

# **Carroll Middle School Student Handbook**

**Carroll Middle School  
3203 N. Grant Road  
Carroll, IA 51401  
Telephone: (712) 792-8020  
Fax: (712) 792-8024**

**[www.carroll.k12.ia.us/cms](http://www.carroll.k12.ia.us/cms)**

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie, 2809 North Grant Road, Carroll, Iowa 51401, telephone: [712-792-8010](tel:712-792-8010), who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie 2809 North Grant Road Carroll, Iowa 51401 Telephone: 712-792-8010 [tmckenzie@carrolltigers.org](mailto:tmckenzie@carrolltigers.org) Tammie McKenzie has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3 Alternate is Gary Bengtson [712- 792- 8001](tel:712-792-8001) [gbengtson@carrolltigers.org](mailto:gbengtson@carrolltigers.org).

Dear Students,

The teachers and staff of Carroll Middle School welcome you to our school and to a new and exciting part of your life. To help you adjust to our school, we share the following suggestions:

1. Get to know your school. Become familiar with the location of the classrooms, media center, cafeteria, gym, music and art areas, guidance office, nurse's office, and the principal's office.
2. Become familiar with the expectations, policies, and procedures of our school. These guidelines exist to assist you in adjusting to our school and becoming an important part of it. Read them carefully.
3. Know your schedule.
4. Study and learn as much as you can. YOU can become what YOU want and go as far as YOU like. The school and your teachers will provide YOU with many opportunities; it's up to YOU to decide the extent of YOUR success.
5. Make friends, take part in and enjoy the many activities available. The main purpose of education is to help each student develop and accept the responsibilities and obligations of good citizenship. Doing so will help you participate successfully in the world of tomorrow. We hope you will become actively involved in the various programs and activities of our school. ***Remember, your success in school will be determined by your efforts and your attitude.***

Dear Parents,

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds in the misconduct directly affects the good order, efficient management and welfare of the school district or involve students or staff. School district policies, rules and regulations are in effect 365 days. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

