



## **Edward Stone Middle School**

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Burlington, Iowa 52601  
(319-752-4393)

Nathan Marting, Ext. 5001  
Principal

Beth Shurtleff, Ext. 5003  
Associate Principal

April Anderson  
Dean of Students

## **Student Handbook 2023-2024**

### **Vision Statement**

BCSD strives to have a profoundly positive impact on each student's adult quality of life brought about by students' individual and collective educational experiences.

### **Mission Statement**

Inspiring and challenging students through diverse opportunities

BCSD Website: <http://bclds.org>

# GENERAL INFORMATION 2023-2024

## WELCOME

On behalf of our staff, welcome to Edward Stone Middle School. We are here to provide assistance to you, so please feel free to ask questions or request help at any time. Every school must have rules, regulations and high expectations so that all students can function in an organized, safe manner. Please read this handbook with your parents and become familiar with the policies, procedures, and expectations of our school. The key to achievement and success in school will be your desire to learn.

This handbook has been prepared to help explain and clarify the procedures, policies, and expectations at Edward Stone Middle School. We hope that it will be helpful to students, parents and staff in working closely together as we guide our students through the middle school experience. If you have questions, please contact any member of the ESMS Administrative Team.

Beat wishes to each of you for a very exciting and rewarding school year.

Your Middle School Administrative Team,

Nathan Marting, Principal  
Beth Shurtleff, Associate Principal  
April Anderson, Dean of Students, MS Activities Director

## MIDDLE SCHOOL GOALS

### All students will:

- ❖ Show improvement in communication of ideas with better reading, writing, speaking, listening and technology skills.
- ❖ Be able to follow written and verbal directions.
- ❖ Abide by the established rules of conduct and safety.
- ❖ Show respect, courtesy, and friendliness to all people.
- ❖ All students will participate in class activities and complete their assignments on time.

## REGULAR SCHOOL HOURS

7:50 am - 2:50 pm  
Breakfast service begins at 7:30 am; first bell 7:45 am

Students are not to arrive at school prior to 7:30 am. Students are expected to wait outside unless instructed otherwise by the building staff. All students are to leave the building and grounds by 3:00 p.m. unless they are under the direct supervision of a staff member. On early dismissal days students are to leave the building and grounds within 10 minutes of dismissal time.

## OFFICE HOURS

7:15 AM - 3:30 PM

## **CODE OF CONDUCT**

I CHOOSE TO BE HERE  
I AM HERE TO LEARN AND ACHIEVE  
I AM RESPONSIBLE FOR MY ACTIONS  
I CONTRIBUTE TO A SAFE, RESPECTFUL, COOPERATIVE COMMUNITY  
I COME WITH A CLEAR MIND AND HEALTHY BODY  
THIS IS MY SCHOOL...I HAVE OWNERSHIP IN IT

## **DISTRICT HANDBOOKS**

Students enrolled at Edward Stone Middle School will be expected to adhere to this building handbook as well as the District Student Handbook. All Handbooks are available on the District webpage and hard copies are available upon request.

## **BREAKFAST AND LUNCH PROGRAM**

A federally regulated breakfast and lunch programs are provided. Students will not be allowed to leave the campus for lunch unless accompanied by the student's parent or guardian or written permission from the student's parent or guardian. If school is delayed, breakfast will not be served. Money may be added to the students account each morning as per each building's designated time. Lunch numbers may not be transferred from one student to another and students may not borrow, buy, sell, or trade lunch cards for food items. Other district level lunch procedures may be found in the lunch section of the Board of Education section.

NO FOOD DELIVERIES ARE ALLOWED TO THE FRONT OFFICE, STUDENTS WILL NOT BE NOTIFIED IF FOOD IS DELIVERED BY A BUSINESS, PARENTS MUST PHYSICALLY BRING IN FOOD TO THEIR STUDENT IF THEY WISH. FOOD MAY BE DROPPED OFF IN THE MAIN OFFICE BY A PARENT/GUARDIAN.

## **CAMPUS VISITORS**

We welcome parents, guardians, and other community citizens who want to visit our school. All visitors must check in at the office, sign in, and receive a visitor's badge. Students who attend another school may not visit during the school day.

## **CARE OF SCHOOL PROPERTY**

Students are expected to treat school property with care and respect. Students found to have damaged or destroyed school property may be required to reimburse the district, and may be subject to additional disciplinary actions.

