

Clayton Ridge Middle School



Handbook

2018-19

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CLAYTON RIDGE MIDDLE SCHOOL

FACULTY AND ADMINISTRATION

Mrs. Rhea Cano	Spanish
Mrs. Michelle Fassbinder	T.A.G., Instructional Coach
Mrs. Julie Hansel	Careers
Mrs. Melissa Haberichter	Library Media Specialist
Mrs. Julie Hansel	Counselor
Mrs. Carolyn Ihde	Agriculture
Mr. Kip Jackson	Interpreter
Mr. Rick Jensen	P.E.
Mrs. Cindy Kluesner	Resource
Mrs. Renae Kraus	School Nurse
Mr. Brian Lawrence	Science, Social Studies
Mrs. Carole Mackey	Social Studies
Mrs. Barb Meyer	Librarian
Mrs. Heather Meyer	Art
Mr. Zach Mueller	Mathematics
Mr. Andy Peterson	Principal
Ms. Lynette Pritchard	School Social Worker
Mr. Adam Radcliffe	Vocal Music
Mrs. Chris Schramel	Associate
Mrs. Laurie Smith	Social Studies/Resource
Mrs. Michele Von Handorf	Secretary
Mrs. Cheri Werges	Language Arts, 6-7 PLC Strategist
Mr. Shane Wahls	Superintendent
Ms. Kendra Wilke	Instrumental Music
Ms. Angela Williams	Family & Consumer Science

Course Offerings

6-7th Grade: Language Arts

Mathematics

Physical Education/Health

Science

Social Studies

Band (optional)

Chorus

Exploratory: Science Journeys, Art, Guidance

T.A.G.

8th Grade: Language Arts

Mathematics

Physical Education/Health

Science

Social Studies

Band (optional)

Chorus

Exploratory: Family & Consumer Science, Spanish, Agriculture/Industrial Tech

Mission Statement

The mission of the Clayton Ridge Community School is to provide quality-learning opportunities for all students in preparation for their role in our democratic society, and changing world.

Covenant of Shared Values

It is the purpose of Clayton Ridge Schools to develop students of integrity who value honesty, and demonstrate respect for others above all else; to encourage students to accept responsibility and take ownership of their own actions; and to create a caring environment where our students recognize their own self worth, are challenged and strive for academic excellence.

Vision Statement

The Clayton Ridge Community School District believes that its school shall provide a safe learning environment, be student-centered where individual needs are met, seek community involvement, and pursue and examine educational trends as they affect the instructional program.

School Colors & Mascot

Mascot: Eagles
School Colors: Hunter Green, Silver and Black

Clayton Ridge School Song

Clayton Ridge, The Eagles we are
Worthy of our name, and we are
Soaring high above the rest
That is our claim to fame.
Rah, Rah, Rah.
Ev'rytime we're put to the test
We will always give it our best.
Eagles from Clayton Ridge
And we'll fight to the very end.

ACADEMIC ACHIEVEMENT

Grading System

Criteria used to earn letter grades may vary from course to course. Students will also be rated for conduct, cooperation, and effort. Letter grades earned will have the following values for the purpose of honor roll and other records.

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0.00

Grading Scale

100-93	A	76-73	C
92-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-Below	F

HONOR ROLL

To qualify for the honor roll, a student must maintain a grade point average above 3.00 for that grading period. The "A" honor roll will consist of those students who receive a 3.75 grade average or better. The "B" honor roll will consist of students who receive a 3.00-3.74 grade-point average. Students who receive a "D" or an "F" in any course for a quarter or semester will automatically disqualify a student from the honor roll.

STUDENT PLANNERS

Students in grades 6-8th will be given a planner at the beginning of the school year. This planner will need to be carried everywhere in the school. There will be a hall pass in the planner that will get the students to where they need to go. Students will not be permitted in the hallway without their planner. Without the planner, they will not be able to leave the classroom.

The planners are to be filled in for every class. This planner is a communication tool between school and home. If there are any comments, questions or concerns from either party, those should be written in the planner. Any planner lost or destroyed will need to be replaced at designated cost.

COMPUTER USER AGREEMENT POLICY

All staff, parents and students must complete and abide by the Computer User Agreement. You may find it available on the website or secretary.

ARRIVAL TIME

It is important that students arrive on time for school each day. Students arriving too early are not supervised. Special permission to enter the school prior to the entry bell will be granted only when inclement weather conditions occur. Students may enter the building after 7:45 am. A warning bell will sound at 8:20 am with classes beginning promptly at 8:25 am.

