Pics4Learning | Teen Health/Wellness |
| CyberSmarts | PowerKnowledge Earth/Space | TrueFlix |
| Freedom Flix | PowerKnowledge Life Science | |

Be critical, Cite sources, Avoid plagiarism.

404 West Fillmore Ave, Fairfield, IA 52556
 641-472-5019 Fax 641-472-5301 www.fairfieldsfuture.org



Prompts to Assist Substantive Conversations

Listing to and building on others' comments:

1. I agree with what _____ said because...
2. That is a good idea, and also...
3. I agree, but I also think...
4. After hearing your thoughts, I believe...
5. Adding on to what _____ said...
6. That is a good point but based on the evidence, I predict...
7. Yes, but I also feel the evidence supports...
8. My understanding is... What do you think?
9. I agree (or disagree) with the character because...

Asking for clarification:

1. What in the book made you think that?
2. What did you mean? ("Did you mean... ..?")
3. Why do you think that?
4. I can see _____'s point, but...
5. I found another example of what _____ brought up on page _____ (or "Can you give me an example?")
6. I don't understand what you meant when you said...
7. I don't understand what you're saying. Tell me again.
8. Can you explain that again?
9. What evidence do you have to support that claim?
10. Are you saying that if _____, then _____?
11. Why do you think...?
12. What you are suggesting is ...
13. I was confused when I read What did you think it meant?
14. Do you mean?
15. I was confused when you said ...

Constructive disagreeing:

1. I noticed some of the same things _____ did, but I also thought....
2. I disagree with what _____ said because ...
3. I disagree with that statement because ...
4. Is that always true?
5. I don't think so because in the reading it states ...
6. That I not what I think the author was inferring because ...
7. I think that it isn't fair that ...
8. Looking at that from a different perspective ... (or "Or maybe")
9. I would like to offer a different opinion ...
10. I am going to take a different approach: I think

Other ways to continue a discussion:

1. If I were that character (or person, or leader, or country, etc.),
2. You should never ...
3. I don't know why s/he would ...
4. S/he (or you) think/s it's important that
5. I don't understand why s/he would ...

A claim is a statement of opinion that can be argued or disputed.

To create a strong claim, you need a powerful thesis statement (a sentence that states your opinion and what you have to prove using facts).

Examples:

1. Although some people believe _____, it may actually be argued that _____.
2. Some people feel that _____. In reality, however, _____
3. Despite _____, I want to argue that _____.
4. While it may be true that _____, the really point to consider is that _____.
5. Even though most people don't see _____, I want to suggest _____.

Evidence-based terms:

The boy was sad **BECAUSE** he lost his dog.

Iowa has lots of agriculture. **FOR INSTANCE**, large quantities of corn and soybeans are grown here every year.

There is also a variety of livestock raised in Iowa. **FOR EXAMPLE**, cows, pigs, sheep, and chicken are all commonly found on farms.

I believe Anne and Mrs. Frank did not understand each other. **THE AUTHOR STATED** that Anne preferred her father because her mom didn't understand her.

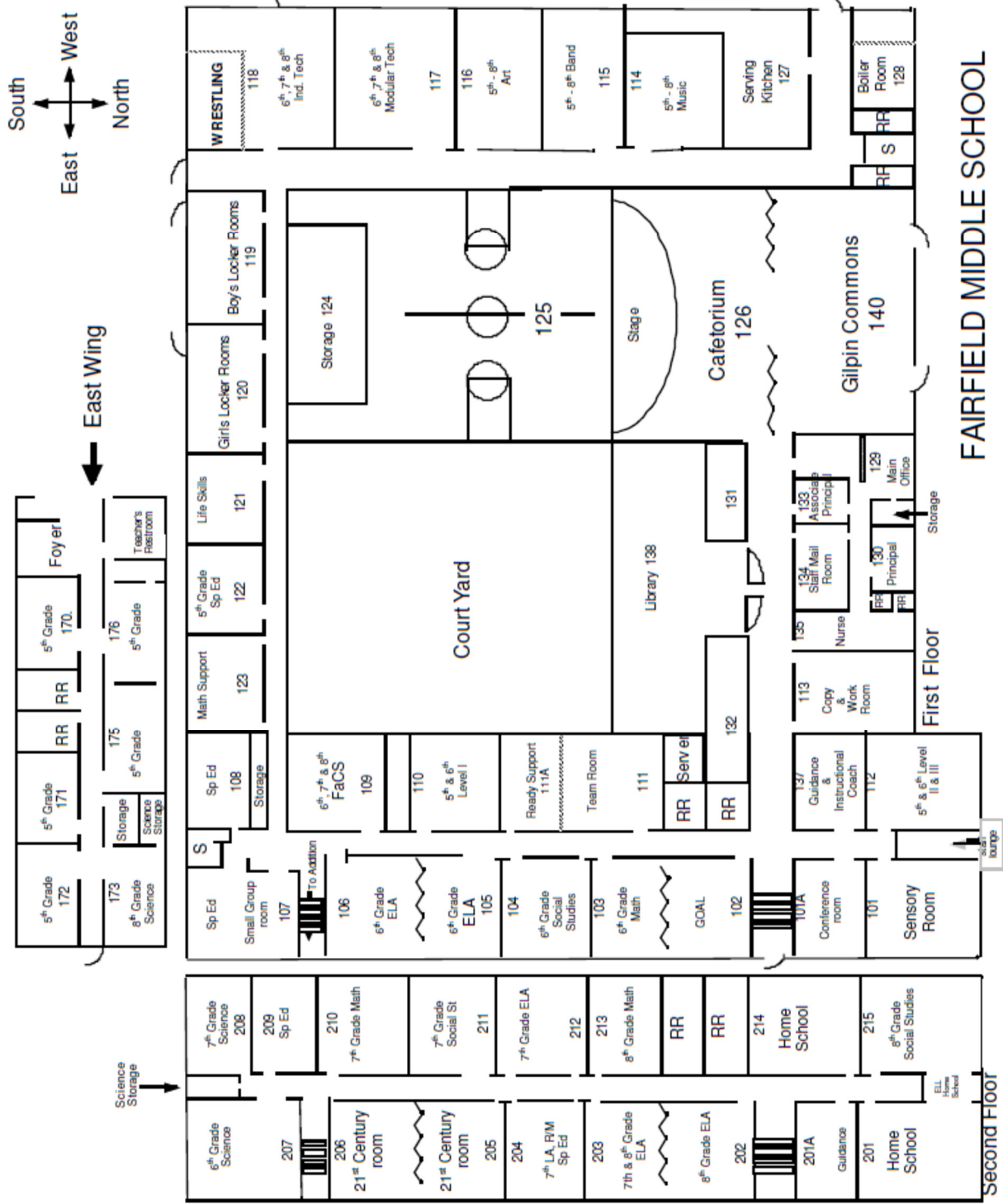
ACCORDING TO THE TEXT, there were 6,000,000 Jews who perished during the Holocaust.

FROM THE READING I KNOW WHAT Mr. Van Daan was capable of stealing food from the others.

Important people:

Phone numbers

Notes:



FAIRFIELD MIDDLE SCHOOL