# REVISED 2018 - 2019 SCHOOL CALENDAR

2018 - 2019 School Calendar REVISED 5/21/18		Aug.					Days /Wk	Total Days	Hours/ Wk	Total Hours		Blank Calendar
CODE		M	T	W	Th	F						
New Teachers Begin				1	2	3					Aug. 14-16	New Teacher Contract Days
Beginning of Quarter -		6	7	8	9	10					Aug. 17	All Staff Return - Professional Development
Holidays		13	14	15	16	17					Aug. 20-22	Professional Development
End of Quarter/Semester		20	21	22	23	24	2	2	12.66	12.66	Aug. 23	First Day of School
Late Start/Early Dismissal		27	28	29	30	31	5	7	31.65	44.31		
No School - Prof. Development								7	0	44.31		
Vacation Days		Sept.						7	0	44.31		
Pre-worked contract day		3	4	5	6	7	4	11	25.32	69.63	Sept. 3	No School - Labor Day
P-T Conferences		10	11	12	13	14	5	16	30.15	99.78		
Last Day for Seniors		17	18	19	20	21	5	21	30.15	129.93		
		24	25	26	27	28	5	26	30.15	160.08		
SUMMARY OF DAYS							0	26	0	160.08		
First Semester	90	Oct.					0	26	0	160.08		
Second Semester	90		1	2	3	4	5	31	30.15	190.23		
		8	9	10	11	12	5	36	30.15	220.38	Oct. 15	Parent Teacher Conferences - 90 minute Early Dismissal
TOTAL SCHOOL DAYS	180	15	16	17	18	19	5	41	32.32	252.70	Oct. 18	Parent Teacher Conferences - 90 minute Early Dismissal
IN-SERVICE/WORKDAYS		22	23	24	25	26	5	46	30.15	282.85	Oct. 19	No School - Pre-worked Contract Day
TOTAL CONTRACT DAYS		29	30	31			3	49	17.49	300.34	Oct. 26	End of 1st Quarter - 46 Days
		Nov.					0	49	0	300.34		
Total Instructional Hours	1,098.74				1	2	2	51	12.66	313.00		
		5	6	7	8	9	5	56	30.15	343.15		
		12	13	14	15	16	5	61	30.15	373.30	Nov. 21-23	No School - Thanksgiving Break
Notes		19	20	21	22	23	2	63	12.66	385.96		
1 First day of school is August 23rd.		26	27	28	29	30	5	68	30.15	416.11		
		Dec.						68	0	416.11		
2 Wednesdays		3	4	5	6	7	5	73	30.15	446.26		
School will be dismissed 90 minutes		10	11	12	13	14	5	78	30.15	476.41		
early every Wednesday for Professional		17	18	19	20	21	5	83	30.15	506.56		
Development where indicated		24	25	26	27	28	0	83	0	506.56	Dec. 24-31	No School - Winter Break
		31					0	83	0	506.56		
3 All make up days for inclement		Jan.						83	0	506.56		
weather will be added on at the			1	2	3	4	2	85	12.66	519.22	Jan. 1 - 2	No School - Winter Break
end of the school year.		7	8	9	10	11	5	90	30.15	549.37	Jan. 3	Classes Resume
		14	15	16	17	18	4	94	25.32	574.69	Jan. 11	End of 2nd Quarter (44 days)/End of 1st Semester(90 Days)
4 There are 4 early dismissals		21	22	23	24	25	5	99	30.15	604.84	Jan. 14	No School - Professional Development
for parent-teacher conferences.		28	29	30	31		4	103	25.32	630.16		
		Feb.						103	0	630.16		
5 If there is a late start for						1	1	104	6.33	636.49		
inclement weather on the day of		4	5	6	7	8	5	109	30.15	666.64		
a 90 minute early dismissal for professional		11	12	13	14	15	5	114	30.15	696.79		
development, the professional		18	19	20	21	22	5	119	30.15	726.94		
development will be canceled and		25	26	27	28		4	123	23.82	750.76		
school will be dismissed at the		Mar.						123	0	750.76		
normal dismissal time.						1	1	124	6.33	757.09		
		4	5	6	7	8	5	129	30.15	787.24	Mar. 11	Parent Teacher Conferences - 90 minute Early Dismissal
FV Start Time = 8:20 am		11	12	13	14	15	5	134	32.32	819.56	Mar. 14	Parent Teacher Conferences - 90 minute Early Dismissal
FV End Time = 3:00 pm		18	19	20	21	22	5	139	30.15	849.71	Mar. 15	No School - Pre-worked Contract Day
Lunch = 20 minutes		25	26	27	28	29	5	144	30.15	879.86	Mar. 15	End of 3rd Quarter - 44 Days
Instructional Day = 6.33 hours		Apr.						144		879.86		
		1	2	3	4	5	5	149	30.15	910.01		
		8	9	10	11	12	5	154	30.15	940.16	Apr. 19-23	No School Spring Break
		15	16	17	18	19	4	158	25.32	965.48	Apr. 24	No School - Professional Development
		22	23	24	25	26	2	160	12.66	978.14		
		29	30				2	162	12.66	990.80		
		May						162	0	990.80	May 19	CHS Graduation
			1	2	3		3	165	17.49	1,008.29	May 24	End of 4th Quarter (46 Days)/End of 2nd Semester (90 Days)
		6	7	8	9	10	5	170	30.15	1,038.44	May 24	End of School Year (180 Days)
		13	14	15	16	17	5	175	30.15	1,068.59	May 27	No School - Memorial Day
		20	21	22	23	24	5	180	30.15	1,098.74	May 28	Professional Development
		27	28	29	30	31	0	180	0	1,098.74		
		June						180		1,098.74		
REVISED 5/22/18 8:03 AM		3	4	5	6	7						

## **ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

Carroll Community School District policy provides for the relief of any student who feels he or she has been the victim of abuse at the hand of any school district employee. To report an alleged student abuse by an employee, you should contact: Level I Investigator: Gary Bengtson, 792-8001 or Level II Investigator: School Investigators of Iowa, 515-277-7700

## **AEA SERVICES**

Area Education Agency 11 provides speech language pathologists, social worker, school psychologists and special education consultants for the Carroll School District.

## **AFFIRMATIVE ACTION**

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie, 2809 North Grant Road, Carroll, Iowa 51401, telephone: [712-792-8010](tel:712-792-8010), who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie 2809 North Grant Road Carroll, Iowa 51401 Telephone: 712-792-8010 [tmckenzie@carrolltigers.org](mailto:tmckenzie@carrolltigers.org) Tammie McKenzie has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3 Alternate is Gary Bengtson [712-792-8001](tel:712-792-8001) or [gbengtson@carrolltigers.org](mailto:gbengtson@carrolltigers.org).

## **ASSEMBLIES**

Various assemblies are presented to the student body. The programs are to give students an opportunity to enjoy additional educational experiences outside the regular classroom. Good audience etiquette is taught and encouraged. Courtesy demands attention and quiet. Disruptions of any type are not tolerated. Discipline or loss of privilege will result.

## **ASSEMBLY EXPECTATIONS**

1. When the leader goes to the microphone and says, "May I have your attention please," stop talking and look at the person at the microphone.
2. Listen carefully.
3. Students will follow their teacher's directions regarding where to sit.
4. Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.