## **COMMITMENT TO SAFETY**

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons or explosives to school administrators, allowing them to investigate and determine the seriousness of the report.
- I will do all I can to stop harassment of others.

- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the Burlington Middle Schools.
- I understand that cyberbullying is not allowed due to the negative impact on the learning environment.

## LEADER IN ME - 7 Habits of Highly Effective People

Staff and students will continue to learn about and implement habits that will assist in students learning to manage themselves, and learning to lead others.

<b>Manage Yourself</b>	<b>Habit 1 Be Proactive</b>	<ul style="list-style-type: none"> <li>- See alternatives, not roadblocks</li> <li>- Focus on what you can influence</li> <li>- I am free to choose and I am responsible for my choices</li> </ul>
	<b>Habit 2 Begin with the end in Mind</b>	<ul style="list-style-type: none"> <li>- Mental creation precedes physical creation</li> <li>- Define practical outcomes</li> </ul>
	<b>Habit 3 Put first things first</b>	<ul style="list-style-type: none"> <li>- Focus on the important, not just the urgent</li> <li>- Effectiveness requires the integrity to act on your priorities</li> <li>- Plan weekly, act daily</li> </ul>
<b>Lead Others</b>	<b>Habit 4 Think Win/Win</b>	<ul style="list-style-type: none"> <li>- Effective long-term relationships require mutual respect and mutual benefit</li> <li>- Build trust with co-workers</li> </ul>
	<b>Habit 5 Seek first to understand, then to be understood</b>	<ul style="list-style-type: none"> <li>- To communicate effectively, we must first understand each other</li> <li>- Practice empathetic listening</li> <li>- Give honest, accurate feedback</li> </ul>
	<b>Habit 6 Synergize</b>	<ul style="list-style-type: none"> <li>- The whole is greater than the sum of its parts</li> <li>- Synergize to arrive at new and better alternatives</li> </ul>
<b>Unleash Potential</b>	<b>Habit 7 Sharpen the Saw</b>	<ul style="list-style-type: none"> <li>- To maintain and increase effectiveness, we must renew ourselves in body, heart, mind, and soul</li> </ul>

## MISSING WORK

Each week, parents of students with 5 or more missing assignments will receive an auto dialer notifying them of the missing work.

## BRIDGING CEREMONY

At the end of each school year, Edward Stone Middle School Holds a Bridging Ceremony to honor our 8<sup>th</sup> grade students as they transition to high school. This is an important day in recognizing the hard work of

our students as they prepare for the next stage of their academic journey. In order to participate in the bridging ceremony, 8<sup>th</sup> graders must be in good standing AND have successfully passed at least 70% of their classes during their 8<sup>th</sup> grade year.

### TRUANCY

Tardies to classes throughout the day will be handled by teaching staff. Expectations for timeliness to class will be shared with students by staff. Excessive tardies will warrant a parent meeting to brainstorm ideas to improve on-time attendance. Chronic absenteeism is defined as absences in excess of 10% of the school year. Students with excessive absences will receive a parent phone call home. If excessive absences continue, a parent-administrator problem solving meeting will be held and an attendance contract will be developed. If there is a breach of the attendance contract, the formal truancy process will begin in collaboration with the Des Moines County Attorney's Office.

### SCHOOL DANCES/ACTIVITIES

Throughout the school year, Edward Stone Middle School will conduct various activities for students to have fun and socialize. This includes, but not limited to, dances, fun nights, etc. While these activities will occur after regular school hours, the same expectations in regards to student conduct and behavior apply. In order to participate in these activities, students must be in good standing academically, behaviorally, and attendance. A student who is currently failing more than one class will not be allowed to attend school. A student who was suspended or had a major disciplinary action within 30 days preceding or since the last dance/activity (whichever is more recent) will not be allowed to attend. **A student who has missed 10% or more of school days to date, will not be allowed to attend, effective starting at the beginning of the second trimester. Prior to the start of second trimester, a student who has 6 or more unexcused absences will not be allowed to attend.**

### NON-ESSENTIAL / NUISANCE ITEMS

Students are not permitted to have cell phones or any other nonessential items that are potentially disruptive to the learning environment out and in use during instructional times, unless directed by an adult to do so. This includes but is not limited to iPods, electronic games and other items not on a recommended list of student supplies. Students who use their cell phones or students with a ringing or vibrating cell phone while class is in session will have their phone confiscated.