ATTENDANCE

If a student is ill or must be absent from school, parents are to call the school before 8:30 a.m. If the school is not called, the school will call you. Homework requests can be made at the time you call in an absence.

Middle School Phone Number is: 563-252-1747

Clayton Ridge Middle School concerns itself with the potential impact on social and academic development of any student who demonstrates frequent absenteeism. CRCSD School Board Policy (Code No. 501.3 *Compulsory Attendance*) states "Parents ... shall have [their] children attend the school district at the attendance center designated by the board." The policy also states that excessive student absenteeism may constitute truancy.

Tardiness is not accepted. A student is considered tardy if he/she has not crossed the plane of the door when the bell rings. Students must obtain a tardy pass from the office to be admitted into class. This helps the attendance person update attendance accurately.

Excused absences - According to state laws and school board policy, it is the obligation of every parent to insure that every child under their care and supervision receives adequate education and, if of compulsory attendance age, attends school. Examples of **excused absences** include: illness, appointments that cannot be made outside of school hours, and funerals. There may be exceptions to this list. Make up work will be allowed for excused absences. There shall be one day allowed for make-up work for each day of absence. The principal may make exceptions to any provision when unusual circumstances arise.

If a student will be leaving school during the day, parents should send a note to school with their student explaining the time and reason for early release. When your student first arrives at school, he/she shall check in at the office to turn in the note. The office will then make a note in the student's planner to show to their teacher(s). At the time of release, parents must go to the school office. Staff will locate your student and call him/her to the office. . If your student will be returning to school that same day, your student should check in at the office to receive a pass to return to class.

Procedure

1. For each absence or tardiness, the school must receive a phone call from a parent or guardian by 8:30 am on the morning of the absence. This phone call should explain the reason for the absence. A parent or guardian must make all phone calls. If notification is not received, the office will attempt to contact the parent at their home or work number.
2. Absence slips may be picked up at the principal's office after the phone call has been received. Absence slips must be presented to classroom teachers for signature and assignments upon returning to class. Absence slips are to be returned to the office at the end of that day. Failure to turn in an absence slip on time may result in a detention being assigned.

Any approved absence entitles the student to make up his work for credit. The responsibility for carrying out this make-up work rests with the student. Make-up work is to be completed prior to the absence or within a reasonable time after the absence.

3. Unexcused absences result in no credit being issued in classes for that day.

RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Students will be held responsible for any damage that they do to the buildings, furnishings, buses, or books. Students will pay in full for willfully defacing or carelessness in injuring school property.

LOCKERS

Each middle school student will be assigned a locker where coats, books, and legal personal items may be kept. In order to protect personal property, students are asked to store those items in their lockers. Students in grades 6-8 are required to keep their lockers locked at all times.

Students are not permitted to move to a different locker without permission from the principal. Lockers are school property and may be examined at any time by the principal. School personnel may remove inappropriate material at any time.

Money or other valuable articles should not be kept in student's locker. The school will not be responsible for lost or stolen items.

VISITORS

Visitors are always welcome in our buildings. All visitors must first report to the school office before visiting a classroom, teacher or student. The school office will issue an identification badge. Staff members are asked to redirect individuals to the office who do not have an identification badge.

All requests for student visitors to attend during a regular school day must be made to the principal. These requests are generally granted, but the principal will designate the amount of time and when during the school day.

TELEPHONE MESSAGES & USAGE

We ask for your cooperation in minimizing requests to deliver messages to students during the school day. We certainly realize that sometimes this just cannot be avoided. However, the school office is an extremely busy place and sometimes messages may not get delivered in a timely fashion. Please plan with your child(ren) where they are to go after school before they leave for school. We ask that requests to deliver messages to students during the day be limited to emergencies only.

Students are NOT permitted to use telephones in the classrooms. Students may text during the last 2 minutes with teacher discretion.

The telephone at the office counter is designated for student usage, with permission. Students will not be allowed to use the office phone during class time. All calls must be made between classes.

Gifts, flowers, balloons, etc. will be delivered at the end of the day to minimize classroom disruption.

USE OF THE OFFICE

The office is for business and students are not to congregate in this area. Students who must obtain admission slips may come to the office and leave immediately. Students are not to go behind the counter in the office.