## **ATTENDANCE**

Regular school attendance is important for a student to be successful. Attendance is the student's responsibility shared by the parent. Iowa law requires daily attendance through age 16. Unexcused absences are considered truancy. Truancy from school may result in discipline. Continued truancy will initiate action from the County Attorney toward the parent. Students are excused when they are ill, seeing a doctor or dentist and attending a funeral. Parents and students are requested to abide by the following procedure regarding absences:

1. Parents should call the school office (792-8020) by 9:00 A.M., if their child is sick. Please do not call the teachers regarding absences. Students will be marked unexcused if the absence is not properly excused by the parent.
2. If the student will be absent for more than two days, please keep the office informed daily unless the first call indicated a certain length of time.
3. Students who must leave school before 3:30 for non-school reasons must have a permission slip from the office so that they may be released from class. Parents must either telephone or send a note before a permission slip will be given to the student. Leaving school without permission is considered truancy and may

result in disciplinary actions. **All students must check out in the office before leaving the building and upon their return to school. Failure to do so will result in an unexcused absence.**

4. When parents know in advance that their child will be absent, a note must be brought to the office ahead of time, so that arrangements can be made for assignments. In the case of family vacations, assignments should be picked up and completed before the student leaves or immediately upon their return. **If there is no notification, an unexcused absence will be given by the office.**
5. Once at school, students are not to leave school property until dismissal time unless they have approval from the office. Leaving school without checking out will result in discipline and is considered truancy.
6. **Students must be in attendance a minimum of one-half a day of school to participate in extra-curricular practices or public events sponsored or approved by the school. If a student is ill, he/she must be in school by noon to participate in any extra-curricular practices or events (band/choral concerts, academic competitions, athletic practices and games)**

#### **ATTENDANCE FOR PHYSICAL EDUCATION**

Grading is based on attitude, effort, and participation, being dressed for class, and written tests. Not being dressed for class will require students to make-up missed class time. Students will be responsible to arrange make-up classes with the instructor. Students may be excused one time per quarter for not having their gym clothes. **Students that do not attend class on their scheduled day will receive a detention.**

A note must accompany excuses from P.E. from the parent or guardian. Any excuse that will prohibit participation for more than one class period will require a doctor's excuse.

#### **ATTENDANCE FOR BAND/VOCAL**

Students are expected to bring their instruments and necessary supplies to every class. Students will be allowed to drop 5-8 Band or 7-8 Chorus within the first 2 weeks of each semester. Students WILL NOT be allowed to drop at any other time during the school year. Being in Band/Vocal is a commitment and should be thought of as a commitment until graduation. In order for a student to drop the course, student and director must meet in person to discuss reasonings behind dropping AND parent must consent to the drop in writing to the director. If the student/director meeting and/or written consent from parent is not accomplished, then the student may not drop. Exceptions can be made at the director's discretion. Students who do not attend class on their scheduled day will be marked unexcused and receive a warning on the first occurrence and a detention for every occurrence afterwards.

#### **THE CARROLL MIDDLE SCHOOL ATTENDANCE POLICY WILL BE AS FOLLOWS:**

**THE FOLLOWING ABSENCES WILL BE EXCUSED, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:**

1. Personal illness.
2. Family death or emergency.
3. Medical appointments, which cannot be scheduled outside of the school day.
4. **Family trips and other extended absences must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up work to be missed. Students must meet with teachers well in advance of a planned absence to obtain necessary work.**
5. School-initiated absence (no parent excuse required).
6. State level tournament games, or sessions, in which Carroll Community School District students are participating and for students involved in that activity, with prior arrangements, if **excused by a parent no later than the day before the event**. For certain events, students may be expected to also check in with the administrator present in order to be counted as excused.

Parent needs to excuse students the day **before** the event to be considered an excused absence.

## ATTENDANCE INTERVENTION

- 3 Absences/Semester: Phone call home by Attendance Coordinator
- 5 Absences/Semester: Letter home and phone call home by Attendance Coordinator
- 7 Absences/Semester:
  - Meeting with student, parent(s)
  - Call in all additional absences to Attendance Coordinator
    - All calls to school office will be referred to Attendance Coordinator
- 10+ Absences/Semester: Meeting with student, parent(s) to establish attendance contract
- Violation of Attendance Contract: referral to County Attorney Truancy Intervention Program

## UNEXCUSED ABSENCES

THE FOLLOWING ABSENCES WILL BE TREATED AS UNEXCUSED:

1. **Any absence not properly excused before the occurrence or at the time in the case of personal illness.**
2. Leaving the building or school grounds during the day without parental excuse and authorization from the office will be considered unexcused.
3. Work for parents or an employer (example: baby-sitting).
4. Haircuts.
5. Oversleeping.
6. Shopping trips.
7. Car trouble.