- **1<sup>st</sup> Offense** - Student receives a warning.
- **2<sup>nd</sup> Offense** - Nuisance item confiscated and returned to the student at the end of the period.
- **3<sup>rd</sup> Offense** - Nuisance item confiscated and returned at the end of the day. Parents are contacted by a third offense, or earlier.
- **4<sup>th</sup> Offense** - Nuisance item confiscated and the student is assigned a detention. Nuisance items are returned to the student at the end of the day and a parent meeting may be scheduled.

### SCHOOL LOCKER

Each student is assigned a locker with a padlock and or lock combination. No personal padlocks may be used on hallway lockers. The student is to use only his/her assigned locker. This locker is to be used for essential school items only. No open containers or bags of drinks or snacks are allowed in student lockers. Students are expected to keep the lockers in neat condition, be sure they are locked, not give anyone their locker combination, or wedge the lock to remain open. Report any loss and/or vandalism to the office immediately. Lockers are school property and subject to search by authorized school personnel as provided under Iowa Law (HG528).

## STUDENT EXPECTATIONS

**The purpose of our discipline plan is to provide a safe and productive school environment. To help achieve that, students should:**

- Follow directions the first time given.
- Be on time with the appropriate materials.
- Treat people and property with dignity and respect.
- Keep hands, feet, objects, and mouths to yourself.
- Talk at a conversational level with appropriate language.
- **Students must have a signed hall pass when in the hallway.**

## TECHNOLOGY BEHAVIOR MATRIX

Technology is a vital part of education. To increase student access to technology, the district assigns Chromebooks to all middle school students. All students are also issued a bag and a charger. The chargers have been labeled with the identification number from the bottom of the Chromebook. The chargers should be kept in the front pouch of the bag and carried with the student at all times.

Chromebooks will be used in class upon the teacher's directive. A teacher may ask students to close or put away their Chromebooks when they are not in use for the lesson. If a student fails to follow the request, the teacher may take the Chromebook until a conversation can be held between the student and teacher to ensure the student understands the Chromebook usage expectation.

There are also certain district restrictions that will apply during the school day as well (ie: no Facebook access during the school day). We have developed two tiers of accessibility to monitor student use of the Chromebooks. Every student begins on tier 2 unless a guardian requests for their student to be placed on tier 1. Students who violate district technology policies may be moved to tier 1 temporarily when requested by an administrator as well.

The Chromebooks are district property and each student will be issued the same Chromebook for multiple years, so it is important they take good care of their bag and device. Students are allowed one accidental damage for free each year and anything after the first damage will be billed for parts to the student's account. Students will take any damaged Chromebooks to the library to be sent to the tech department for repairs.

<b>Level:</b>	<b>Apps/ Sites Available</b>
Tier 1	Google Drive, Kahoot, Socrative, Schooltube, and other sites teachers have identified as necessary for class use•
Tier 2	Access to Gaming Sites, Interactive Sites, and Sports sites; ESPN, Sports Illustrated, Fan Fiction, Manga, Entertainment sites and Streaming Music; Pandora, Spotify, and more

**Internet Usage:** The use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The principal will deem what is inappropriate use, and will take appropriate action, which may also lead to disciplinary action. Also, the Administration may suspend or

close an account at any time. Students whose accounts are denied, suspended, or revoked may appeal using the student complaint procedure.

**Network etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Be polite. Do not use abusive or offensive language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, profanity, lewd remarks, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not release personal information. Do not reveal your personal address or phone number, or that of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Rights. Users are responsible for adhering to copyright laws.
- Purchases. Students may not subscribe to services or make purchases on-line.
- Vandalism. Vandalism is defined as any malicious attempt to harm or destroy property or data of another user, the internet, or any other technologies used in the district.
- Restricted material. Users shall not access or download any text, file, photo, or other material or engage in any conference that includes material that is defamatory, harassing, obscene, libelous, indecent, vulgar, profane, or lewd, or which advertised any product or services not permitted to minors by law.

## DISCIPLINE PROCEDURES

It shall be at the discretion of the building principal and/or designees to increase/decrease the consequences issued to a student due to mitigating circumstances. The list of infractions includes, but is not limited to, what is printed below. State and federal laws may require additional penalties. (*ODR - Office Discipline Referral; ISS - In-school suspension, OSS - Out of School Suspension*). For any classroom behaviors, the classroom teacher/staff member will contact the parent/guardian to discuss the behavior and disciplinary action. For any other behavior, the administration will contact the parent/guardian to discuss the behavior and disciplinary action.