SCHOOL CLOSINGS

Please watch local television or listen to the radio for announcements when bad weather forces school delays, cancellations or early dismissal. Families will be notified via the school messaging system along with local radio station KCTN/FM 100 and television stations KGAN, KCRG and KWWL.

SCHOOL FEES

Students pay Board approved fees for textbook rental. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear is also charged to the student.

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. A waiver form, which does not carry over from year to year and must be completed annually, is available at the time of registration in the Middle School office.

POSTING OF BULLETINS AND ANNOUNCEMENTS

The office posts bulletins, posters, or notices on the bulletin boards after approval by the principal with the date noted. Announcements will be posted on the main bulletin board and throughout the building.

DRESS CODE

Schools encourage positive attitudes toward dress while understanding that dress and grooming are the responsibility of students and their families. Students need to understand that appearance is an important factor in establishing relationships with others and in maintaining and projecting a positive self-image. Dressing appropriate to the occasion is generally recognized as a desirable social practice. Jackets, coats (without teacher permission) and hats and hoods will not be worn in school. We want to stress that our primary responsibility is to educate students; therefore appropriate dress is required (by all buildings) in order for us to meet this responsibility. Some attire creates further distractions for many students. While we do realize that fashions are changing, we feel that the students need to begin to think about conducting themselves in a manner that is appropriate for the school setting.

Disciplinary action will be taken if a student's dress or grooming constitutes a health or safety hazard to himself/herself or others (e.g. chains worn externally), is causing damage to property, or disrupts the educational process, displays obscenity or sexual innuendo, or advertises or promotes the use of alcohol, or tobacco products or controlled substances. We reserve the right to make further judgment calls on this issue. We will provide clothing if students fail to dress appropriately or they can spend the day in the office.

Please consider the following when your children leave for school each morning.

- No holes in inappropriate areas
- Shorts, dresses and skirts must surpass the fingertips when arms are along side the body.
- Bottom of shirts must meet the top of pants

- All tops must have 2 straps and must be at least 1-inch wide
- Neckline of shirts/tops must be respectable
- Undergarments re never to be seen!

CHURCH/FAMILY NIGHT

Wednesday has been designated as church/family night. No middle school activities will be held after 5:00 p.m. with the exception of State sponsored or administrative approved events.

CAFETERIA

The Clayton Ridge School District participates in the National School Lunch Program. All students are encouraged to participate in the program and receive a nutritious lunch. Lunch menus are published in the monthly school newsletter and posted on the school bulletin boards.

Lunch or breakfast may be purchased according to Board approved prices and guidelines. All lunch accounts are computerized and statements will be sent home when balances reach \$8.00 or less. It is of extreme importance that payments are **MADE IN ADVANCE** at the school office. Failure to keep a positive balance could result in students being denied service.

INTERFERENCES IN SCHOOL

Students may not possess MP3 players, handheld video games, televisions, cameras, water guns, toys, and other similar items on school grounds or at school activities. The items are taken away from the students and returned a later date.

Cell phone usage is not permitted during school hours or while riding school buses. All phone use in school will result in the cell phone being confiscated and returned at the end of the day. Second office will require that a parent report to the school to retrieve

the phone. Students participating in extra curricular activities may, with permission, use cell phones for parental/guardian contact only.

Gum is allowed at the discretion of the teacher.

EXTRA CURRICULAR/SOCIAL ACTIVITIES

Extracurricular activities are a very important part of the total school program. These activities provide physical, mental, cultural, and social experiences that allow students to pursue their individual interests at the same time they are learning the value of team effort. We encourage every student to become involved in both the performing arts and athletics.

Students who are absent on the day of a game, or any other activity, must be in attendance one-half of the day -- returned to school by 12:00 p.m. (noon) in order to participate in an activity that afternoon or evening.

Students serving an in-school suspension may not participate in extra curricular activities the day of the suspension.

Middle School activity nights and dances will be held throughout the year as the schedule permits. All students are encouraged to participate in the events. Special rules regarding school dances will be presented to students prior to each dance.

STUDY HALL

Students are expected to conduct themselves as they would in class while in study hall. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the teacher or person in charge and must have a hall pass.

RESTRICTED PRIVILEGES

Privileges are defined as participation in any extracurricular or after-school activities. Examples could be band concerts, athletic events as a player or fan, fan buses, class parties, class trips, student council activities, etc.