An unexcused absence may result in a detention up to equivalent to the amount of time the student was unexcused. For example, if a student misses one period, a 40 minute detention will be issued. 2 periods = 80 minutes (2 nights) up to 5 nights. A parent meeting may be requested if unexcused absences become excessive. If you know you want to visit with another teacher or the counselor during study hall, you must have a pass signed by that teacher first. Failure to do so may result in the denial of the right to leave the room. If you have to use the restroom **GO TO CLASS FIRST AND PERSONALLY ASK THE TEACHER IF YOU MAY BE EXCUSED**. If you want to go to the library or office during class, only that teacher can write a pass for you.

## TARDY POLICY

The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus. Being over 30 minutes late will be considered the same as an unexcused absence.

To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first three instances of tardiness each semester. Following the fourth tardy and each succeeding tardy up to six in a semester, a student will have to make up 40 minutes of detention. Following the 6th tardy in a semester a parent conference may be held to develop a behavior modification plan that will encourage more prompt attendance.

## MAKE-UP WORK FOR EXCUSED ABSENCES

Students who have an excused absence will be allowed to make up the work missed. **For the first day a student has been absent, he/she will be allowed two days in which to get the work made up. Each day after the initial day, the student will be allowed one day to make up their work.** This time can only be extended by special arrangement between parents and the school. **Assignments for the day should be requested by 9:00 AM and will be ready for pick up after 2:00 PM.**

**Vacations** are not recommended during the school year. **Students are to have assignments ready to hand in upon their return from vacation.** Otherwise, they will fall further behind. **It is the student's responsibility to check with the teachers for make-up assignments.**

In the case of an extended absence, parents may call to have books collected. Parents should allow one day for the school to collect the assignments and should make plans to have the assignments picked up. We encourage that family trips be scheduled during summer and other school breaks. Alternative assignments while on trips do not fully take the place of daily attendance and participation in class.

Students who miss their regular classes due to school sponsored activities, rehearsals, band lessons, or any other extra-curricular activities need to be responsible to have their work completed upon returning to school.

## **BICYCLES/MOPEDS/SKATEBOARDS ROLLER BLADES/SCOOTERS/ROLLER SHOES**

Bicycles or mopeds must be parked in the area provided and locked when not in use. Anyone borrowing or damaging a bike will be subject to disciplinary action. Students should be aware that while the school will sincerely work with theft or damage problems, we are not responsible for any damage. Bikes and mopeds are ridden and parked at the school at the student's own risk. Please be sure they are covered by insurance.

It is important to follow basic safety rules when departing or arriving. Drive carefully around buses and cars. Students violating safety rules on either bikes or mopeds may be denied the privilege of riding their bikes or mopeds to school.

Skateboards, scooters, roller blades or roller shoes are not to be ridden or used in any way on school property. Students using these items on school property will be asked to notify their parents to pick up the item in the CMS office.

## **BREACH OF DISCIPLINE (See CCSD Board Policy 502.1R)**

Breach of discipline is any conduct of a student, which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted.

## **BREAKFAST/LUNCH MONEY**

CMS has a computerized lunch system. Each student will be assigned a 4-digit pin number that they will need to memorize. This number will allow students to access their account each day. Deposits may be made for meals only or in a cash account that would allow students to purchase ala Carte items as well as school Breakfast and lunch. Deposits may be made in the office before 9:00 a.m. each day. The 2017-18 lunch prices will be \$2.60 per day for 5<sup>th</sup> through 8<sup>th</sup> grades. The breakfast price will be \$1.55 per day for 5<sup>th</sup> through 8<sup>th</sup> grades. Parents are now given the ability to pay for student lunches online via the CMS webpage.

## **BREAKFAST PROGRAM**

**Students eating breakfast may enter the building at 7:45 a.m.** Only students eating breakfast should be in the cafeteria. Buying a carton of juice or milk does not constitute eating breakfast. Students must purchase an entire breakfast. **Students will not be allowed to bring outside food or beverages in to the building for breakfast, nor will they be allowed to bring in outside beverages for lunch.**

## **BULLYING/HARASSMENT**

Our society and community standards do not condone harassment, intimidation, extortion, or any other similar kinds of action by one student toward another. The warning against this behavior also specifically includes unwelcome sexual advances, one person touching another in a sexually related way without permission or against the other's will, slanderous remarks made against another student, or written material in the form of libel. Students found treating others in any manner as previously described will be subject to severe disciplinary action.

### EDUCATIONAL PHILOSOPHY Series 100

Policy Title: Student-To-Student Harassment And Bullying  
Code No. 104

Harassment and bullying of students, employees, and volunteers, 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 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 familial 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 includes 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 a 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 in 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 school. The superintendent shall report to the board on the progress of reducing bullying and harassment in the school.

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; or
- Inclusion on the school or school district's web site.

Furthermore, a copy shall be made available to any person at the district's central administrative office.