STUDENT BEHAVIOR	DISCIPLINE ACTION
Angry/Arguing/Pushing	ODR / ISS
Chronic violation of school rules	ISS/OSS
Derogatory statements/Profanity/Gestures	ODR- OSS
Destruction of property	ODR/ISS/OSS-Police Intervention
Disorderly conduct	Parent Conference and OSS-Police Intervention
Failure to report to office	ODR
False fire alarms	2-10 OSS- Police Intervention
Fighting	3-10 OSS-Police Intervention
Gang activity	3-10 OSS-Police Intervention
Harassment (verbal, physical, sexual)	Parent Conference and ISS or OSS- Police Intervention
In hall without pass	ODR
Inappropriate hall conduct (i.e. play fighting, horseplay, etc.)	ODR
Insubordination/Uncooperative/Non-compliant	ISS/OSS
Leaving school without permission	Parent Conference and ISS
Lunchroom Conduct	Removal from lunchroom, lunch detention(s), ISS/OSS
Lying	ODR
Out of Bounds	ODR/ISS/loss of privileges
Racial/Ethnic Slurs	3-10 OSS

Stealing/theft	2-10 OSS-Police Intervention
Threats/Assault	3-10 OSS-Police Intervention
Vandalism	3-10 OSS-Police Intervention
<b>ATTENDANCE/TARDY</b>	
Excessive Attendance	See Attendance Section Above
Tardy to Class	Classroom consequence
Tardy to School	1-3 Warning, 4+, loss of privileges;
<b>CLASSROOM/HALLWAYS</b>	
Cheating/Plagiarism	Teacher action/parent conference/ODR
Conduct/disrespect toward staff	ODR/ISS
Conduct in classroom	ODR/ISS
Detention/ISS misconduct	Parent Conference and/or ISS/OSS
Open defiance	Parent Contact and ISS/OSS
<b>NON-ESSENTIAL ITEMS</b>	
Dangerous objects	3-10 OSS, Police Intervention
Not reporting dangerous objects or weapons	ISS/OSS
Possession/use of fireworks	3-10 OSS, Police Intervention
Possession/use of illegal weapon/look alike weapon	3-10 OSS and/or Expulsion, Police Intervention
Possession of nuisance items	Confiscated and parent may claim/ODR
Possession of tobacco/Vape	3-10 OSS, Police Intervention
Possession and/or under the influence of drugs/alcohol (or look alike drugs)	Follow Board Policy 502.7, Police intervention, 5 days OSS & referral to drug treatment, failure to comply – recommend expulsion
Second offense possession and/or under the influence of drugs/alcohol	Follow Board Policy 502.7, Police Intervention, OSS, and/or recommend Expulsion
Sale and/or distribution of drugs or look alike / drug paraphernalia	Follow Board Policy 502.7, Police Intervention, OSS, and recommend Expulsion
<b>CAMPUS/BUS BEHAVIOR</b>	
Conduct on bus	Follow School Bus Policy
Conduct on campus	ODR/ISS/OSS
Loitering	Warning/ODR
Trespassing	Police Intervention

### **DRESS CODE / STUDENT APPEARANCE**

Your appearance sends a message to those around you, including any guests that may be visiting our school. This is your school, please show pride in it.

The major responsibility for appropriate dress rests with the students. Students are expected to dress appropriately for school and all related school activities. A student's dress may not constitute a threat to the health, safety, and welfare, or property of others, must be in accordance with the public decency and civil statutes, and must not disrupt the orderly, disciplined atmosphere of the school. Students will be asked to correct the inappropriate clothing or inappropriate decorative items in their lockers. The administration retains the right to define the terms of school approved safe apparel. This includes but is not limited to:



### Students MUST Wear

- A shirt or dress with fabric in the front, back, and on the sides under the arms
- Pants/jeans or the equivalent, such as a skirt, sweatpants, leggings, a dress, or shorts (These must be at least fingertip length.)
- Shoes

### Students MUST Cover

- All private parts, cleavage, and undergarment

### Students MAY Wear

- Hats. Faces must be clearly visible, and the student must maintain a clear line of sight.
- Religious headwear
- Hoodie sweatshirts. Like hats, the face must be visible, and the student must maintain a clear line of sight. Do not cinch the string closely around the face.
- Fitted pants, including leggings, yoga pants, and skinny jeans. Material must be thick and opaque enough to cover undergarments
- Ripped jeans, as long as rips and/or holes are below fingertips
- Tank tops with wide straps.