A student should continue practicing for a specific sport or activity. If a student's participation in a specific activity is required for a grade in one of his/her classes, the student will be required to participate in that activity if the principal, parents, and teacher involved agree that the student should participate.

HOMEWORK

Homework is an important extension of classroom instruction and establishes a foundation for study skills and work habits. Homework provides the following opportunities within a student's learning experience:

- practice/study skills to attain mastery
- preparation for upcoming instruction
- extensions to apply skills and concepts.

Students complete homework on time and with appropriate quality. The following procedure is in place for students not completing homework on time:

1. Student fills out a referral form and completes the assignment.
 2. Student takes the assignment home to finish and to have parents sign the referral.
 3. Student is to turn in the assignment to the appropriate teacher by 8:30 the following morning.
 4. If the assignment is not turned in at 8:30 AM, the student will finish the assignment after school, and detention regulations apply.
- Students may lose assignment credit at 10% per day that the assignment is late.

Students who frequently have late homework may be subject to the following interventions:

- after-school detention
- check-in/check-out procedures
- study skills training
- assign study back
- behavior plans
- resource study hall

CRMS AR Guidelines

There are 4 AR grades per quarter for 6/7th graders.

The 6/7th graders will do one (1) Book Talk before mid-term and another before the end of the quarter.

Mid-Term

- Half ($\frac{1}{2}$) of the AR Goal will be worth 25 points (students may earn percentage points; example: 3 out of 10 would result in 30% of 25 points). Students may not earn points after deadline. Not complete results in a late work referral.

- One (1) book talk for 6/7th graders worth 10 points. Incompletes will result in a late referral from advisor.

End of Quarter

- Full AR goal due is equal to 50 points (not complete results in a late-work referral).
- One (1) Book Talk due for students in grades 4/5th is worth 10 points (not complete results in a late referral from advisor).

Students will complete their Book Talk with their Advisory teacher. This information should be communicated to the Language Arts teacher throughout the quarter.

These grades will be averaged with all other Language Arts assignments to give a final mid-term or quarter grade.

Clayton Ridge Middle School Discipline Policy

Clayton Ridge is proud of its students' conduct and behavior. The emphasis of student discipline is the development of mature and self-disciplined young adults.

Eagle pride is being ...

1. Ready
2. Respectful
3. Responsible
4. Safe

The specifics of these expectations may vary from context to context. These expectations are school-wide. Students will be taught expectations in common areas at the beginning of the school year.

The discipline system utilized at Clayton Ridge Middle School supports positive behavior to insure the best possible learning environment for all middle school students. Even if a student never receives a behavior referral at the middle school, s/he is still greatly affected by the environment that is a result of a positive disciplinary program.

The Discipline System offers the following advantages to all involved:

1. Students and parents are made aware of expected conduct and consequences in advance.
2. Consistency and fairness are provided in dealing with our students and parents.
3. It provides documentation in discussing a student's progress with parents, counselors, teachers, social workers, etc.
4. It provides common language so that the school team can work to manage current problems, get a better view of trends in behavior, and prevent further problems.
5. Since a parent phone call is made and a referral form is sent home, it provides an opportunity for optimum communication between the school, parent, and student.

The following are some guidelines for behavior referrals earned for conduct inconsistent with school-wide expectations. In our system, the following categories exist for purposes of reporting negative behavior:

- Tardy
- Cheating/Lying
- Disruption of Instruction
- Incomplete work
- Noncompliance

- Abusive Language
- Theft
- Overt Disrespect
- Harassment
- Destruction of Property
- Physical Aggression
- Truancy
- Possession of Alcohol, Tobacco or Other Drugs
- Possession of a Weapon

Upon earning a behavior referral, a student may be subject to one or more of the following consequences:

- Verbal Reprimand
- Time Out
- Teacher Interaction
- Restitution/Apology
- Loss of Privileges
- Home Contact
- Overcorrection
- Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Other consequences deemed appropriate by staff or administration.

Most minor disciplinary situations may be addressed through consequences directly related to the situation. The principal may impose an in-school or out-of-school suspension for “gross or repeated infractions of the school rules, regulations policy or the law, or when the presence of the student will cause interference with the maintenance of the education environment or of the operation of the school.” (Code 503.1 and 503.1R1)

There will be a special merit event throughout the school year for students who have met school expectations in the areas of academic work, homework completion, behavior, reading and writing.