July 2015

#### Harassment and Bullying Investigation Procedures

Students who feel that they have been harassed should:

- If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
- tell a teacher, counselor or principal; and



- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

#### COMPLAINT PROCEDURE

A student who believes that he/she has been harassed will notify the principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

#### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

#### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Grade and building of student or employee: \_\_\_\_\_

Name and position or grade of alleged perpetrator/respondent: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>		<input type="checkbox"/>	

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:        /        / \_\_\_\_\_

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:        /        / \_\_\_\_\_

# ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>		<input type="checkbox"/>	

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:        /        /

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## **CAFETERIA RULES**

All students must report to lunchroom for lunch period. Students may bring a sack lunch or participate in the hot lunch program. We will take a "hot lunch count" each day to determine the number of students eating hot lunch. Lunch credit may be purchased in the office before school. Please keep your account up to date. Students are responsible for ensuring that their lunch accounts **do not** go into debt. Following are cafeteria expectations:

1. Demonstrate good manners and common courtesy.
2. Once seated, remain at the table you are sitting until dismissed by the supervisor on duty.
3. Keep your area clean.
4. All students will be expected to assist in keeping our cafeteria clean and prepared for the next group of students.
3. Use appropriate behavior at all times.
4. Students will not be allowed to bring food from the lunchroom or vending machine outside for recess or on the bus.

## **CHANGE OF ADDRESS OR PHONE**

Students who have a change of address or phone number during the school year must report the change to the office. It is important that the school records be kept up to date. In case a parent changes employment, please let us know immediately. Return all requested information A.S.A.P.

## **CMS SUCCESS PROGRAM**

The Carroll Middle School Success Program is designed to provide academic success for all students. This program has been designed to provide students additional opportunities to be successful in the academic arena. The program guidelines are outlined below.

1. Parents and students are asked to check Infinite Campus frequently to monitor student progress during the course of each grading period. In the absence of access to a computer, parents should contact the child's teacher to arrange alternate progress reports.
2. Teachers will be required to update their grades on a weekly basis to ensure that parents and students are able to access current progress.
3. The Summer Success Program will be held during the month of June for students who have failed a class during the school year. The length of time students are assigned to this program will be determined by the number of courses failed and the amount of work necessary to pass the class.
4. If a student fails to attend summer school, or performs at an unsatisfactory level, he/she will be retained until the Success program is completed or required to retake the course(s) failed.
5. Parents will be notified each quarter via a letter with the report card if their child has failed at least one class that quarter.

## **COMPUTER USAGE**

### **(See CCSD Board Policy 508.2)**

Prior to using the Internet, students must have the parent permission form completed during online registration. Internet use must be assignment related. Students not in compliance with these regulations and with other regulations regarding the abuse of Internet privileges will be subject to loss of these privileges and other sanctions outlined in school board policies regarding technology use. Students may not use personal e-mail at school. All internet usage, including email, must be assignment or school related.

Students may not have food or drink near their computers or in any room containing computers or other electronic devices. It is the student's responsibility to make sure no hardware or software is destroyed, modified or abused in any way. If a student is failing one or more grades, restrictions may be placed on their chromebook until their grade improves. The Director of Technology or Building Administrators may reserve the right to place restrictions on a student's school-issued device at any time for any type of behavior related incidents.

## **CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION (See CCSD Board Policy 503.4)**

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

### **DAILY BULLETIN**

Each morning announcements will be read concerning school activities. Students are held responsible for this information and are expected to relay this information to their parents. Parents may also access this information by utilizing the school bulletin feature on the school’s website.

### **DELIVERIES**

**Please do not send balloons and flowers to students at school.** Please arrange for birthday greetings and other special mementos to be delivered at home. The Carroll Middle School office will not accept deliveries of this type for students.

### **DETENTION**

Detention may be assigned to students by any school employee for conduct, which is inappropriate, disruptive, uncooperative, or for refusal to follow the accepted rules of the school.

1. All detention assignments will be in multiples of 40 minutes.
2. The detention slip is completed in triplicate and signed by the student. This signature is to confirm that the student has received the assignment, not an indication that the student agrees or disagrees with the assignment.
3. Teachers will be required to contact parents and inform them of the assigned detention.
4. **Detention is to be completed after school on the school day it is assigned. Extra-curricular activities such as practices and games are not excuses for missing detentions.** Failure to serve the detention on the day assigned may result in additional disciplinary measures up to and including In-School Suspension. The principal may grant an alternate arrangement if parents cannot be contacted on the day the detention is assigned.
5. Detentions assigned on Friday will be made-up on Monday.