### Students CANNOT Wear

- Inappropriate language or images, including but not limited to: profanity, violent language, hate speech, pornography, language depicting drugs or alcohol, language depicting illegal item or activity, or anything that could instigate or perpetuate a hostile or intimidating environment based on protected class or consistently marginalized groups.
- Bandanas may not be worn on school premises.
- Clothing that reveals undergarments.
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as religious observance).
- Spaghetti straps and halter tops are not acceptable.

## WHAT IS BULLYING?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## EXTRACURRICULAR ACTIVITIES

The Burlington Community School District believes that extracurricular activities are an integral part of the educational program. It is meant to provide ESMS students with quality educational experiences. It is a goal of ESMS athletics to assist the student-athletes in the development of habits, attitudes and ideals necessary to compete and get along in today's society. Extracurricular activities should provide our student-athletes with the opportunity to learn self-discipline, teamwork, sacrifice and loyalty to their teammates, the school, and the community.

### ATHLETIC PROGRAM PROCEDURES

#### Starting Date

Starting dates are established by the Burlington Community School District, IHSA and IGSAU.

#### Practices

Athletes are expected to attend every practice. Sunday and holiday practices will be avoided. All coaches will have a practice schedule for the players/parents at the start of each season. There will be no middle school practice when there is an unscheduled early release due to weather conditions.

#### Games

A student must be in attendance for at least one-half day in order to participate in an athletic event on that day. A half-day is defined as 11:30 a.m. to 3:00 p.m. Multiple games will be scheduled at each grade level. Squads will be determined by the coaches and will be chosen on the basis of ability, commitment to the team concept, and numbers of participants.

#### Equipment

All school-issued equipment must be returned at the end of each season. The student athlete becomes responsible for equipment checked out to them. If equipment is lost or destroyed, the student athlete will be required to pay the replacement cost as determined by the coach/athletic director. Student athletes who have a financial obligation for equipment will not be allowed to compete in the following seasons until the obligation has been paid.

#### Student Eligibility for Athletic Activities

To be eligible for an activity, student participating must:

- Be enrolled or dual-enrolled in school;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under the State of Iowa law and regulations if the student is an open-enrolled student.
- Meet the following requirements:

#### Academic

- May not be failing **more than one** class.
- Any student athlete meeting one of the criteria above will be declared academically ineligible until cleared by the teacher and confirmed by the administrator. Grade checks will be completed on Fridays. Coaches/Administration will be notified by the office of ineligible participants on Friday and inform the athletes the same day of their ineligibility status for the next week or until students regain eligibility. (Students can gain eligibility

at any time during the week by doing “make up” work and raising their grade to passing.) Administration will confirm the grade and declare the student eligible.

#### Attendance

- A student must be in school and attend classes the half-day (a half-day is defined as 11:30 a.m. - 3:00 p.m.) immediately preceding any scheduled event or practice in order to participate, unless the student was absent for an appointment approved by administration.

#### Other Rules

- Coaches and sponsors may make additional rules as they relate to their activities as long as the rules are approved by the Middle School Athletic Director and shared with the participants. Violation of these rules may also result in dismissal from the activity. Any student-athlete who receives a multi-day school suspension will be required to sit on the next scheduled game/event upon returning to school from the suspension.

#### Physical Forms

- Every participant in athletics must have a physical examination form completed within the 12 months immediately prior to participation.

#### Concussion/Brain Injury Form

- Annually, every student (grades 9-12) and their parent/guardian must receive and sign a concussion and brain injury information sheet provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union before the student is able to participate in interscholastic sports, cheerleading, and dance in any way (practice or competition) on file in the office.

#### P.E. Doctor’s Excuse

- A student excused from P. E. with a doctor’s excuse may **not** participate in an athletic activity.

### **ROAD TRIP/BUS PROCEDURES**

Burlington Community School District policies for school provided transportation are in effect on all athletic trips. All student athletes will ride school transportation to and from an out of town athletic event.