CRMS Building Discipline Plan (for general classroom disruptions)

- | | |
|----------|---|
| STRIKE 1 | Verbal warning |
| STRIKE 2 | Name on the board |
| STRIKE 3 | Removal to office (office referral with detention). The principal will notify parent. |

Mr. Wahls will cover all detentions from 3:15-4:30 pm on Thursday. At 4:30 pm detention students will go to Eagles Club until 5:00 pm.

Student will be removed immediately from classrooms with office referrals for the following behaviors.

1. Threats (verbal and or physical)
2. Physical Aggression
3. Sexually Inappropriate Language
4. Patterns of continued Disrespect/Disruptions

Teachers will handle all referrals/consequences for late work, tardy(s), and arriving to class unprepared. Teacher will give weekly updates to parents if student have late work.

There will be a large trip for each semester (skiing at the end of 1st semester) (2nd semester to be determined).

Criteria

1. Students cannot have more than 5 total referrals during the semester.

2. Of the 5 referrals, students cannot have more than 2 office referrals during the semester.
3. Students cannot have any F's for quarter grades.
4. Students cannot have more than 8 absences during the semester unless excused by a physician.

Library Media Center Discipline Policy

Student behavior in the LMC is expected to be the same high standard of behavior that is required for all school activities. Students are expected to follow LMC rules as well as district rules established by the Clayton Ridge District School Board and listed in the student handbook. While the LMC is an area of quiet individual and group study, a certain amount of "learning noise" is anticipated and accepted within reason. Cooperation between students and supervisory LMC staff will result in a satisfactory noise and activity level resulting in optimum LMC use for all students. **The LMC facilities will not be used as a visiting center.**

Library Media Center Rules

Materials Check-out Rules:

1. Books may be checked out for a two-week period with renewals as needed. Depending on the number of "hold" requests, renewal of books may be limited.
2. Current magazines may not be removed from the LMC. Back issues may be checked out. Copies of old magazines are kept on hand for recycling and use with student projects.
3. Reference materials may be checked out overnight after last period and returned before 8:30am the next morning.
Only teachers may check out certain reference materials.
4. No overdue fines are assessed. However, students may expect to pay for the loss or damage of any LMC material and/or equipment checked out in their name.
5. Instructors may check out AV materials such as computer disks, videotapes, etc. on a one period, overnight, or as needed basis.
6. Students may order materials from the local AEA for school use through the LMC. The check-out procedure shall be the same as for regular LMC materials.
7. Students who have an excessive amount of overdue materials will NOT be allowed to check out any new material until overdue materials are returned or paid for. Students may have their check-out limits restricted due to chronic loss, damage and/or tardiness of returns.

Library Media Center Conduct Rules

1. Careful use of all LMC materials and equipment is required.
2. You may leave the LMC only to return to study hall.
3. Absolutely no gum, food, pop, etc. is allowed.
4. No inappropriate language allowed.
5. Do not rearrange LMC room furniture.
6. No games of any kind allowed. This includes computer games unless authorized learning games by instructors.
7. Have all LMC materials checked out at the circulation desk before you leave. Students found with LMC materials not checked out are assumed stolen. That student will be referred to the principal for disciplinary action.
8. Students in the LMC (when a class is not in session) are under the supervision of LMC staff and are expected to accept direction from all LMC staff.

Infraction of these rules will result in a referral and the loss of LMC privileges for 1 week. A further infraction shall result in the loss of all LMC privileges for the remainder of the quarter. Both the Principal and the teaching staff, including study hall monitor, will be informed of the privilege loss.

SCHOOL/SHUTTLE BUS REGULATIONS

The driver and associate are in charge of the students and the bus. They are to be obeyed promptly and cheerfully.

Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.

Students should never stand in the road while waiting for the bus. Shuttle bus riders must stand five feet from the curb to allow arriving students space to exit the bus.

Unnecessary conversation with the driver is prohibited.

The bus driver and/or associate may require assigned seats.

Students must stay out of the aisles when riding the bus.

Students must remain in their seats until the bus comes to a full stop.

NO food or drink is allowed on shuttle or route buses.

After 3 warnings for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline. Suspensions will result if students do not adhere to the rules and regulations that are required by the driver. The principal may suspend the student immediately for vandalism, verbal/physical aggression, or blatant disrespect of safety rules.