### **DETENTION ROOM PROCEDURES**

1. Detention will be held from 3:35 – 4:15 Monday through Thursday.
2. Students must arrive at detention during the first five minutes.
3. Students must report to the detention room with WORK TO DO. If a student has no homework, he/she is responsible for bringing something to read (school appropriate book, magazine, or newspaper). Credit will not be granted for students who are sleeping or talking.
4. Students will not be allowed access to electronic devices during detention. Detention room supervisors may require students to turn in any electronic devices until the detention is served. Chromebook usage will only be allowed if directly supervised by a teacher.
5. **Following the third behavior detention assigned during a semester, a parent conference will be required.**

### **DISTRICT BELIEF STATEMENTS**

Children should be encouraged to become lifelong learners and problem solvers. Parents and community are the most important influence on a child’s development, behavior, and attitude toward learning. A quality school understands the intellectual, social, emotional, and physical needs of its students and makes decisions based on those characteristics. A successful student is able to think and reason for himself/herself, yet not be afraid to ask for advice or help when needed. He/She is willing and able to use all the different resources available in order to achieve success. An effective staff member is one who cares for the students, has a sense of pride, and works for the good of the organization. An effective classroom is one where the teacher and student work together in a respectful manner toward a common goal. A quality instructional program includes opportunities, variety, and challenges, which create an environment for all students to be successful. Schools should teach fundamentals, responsibility, respect, and skills for use throughout life.

## DISTRICT CALENDAR

A district school calendar will be updated on the CCSD website each month.

## DRESS CODE

The staff and administration at Carroll Middle School will interpret the dress code in the best interests of the entire student body. **Students will be required to change if dressed inappropriately.** Good judgment on the part of the student and parents should be the primary guide for proper dress at school.

We take pride in the appearance of our students. Your dress reflects the quality of your school, your conduct, and your schoolwork. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any clothing item that is deemed distracting to the learning environment is prohibited. The following items of clothing are considered inappropriate:

1. Clothing with inappropriate expressions, including drugs, tobacco, and alcohol-related products.
2. Short shorts and skirts.
3. Bicycle shorts.
4. Halter-tops, tube tops, low-cut tops, spaghetti straps or bare midriffs.
5. Unsafe shoes.
6. Hats or caps will not be worn during the school day. Hoods on jackets and/or hooded sweatshirts must be down during the school day.
7. Coats and book bags/back packs are not allowed in the classroom. These items should be left in the locker provided for each student.
8. Jeans/pants/shorts should not sag or have immodest holes or tears.
9. Hair dye brought to or applied at school.
10. Any accessories or clothing deemed unsafe or distracting to the learning environment others will not be permitted.
11. Tattoos or body art are discouraged and need to be covered at all times.

All students will be required to bring and change into gym wear including shorts or sweat pants. Tennis shoes and socks will be required. A gym locker and combination lock will be provided for students in grades 7 and 8

## DRILLS: FIRE/TORNADO/BUS/INTRUDER

Fire, tornado and bus safety drills are held at various times throughout the school year. When the **fire alarm** sounds everyone will vacate the building immediately. Be sure that all windows and doors are closed and all lights off. Do not run, but move as rapidly as possible. **Misbehavior or talking during any drill is a major rule infraction.**

Remember these basic rules:

1. Check the instructions posted in each classroom/vehicle indicating how to proceed in the event of an emergency.
2. Walk. **No talking.** Move quickly and quietly to designated area.
3. Follow the supervisor's instructions carefully.

## ELECTRONIC DEVICES

Students shall not operate cellular phones, beepers, pagers, CD players, headsets, laser pointers, or any other forms of electronic/communication devices. **These items are strictly prohibited for use in the building upon entering the grade level pod at the beginning of the school day, or upon entering the building if arriving to school late, until the final bell and will be confiscated unless operated under the direct supervision and permission of a teacher. Parents may be required to pick up confiscated devices and the student may be issued a 40-minute detention.**

**Individual teachers may require students to place cell phones and/or other electronic devices on the teacher's desk, or in another safe place within the classroom, during school hours.**

**Students shall not make any recordings or take any photographs during the school day or at school events (still, video, or audio) without the explicit permission of the teacher, administrator or students to be recorded, and in certain circumstances, parental consent. Video recordings and pictures are allowed at public events and performances such as awards assemblies, athletic contests and graduation ceremonies.**

## **ELL SERVICES**

Assistance is offered to students who qualify as English language learners.

## **EXPULSION**

Only the board may permanently remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rule or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

## **FIELD TRIPS/ACTIVITIES**

Some field trips are designed to enrich the curriculum by providing a variety of experiences for students. Other field trips are rewards for academic success and are oriented toward fun and relaxation. However, students must first demonstrate competence in the basic subject material and compliance with the Student Handbook. Students not attending a field trip will be provided with an opportunity to work on assignments and accomplish our primary mission, to develop a sound fundamental education.

## **GAMBLING**

Gambling is prohibited in the school building. Card playing, dice throwing, or other gambling type games are also prohibited even if not being played for money.

## **GRADING**

Grades are an evaluation of what you have learned. Every effort should be made to achieve to the best of your ability.