- When on a road trip you are a part of a team. All student–athletes are expected to return on the bus. When certain extenuating circumstances arise, the student–athlete must request to ride home with parents the day before the trip. The request must be in writing and signed by the Activities Director. A phone call will then be made to the parents to double–check on the note. The note will then be given to the coach on the day the team leaves for the trip. The parent will make physical contact with the coach at the event, to physically reinforce the intent to ride home with that parent. It is not acceptable practice to allow student–athletes to ride home with someone else's parents.
- The trips to and from a game or other event will be made on the same bus unless otherwise directed by the school representative in charge of the event.
- Students will be expected to conduct themselves in an orderly manner that would include:
  - conversing in normal tones;
  - singing appropriate songs;
  - remaining in their seats;
  - being courteous and obeying the coach and driver;
  - no scuffling or rough–housing; and

- radios with ear-phones only.
- Bus windows will remain closed unless permission is obtained from the driver to open them. The driver will control the ventilation of the bus. If windows are open, students are to keep hands and heads inside.
- Obscene literature is prohibited.
- No liquids are allowed on the bus.
- No eating on the bus if there are seating accommodations at the restaurant. If accommodations are not present, eating is permitted on the bus. All refuse will be placed in waste baskets and the bus left clean.
- Failure to follow the bus regulations will result in appropriate disciplinary action. In addition, students are reminded of the following:
  - The emergency door is to be used only for emergencies and not as an entrance or exit. Please do not block the emergency door with equipment.
  - There may be occasions when it is necessary for athletes to dress on the bus. If this is done, care should be taken that valuables are not left on the bus with student clothing.
  - In the interest of the safety of all, distraction of the driver by excessive noise, scuffling, etc. should be avoided. The driver needs to be able to concentrate on the job of driving.

## **OTHER INFORMATION**

### School Equipment

An athlete shall not have in his or her possession any school-owned equipment from this school or any other school except that which has been issued by the coach. This equipment should only be worn by athletes while in school or as a member of a squad. This clothing should not be worn on weekends or for any other reason than mentioned previously. The student is responsible for any equipment issued if lost or stolen.

### Emergency Information

It is the responsibility of the parents and the student-athlete to provide emergency information for athletic participation. The student will be responsible for turning an Athlete-Parent Emergency information/consent form into the office before participating in sports for that year. This form can be found in the back of this handbook or can be picked up in the office. Hawk-i insurance forms are available in the main office at the middle school.

### Injury Report

Any student, if injured on the way to school, during school, on the way home from school, or during a school-sponsored activity, should make sure an Injury Report has been filled out and turned in to the school clinic. If a student is covered by school insurance, it is his-her responsibility to report to the school nurse to initiate an Insurance Claim.

Athletes, too, have the responsibility to follow-up to initiate the Insurance Claim if injury resulted in ambulance service, doctor's care, or hospital expenses. Remember insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

### Student Managers

The role of the student manager is a very vital one in the overall scheme of the team. These managers take care of a number of functions and duties that otherwise would not get done. They are as important to the team's success as anyone involved with the team.

Each head coach will determine the number of student managers desired and will in turn select the boys and/or girls the coach feels will do an outstanding job.

Student managers must conform to the eligibility requirements and good conduct code that have been adopted for members of our athletic squads.

A student wishing to become a manager should contact the head coach of the sport affected. The student manager position is considered a very important part of the Edward Stone Middle School athletic program.

### **GOOD CONDUCT RULE**

To retain eligibility for participation in the Burlington Middle School's extracurricular activities, students must conduct themselves as good citizens both in and out of the school at all times. Students who represent the school in an activity are expected to serve as positive role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, given an opportunity to tell the student's side, is found to have violated the Good Conduct Rule and will be declared ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, purchase of, or distribution of tobacco products, regardless of the student's age;
- possession, use, purchase of, or distribution of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined
- possession, use, purchase of, or distribution of illegal drugs, or the unauthorized possession, use, purchase of, or distribution of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations which are considered simple misdemeanors in the criminal system), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as assaulting staff or students, insubordination, or hazing or harassment of others. (This could include group conduct.)

### Penalties:

Any student who is found by the administration to have violated the Good Conduct Rule, during the school year or during summer, is subject to a loss of eligibility as follows:

- First Offense Within the Student's Middle School Career - 25% of the performance dates, and if the offense involves substance abuse, the student must attend school counseling.