Classroom conduct is to be observed by students while riding the bus. No horseplay is permitted. Students must not extend arms or head out of bus windows at any time. They must not attempt to get on or off the bus or move about within the bus while it is in motion. The student responsible for the damage must pay the cost to repair said damage.

Students must observe instructions from the driver and associate when leaving the bus. The driver will not discharge a rider at places other than the bus stop unless proper authorization of the principal is given.

Students should always cross the road in front of the bus and never walk behind the bus.

Students having reason to ride a bus other than the one, which they ordinarily ride, must make arrangements with the transportation supervisor beforehand. Those students who do not ride the bus, but have reason to ride on one must make arrangements as above.

Extra-curricular shuttles are ONLY available to students participating in school-sponsored extra-curricular activities.

Student athletes may ride home ONLY with their own parents and ONLY with signed parental permission.

The district supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

FIRE AND DISASTER DRILLS

State Law requires fire and disaster drills. The sound for a fire drill is a loud-pulsating alarm and flashing strobe lights. It is important that students exit the building safely but quickly. Students are to exit by way of the nearest door. All windows and doors are to be closed. After leaving the building, remain in the safety areas until the all-clear sounds and then reenter the building. Exit routes for both fire and disaster drills are posted in each room.

The sound for a disaster or tornado drill is a steady ringing bell or announcement over the intercom. Students and teachers should take cover in locker rooms and rest rooms.

IMMUNIZATION REQUIREMENT

The Iowa immunization law requires parents to vaccinate their children against diphtheria, tetanus, pertussis, measles, rubella, polio, and hepatitis (required if born on or after July 1, 1994). All children entering kindergarten in the fall 2003 must have received one dose of varicella (chickenpox) vaccine or provide a reliable history of natural disease.

If your child has a serious medical condition, which prevents them from being immunized, your Medical Doctor must sign a Certificate of Exemption. If your child is a member of a religion, which opposes immunization, you must submit an Iowa Department of Public Health Certificate of Exemption. This certificate must specify the religion and be notarized.

According to Iowa law, school officials cannot allow your child to attend school unless they have Certificates of Immunization or Exemption within 30 days of their official first day of school. If your child is not fully immunized before entering school, Provisional Certificates are available but completion of immunizations must be done within 120 days. Please contact the school nurse or building principal for assistance or more information related to immunizations.

HEALTH SERVICES AND SAFETY

The school nurse is in her office daily when school is in session (morning) – 964-2321. Students who become ill and would like to see the nurse should obtain a pass from their teacher. No student is to leave the building because of illness without the permission of the nurse and the office. The nurse will contact the parent/guardian of the student who is ill and obtain parental permission for their release from the building.

In the event the nurse is absent, students who are ill are to report directly to the office. Arrangements will be made for the student's release if it is deemed necessary.

Medication Administration: It is the policy of Clayton Ridge Community School that is medications are to be administered at school; the following will be in place

1. Written instructions and consent from the parent/guardian.
2. Medication in original container and properly labeled.
3. Prescription medications require a doctor's order (current prescription container is acceptable.)
4. Medication is administered by the school nurse or trained staff under her supervision.
5. Medications will be stored in a safe, locked area. Refrigeration is available.

Student Injuries and Illness: When a student becomes ill or is injured at school, the student's parent/guardian shall be notified as soon as possible. The district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel administer emergency or minor first aid, if possible. An ill or injured child will be turned over to the care of the parent/guardian or qualified medical personnel as quickly as possible. The financial responsibility for the child's emergency care and/or transportation is the parent/guardian. Parent/guardian shall be required to complete an emergency medical card annually.

HUMAN GROWTH AND DEVELOPMENT

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. Please contact Andy Peterson at 563-252-2341 for assistance or more information.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact Superintendent Shane Wahls 563-964-2321 or 563-252-2341 for information and forms.

COMPETENT PRIVATE INSTRUCTION

Parent seeking Competent Private Instruction (CPI) must contact the Superintendent of Schools by the first day of school or fourteen days of removal from an accredited school or moving to the district. CPI parents and students may request dual enrollment no later than September 15. Dual enrollment is available for annual testing, extracurricular activities, and academics. For more information, contact the building principal at 563-252-2341.

DUAL ENROLLMENT STUDENTS

Competent Private Instruction, Home-school or Home School Assistance Program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal at 563-252-2341 for information.

ASBESTOS NOTIFICATION

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for both school districts' facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the custodian's office at each center.