Carroll Community School District utilizes the following grade scale:

A	92.5-100%
A-	89.5-92.5%
B+	86.5-92.5%
B	82.5-86.5%
B-	79.5-82.5%
C+	76.5-79.5%
C	72.5-76.5%
C-	69.5-72.5%
D+	66.5-69.5%
D	62.5-66.5%
D-	59.5-62.5%
F	0-59.5%

## **GUIDANCE**

Guidance counselors are part of the middle school staff in order to help students work through personal problems and school concerns. Guidance services provided by the counselors include classroom guidance, small group and individual counseling. Students may ask a teacher to see the counselor or they may stop by the guidance office between classes. There may be times when your teachers, parents, or counselors may ask that you visit the guidance office.

## **GUIDELINES FOR SUCCESS**

### **1. Be Responsible.**

- Accept responsibility for the consequences of your choices.
- Exhibit self-control.
- Think about the consequences on yourself and others before you act.
- Know assignments and complete tasks on time.
- Know and follow school guidelines.

### **2. Be Respectful.**

- Treat each other the way you want to be treated.

- Use appropriate language.
- Be considerate and tolerant of others.
- Deal peacefully with anger and disagreement.
- Respect the property of others.

### **3. Be a Good Citizen.**

- Obey laws and rules.
- Respect those in authority.
- Be cooperative.
- Accept constructive criticism.
- Be a good neighbor.

### **4. Be Trustworthy.**

- Be honest with yourself and others.
- Have the courage to do the right thing.
- Keep your word and commitments.
- Return what you borrowed.
- Stand by your family, friends, school, and country.

### **5. Be Caring.**

- Be kind and compassionate.
- Listen to others and try to understand their point of view.
- Express gratitude for what people do for you.
- Help people in need.
- Be kind and considerate.

## **GUM AND CANDY**

Gum, candy, sunflower seeds, and similar food items are inappropriate. They are not permitted at school, either in the building or on the playground/outside areas.

## **HALLWAY EXPECTATIONS**

**Guideline #1** Use quiet six inch voices.

**Guideline #2** Stay within your own personal space and avoid entering others personal space.

**Guideline #3** Kindly greet others who greet you.

**Guideline #4** Get to your destination in a prompt, safe and orderly manner.

**Guideline #5** Keep hands to yourself at all times.

## **HEALTH SERVICES**

Health services are available for sick or injured students during school hours. If the nurse is not available, students should report to the office for assistance. Please obtain a pass from your teacher before reporting to the nurse. In case of an emergency, students will report directly to the nurse. All medications are to be dispensed by the nurse or approved staff member.

## **PARENTS, PLEASE FULLY COMPLETE AND RETURN IMMEDIATELY THE EMERGENCY SHEET.**

If a student has a communicable disease it must be reported to the school. **ANY TIME STUDENTS BECOME ILL AT SCHOOL, THEY SHOULD REPORT TO THE OFFICE AND NOTIFY THE SECRETARY OR SCHOOL NURSE.**

## **HOMEWORK**

Daily homework assignments are practice exercises to help you develop your skills. Doing your homework each day makes learning and test taking much easier.

Homework varies with each teacher and class. Frequently, you will have time in class to begin assignments. Most homework can be completed during class time and study periods if time is used wisely.

## **HONOR ROLL**

An HONOR ROLL will be published each quarter of all students who have maintained a 3.00 or higher GPA.

## **HUMAN GROWTH AND DEVELOPMENT**



The State Department of Education mandates instruction in Human Growth and Development. Parents may inspect the instructional materials used in the curriculum by contacting the building principal. Please call ahead to permit assembling the materials for review. Parents may have their child excluded from instruction in human growth and development if the pupil's parent or guardian files a written request with the building principal. Alternate assignments will then be provided.

### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **IN-SCHOOL SUSPENSION**

An in-school suspension may be used when a rules violation does not involve a major rule violation. Students do receive credit for assignments completed during an in-school suspension. The student may not return to the classroom until the suspension has been successfully served. A student not able to successfully complete in-school suspension may be suspended out of school. If another suspension becomes warranted, it may be an out of school suspension. The suspension time can be up to 3 days. Students issued an ISS or OSS, will not be eligible for participation in any extracurricular activities until the suspension is served.

### **IN-SCHOOL SUSPENSION RULES**

1. In-school suspension will be served in the office area.
2. Suspended students may use the rest room once in the morning and once in the afternoon with permission.
3. Suspended students are expected to remain in their assigned seat and complete teacher-assigned work or reading material. Sleeping will not be tolerated.
4. Leaving the suspension area for any reason without permission will result in additional consequences.
5. Students who choose not to follow the above rules may result in additional consequences.
6. Students assigned to ISS, will be required to turn all electronic devices in to office personnel for the duration of their assignment.
7. While a student is serving an ISS, electronic devices will be strictly prohibited. Students will be placed in the penalty box on their chromebook throughout the duration of their suspension. They will only be allowed to access their chromebook if necessary to complete an assignment and with the direct supervision of a staff member.