- Second Offense Within the Student’s Middle School Career - 50% of the performance dates, and if the offense involved substance abuse, the student must attend school counseling.
- Third Offense or More Offenses Within the Student’s Middle School Career - Twelve (12) calendar months, and if the offense involved substance abuse, the student must attend school counseling.
- The number of middle school performance dates shall be utilized for determining dates of ineligibility. Example: The middle school season has 12 performance dates. A student declared ineligible for 25% of the performance dates shall be ineligible for three middle school performance dates.
- The period of ineligibility attaches immediately upon a finding of a violation by the administration if the student is eligible for and currently engaged in an extracurricular activity. If the student is not currently eligible or engaged in an extracurricular activity, or if the ineligibility period is not completed during the current activity, the period of ineligibility is carried over to the time the student seeks to go out for the next activity. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration’s discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- The penalties shall accumulate during grades 7 and 8, commencing with the completion of the 6th grade school year. However, if the student does not have another violation during a 12-month period, the accumulation will start over.
- An ineligible student shall attend practices or rehearsals, but may not “suit up” nor perform/participate.
- A student who has been declared ineligible for participation in extracurricular activities by another school district who then enrolls in the Burlington Community School District shall be ineligible for participation in extracurricular activities in the Burlington Community School District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall be allowed to participate in practices regardless of the former district’s policy on practices during periods of ineligibility. The student may file a written request with the Middle School Athletic Director to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Burlington Community Schools at the time the ineligibility was imposed by the former district.
- The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of the Burlington Good Conduct Rule after enrollment in the Burlington Community School District. (Example: If the student had one period of ineligibility in grades 7 and 8 prior to enrolling in Burlington, a violation of the Burlington Good Conduct Rule shall be treated as a second offense.)

### Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for 25% of performance dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty attaches when the first penalty is completed.

### Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds or school property; or (b) at a school event regardless of locations; or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

### Appeals:

A violation of the Good Conduct Rule will be the decision of the middle school athletic director and be based on investigation resulting in reasonable findings. If a student athlete or parent/guardian is not satisfied with the decision of the middle school athletic director, they must appeal that decision in writing within five (5) calendar days of the decision to the following school personnel. The school personnel must respond to the appeal within five (5) school days.

- 1st Appeal - Middle School Principal
- 2nd Appeal - Superintendent of Schools or his/her designee
- 3rd Appeal - For suspensions of one calendar year or more - the Board of Education
- An appeal at any level must be made in writing within five (5) calendar days of the previous decision.

### **DISQUALIFICATION- INTERSCHOLASTIC COMPETITION**

Student athletes participating in interscholastic competition in grades 7-12 are governed by the rules and guidelines of the IGHS AU and the IHSAA. Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IGHS AU, the IHSAA or the school district may assess. The second violation carries a four regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is NOT imposed from one sport program to the next sport program.

### **TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN**

1. Make sure your children know that – win or lose, scared or heroic – you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their

best without a fear of failure. Be the person in their life they can look to for constant positive enforcement.

2. Try your best to be completely honest about your children's athletic capabilities, their competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful but don't coach them on the way to the rink, pool, or track or on the way back or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
4. Teach your children to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Try not to relive your athletic life through your children in a way that creates pressure; you fumbled too, you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure them because of your pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your children with other members of the team.
8. Get to know the coach so that you can be assured that his philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped – I was lucky in this respect."

### **THE "REAL ATHLETE"**

The "Real Athlete" ....

- .... understands that drinking, smoking and drugs are harmful to the body and hinder maximum effort and performance.
- .... does not use profanity.
- .... realizes that officials do not lose a game but are there for the purpose of ensuring that both teams receive a fair deal – for this they deserve courteous respect.
- .... budgets time to devote sufficient energy to academic studies to insure grades which represent his or her true abilities.
- .... has a good attendance record and should never be truant from classes or school.
- .... works for the betterment of the school and what is right and good for fellow students.



- .... obeys the specific training and practice rules of the coach.
- .... directly represents the community, school, and coaches and conducts oneself properly when traveling.
- .... cares for all equipment as though it was one's own personal property.
- .... does not employ illegal tactics to gain an undeserved advantage.
- .... is neat and well-groomed at all times.
- .... does not let employment interfere with practice or games.
- ... appreciates that coaches and administrators have the best interests of the participants in mind as they plan and conduct the athletic program.
- .... appreciates the importance of proper rest, diet, and exercise.
- .... practices healthful habits of cleanliness and personal hygiene in all daily activities.
- .... understands and complies with the standards of conduct or is subject to dismissal from the squad or other disciplinary action as may be determined by the coach.