FAMILY RIGHTS AND PRIVACY ACT OF 1974

The Family Rights and Privacy Act of 1974 requires our school to annually notify parents of children enrolled in instructional programs operated by the Clayton Ridge Schools of their right to review the education records of their children. The federal law permits the following: a) a review of your child's records, b) to obtain copies at a nominal fee, c) to write a response to materials in the records, d) to challenge the content of the records on grounds of inappropriateness or inaccuracy. You also have a right to have such records explained to you by a professional staff member if you so desire. Your child's records will not be released without your authorization or you being properly notified.

Your child's records are filed and may be inspected at the following locations: Elementary Building (Kindergarten through Grade 3), Middle School Building (Grades 4 through 7), and High School Building (Grades 8 through 12).

MULTICULTURAL AND GENDER FAIR

Students shall have an equal opportunity for a quality education without discriminations, regardless of their race, religion, color, sex, marital status, sexual orientation, gender identity, national origin or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis shall be placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. The Clayton Ridge Board of Education has adopted a written plan for the implementation and evaluation of multicultural and nonsexist education.

SPECIAL EDUCATION **SECTION 504 REHABILITATION ACT** **ADA**

The Clayton Ridge Board of Education believes that all students be provided with a free appropriate public education in accordance with state and federal laws. Special needs students shall be placed in the least restrictive environment to receive education and services available to all students. Placement decisions are based on information derived from a variety of sources, and all information considered must be documented. Parents or guardians shall be included along with other knowledgeable persons to consider the student's needs, disabilities, and placement options. Parents or guardian's have the right to review relevant records and request an impartial hearing regarding their child's identification, evaluation or educational placement. Key considerations include: (a) accommodations must be individualized, (b) modifications can be made to regular programs, or the provision of different programs may be necessary; and (c) accommodations should be designed to meet the individual educational needs of students with disabilities as adequately as the needs of other students are met. Employees, parents, clients, visitors, and guests will be provided access to programs and services available to the general public. Please contact the building administrator's or Superintendent of Schools Allan Nelson at 563-252-2341 or 563-964-2321 to request needs for physical disability assistance, general information, related policies, or procedures regarding: special education, Section 504, or the Americans with Disabilities Act.

EQUAL EDUCATION OPPORTUNITY

The Clayton Ridge School District does not discriminate in their educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Garnavillo Center Affirmative Action Coordinator is Shane Wahls and can be reached at 563-964-2321. The Guttenberg Center Affirmative Action Coordinator is Andy Peterson and may be reached at 563-252-2341. Inquiries may also be directed in writing to Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or 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 familiar status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of 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.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials

and a copy shall be made to any person at the Board Secretary's office at 131 S. River Park Drive, Guttenberg, Iowa 52052.

Clayton Ridge

Home of the Eagles!!

ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

In the State of Iowa, participation in extra-curricular activities is a privilege for students, not a right. To be worthy of this privilege requires that certain standards of conduct; behavior and satisfactory academic performance will be observed.

The Clayton Ridge Middle School conducts a co-curricular and extra-curricular activity program to help students develop sound values, minds and bodies. Participation in these events will help the student grow in character as well as in skill. A co-curricular activity is one, which meets primarily as a class but requires some after-school activities such as concerts, style shows, and fine arts festivals. Extra-curricular activities meet outside the regular school day.

Extra-curricular student participants are leaders in their school. Therefore, they are expected to set a good example in regard to conduct and satisfactory academic performance. Participants must recognize that they represent their community, their school, and their peers as well as themselves and, for this reason, have a wider set of obligations to meet.

Clayton Ridge Middle School has set definite academic requirements and an acceptable code of conduct for students in extra-curricular and co-curricular events. The attainment of the privilege of participating in these special programs rests clearly in the hands of the student.

1. Academic Ineligibility (all extra-curricular and co-curricular activities):

- A. Students must be doing satisfactory (passing) work in at least 4 core subjects at each mid-term and at the end of each quarter.
- B. Failure to make passing grades in any mid-term or quarter shall result in ineligibility from all extra-curricular activities for a 2-week period.
- C. Students that are academically ineligible will attend an after-school study session with a middle school teacher from 3-3:45 pm before reporting to practice.
- D. All ineligible students will report to practice from 3:45-5:00 pm.
- E. If students are passing all classes after 2 weeks then they will be eligible to participate in all activities as normal.

2. Code of Conduct

Any student who represents the Clayton Ridge Eagles in any of its extra-curricular or co-curricular activities is expected to lead the way by abiding by the school's conduct code. That code is as follows:

- A. Students will not use, possess or be involved with alcoholic beverages.
- B. Students will not use, possess or be involved with a controlled substance, as defined by the Code of Iowa, without a legal prescription.
- C. Students will not use tobacco in any form.
- D. Students will not seriously or continually violate school rules. (See Middle School Discipline policy).
- E. Students will not break the laws of the community, state or federal government (except for local curfew or minor traffic violations).
- F. Students will dress appropriately as determined by school policy and/or coaches, directors or sponsors.

Should a student break any of the above and fall under one of the following criterion, **they will be considered in violation of the Conduct Code.**

- A. If a school official or staff member in any of these activities observes a student.
- B. If a student admits to law enforcement agents or school officials to being involved in any of them.
- C. If a student has been referred to juvenile court.
- D. If the Garnavillo or Guttenberg Police Forces or any other law enforcement agents assigns community service projects in lieu of referral to juvenile court.

The schools due process procedure will be afforded to any student making such a request to the Principal or his/her designee within five (5) school days of being informed of a violation of this code.

If a student is found to have committed an offense that is not consistent with the standards of conduct expected of students representing Clayton Ridge Middle School as stated in the above policy, he or she shall be subject to the following consequences:

3. **Disciplinary Ineligibility (All athletics)**

- A. First offense: The length of ineligibility shall be one-third of the athletic contests that occur during the sports season.

If fewer than one-third of the athletic contests remain at the time of the violation, the ineligibility shall carry over into the next sports season in which the student athlete participates.

- B. Second offense: Same as the first offense.
- C. Third offense: One calendar year.
- D. The number of athletic contests lost **may be reduced** by one (1) if the student accurately discloses their participation in the alleged offense to the proper school authorities within 48 hours of the offense.
- E. Students will be required to attend all practices during this period of ineligibility.

4. **Disciplinary Ineligibility (Non-athletic extra-curricular and co-curricular activities)**

- A. First offense: The student may not participate in any non-athletic extra-curricular activity for a total of six (6) calendar weeks after the student admits involvement or the due process procedure has been completed.
- B. Second offense: Same as the first offense.
- C. Third offense: One calendar year.
- D. If the student admits to his or her involvement in the improper activity to school officials within 48 hours of the offense the penalty **may be reduced** to four (4) calendar weeks or one major event, whichever occurs first.
- E. Students will be required to attend all practices during this period of ineligibility.

5. **Annual Reinstatement**

Each academic year will allow all students (except those already serving an ineligibility which extends into the next school year) to begin with a fresh slate. In other words, their first offense in a new academic year will be considered a step one offense.

Iowa State Law
Code 280.13., 13A
281.I.A.C. 12.3 (8), .5(2)

Clayton Ridge Middle School Clayton Ridge Eagles

Conduct Code for Extra-Curricular and Co-Curricular Activities

As parent(s) of a student participating in the Clayton Ridge Middle School Extra-Curricular Programs, I/we will support and abide by the terms of this policy for extra and co-curricular activities of the Clayton Ridge Middle School.

To demonstrate my/our support, I/we pledge to:

1. Set a positive example by exhibiting responsible use of alcohol/drugs/tobacco.
2. Heighten my awareness of my child's behavior, psychological needs, social habits and academic status.
3. Assert my authority as a parent(s) in supporting and guiding my child.
4. Provide support for my child as it becomes apparent a problem exists by seeking information and assistance.
5. Have only chemical-free activities for groups of young people within my own home.
6. Always chaperone home parties.
7. Communicate by telephone regarding the activities of my child.
8. Hold my child responsible for his/her actions and not enable him/her by covering up or alibiing if any regulations are broken.
9. Uphold the coach/teacher and other school personnel by providing information and support in dealing with my child.
10. Work with the school administrators and public agencies in the enforcement of school policies and public laws on the use of chemicals.

Thank you for your cooperation and support!

Student/Parent Acknowledgement

2018-19

Student Name _____

Grade _____

I hereby acknowledge that I have read the *Parent/Student Handbook* on the date indicated below and agree to adhere to the rules and regulations to the best of my ability while attending school at Clayton Ridge Middle School, Garnavillo. I understand the penalties involved if violations occur.

Student Signature

Date _____

Parent/Guardian Signature

Date _____