**A FACT SHEET FOR PARENTS AND STUDENTS  
HEADS UP: CONCUSSION IN MIDDLE SCHOOL SPORTS**

*The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:*

(1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

(3) Key definitions:

**“Licensed health care provider”** means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.

**“Extracurricular interscholastic activity”** means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

### **What is a concussion?**

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### **What parents/guardians should do if they think their child has a concussion?**

#### **1. OBEY THE NEW LAW.**

- a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
  - b. Seek medical attention right away.
2. Teach your child that it’s not smart to play with a concussion.
  3. Tell all of your child’s coaches and the student’s school nurse about ANY concussion.

### **What are the signs and symptoms of a concussion?**

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

#### **STUDENTS:**

If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

### **IT’S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

#### **Signs Reported by Students:**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

#### **PARENTS:**

#### **How can you help your child prevent a concussion?**

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well-maintained, and be worn consistently and correctly.
- Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Encourage them to practice good sportsmanship at all times.

**Signs Observed by Parents or Guardians:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)



PBIS Grayhound Expectations

Burlington Community School District

	Cafeteria	Bathroom	Hallways	Playground/ Gym	Library	Office/Clinic	Assembly	Car/Bus Line	Drinking Fountain / Water Fill Station	Classroom
Be Respectful	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use table manners</li> <li>Maintain appropriate Voice Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Keep clean</li> <li>Close Door</li> <li>Maintain appropriate Voice Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment</li> <li>Include everyone in play</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Maintain appropriate voice level (1-2)</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Wait your turn</li> <li>Introduce yourself to office/clinic staff</li> <li>Share your reason of being in office/clinic</li> </ul>	<ul style="list-style-type: none"> <li>Voice level as assigned</li> <li>Be active listener</li> <li>Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Listen for directions</li> <li>Maintain appropriate voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>Maintain appropriate voice level (1-2)</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Accept differences</li> <li>Be helpful</li> <li>Take care of classroom and classroom materials</li> <li>Be on time</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Stay in cafeteria</li> <li>Clean up trash</li> </ul>	<ul style="list-style-type: none"> <li>Go / Flush / Wash</li> <li>Trash in trashcan</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Line up quietly when asked</li> </ul>	<ul style="list-style-type: none"> <li>Return your Books on time</li> <li>Choose a good fit book in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Finish task and go back to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Sit in straight line</li> <li>Stay in area</li> </ul>	<ul style="list-style-type: none"> <li>Get a drink or fill water bottle in a timely manner</li> <li>Finish task and go back to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Come to class prepared</li> <li>Complete your own work</li> <li>Turn in completed work</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Keep feet on ground</li> </ul>	<ul style="list-style-type: none"> <li>Keep to the side</li> <li>Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Play safely</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Give personal space</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Report water spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Maintain appropriate voice level</li> </ul>



**BURLINGTON COMMUNITY SCHOOL DISTRICT  
EDWARD STONE MIDDLE SCHOOL SUPPLY LIST 2023-24**

This is a general list. Other items may be requested later.

<i>An Art supply list will be given out at the start of the school year.</i>		
<i>PE clothing is to be a change of clothes and include: any color gym shorts, any color t-shirt with sleeves, athletic socks, and tennis shoes.</i>		
	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
#2 Pencils (package of 12)	3	3
Glue sticks	2	2
Black or blue ball point pens	5	5
Pencil case	1	1
3 Ring binders 1 1/2" (math, science, social studies NOT for Carlson 8 <sup>th</sup> Grade, 7-ELA)	4	3
Dry erase markers (set of 4) give to Period 1 Teacher	1	1
Single subject Spiral notebooks (wide line)	2	4
Loose leaf paper (wide line)	1	1
Two pocket folders	6	6
Set of 8 (or more) colored pencils	1	1
Set of 8 colored markers (water-based)	1	1
Binder dividers (math, social studies)	2	2
Highlighter	2	2
3x5 Index cards (lined)	1	2
Ear buds (at least one set)	1	1
Sticky Notes (i.e. Post-Its, preferred size: 3"x3")	1	1
Computer mouse – wired (optional)	Buy ONE to use with their Chromebooks	

**PLEASE NOTE:**

- \* Students may want to purchase a locker shelf also.
- \* Level 2 special education students will have an alternative supply list.