### **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Principal at 792-8020 or Curriculum Director at 792-8040

### **LATE WORK POLICY**

Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Completing work on time can be a challenge. Use all study time wisely. Students not completing their work on time may be assigned to late work study hall after school. Fifth through 8<sup>th</sup> grade teachers will provide late work study hall on Monday through Thursday. Grade level homework policies will be sent out at the beginning of the school year for parents and students to review, sign and return.

### **LOCKERS**

Each student will be assigned a locker. Locks will not be issued for these lockers. It is highly recommended that students do not leave money, or other valuable items in their hall lockers. Students are not to place their own personal lock on the lockers. If there is a need for a lock, students should make arrangements in the principal's office. **Students are encouraged to mark all personal items clearly for the purpose of identification.**

### **LOST AND FOUND**

**Lost articles:** Students who have lost any article may inquire at the office. Both P.E. locker rooms have a place for lost and found articles. Although we try to help find lost articles, it is the student who is responsible for his/her own belongings. **We cannot accept responsibility for lost or stolen items.**

**Found articles:** Students who find other students' materials lying around please turn them into the office. This represents good citizenship. Items, which are not claimed within a reasonable period of time, will be placed on the lost and found table. These items not claimed in a reasonable time will be given away. Expensive items or money should be turned into the office when found.

### **MEDICATION POLICY**

1. In case of some chronic illnesses, it may be necessary for a child to take medication at school. In such cases, the nurse should obtain written notification signed by the family physician or prescription label and note from parent.
2. Medication **must be** brought to school in the original container labeled with:  
**Child's Name, Name of Medication, Dosage, Time To Be Administered and Route of Administration.**  
Medications brought to school in baggies or envelopes will not be dispensed.
1. If medication is ordered three times daily give it before school, on arrival home from school and at bedtime if possible.
2. It will be the parent's responsibility to see that the school nurse/office gets medication. Bring the medication to office or school nurse or notify the nurse that the medication is being sent.
3. CMS does not supply cough drops or pain relievers for student use. Students must have a note from parents for permission that is approved by the nurse's office to carry cough drops.

### **MESSAGES**

Leaving messages for a student is discouraged. Please do so only in emergency situations. Please communicate after school arrangements with your child before they leave for school in the morning. It is important to communicate to your child what they should do after school (ride the bus home, parent will pick up, etc.) in the event that classes would dismiss early because of weather. Students should always know in advance what they should do in emergency weather situations. The office cannot guarantee that messages can be delivered in emergency situations. In the event that classes would dismiss early, after school activities will be cancelled.

### **MIDDLE SCHOOL MISSION STATEMENT**

Our mission at Carroll Middle School is to empower all students with the skills and knowledge to achieve their fullest potential.

### **MONEY AND VALUABLES**

The school cannot be responsible for lost money and valuables. It is recommended that students not bring large amounts of money or valuables to school. If it is necessary, however, these things must be checked in at the office.

### **PROGRESS REPORTS**

Every student attending the CMS will receive a midterm grading period report via the student and/or parent portal of Infinite Campus. Parents are urged to discuss these reports with the teacher(s) and counselor by calling the school to arrange for an individual or team conference.

### **OFFICE**

The office secretary is responsible for all supplies, equipment, and procedures in the office. Inform her of your needs, and she will direct you to the proper person or place. A daily bulletin will be prepared by the office and read during first period class.

### **OFFICE HOURS**

Office personnel are usually available in the school office from 7:30-4:00 each day that school is in session. The office phone number is 792-8020. Voicemail is available for messages before or after office hours.

### **ON-LINE COMMUNICATION**

Important information pertaining to CMS can be found on our website at [www.carroll.k12.ia.us](http://www.carroll.k12.ia.us) and click on CMS. All teachers can be contacted using email by using the following:  
First initial last [name@carrolltigers.org](mailto:name@carrolltigers.org) ([idoel@carrolltigers.org](mailto:idoel@carrolltigers.org))

## **OUT OF SCHOOL SUSPENSION**

A suspension means that a student is temporarily removed from school and all school-sponsored activities for a certain period of time. The principal has the authority to suspend a student as a disciplinary measure. In order to receive credit, assignments must be completed and returned to the teacher upon return or the student may receive a "0" for work. Students will be re-admitted after a satisfactory conference with the parent(s), the student, and school officials. Major rule violations will result in immediate consideration of suspension with possible recommendation for permanent expulsion.

## **PARENTS PICKING UP STUDENTS**

All parents dropping off students in the morning prior to 8:15, or being picked up after school is dismissed, should do so on the south side of the building in the designated area. Student must sign out in the office if they are leaving school early. **If a student does not sign out upon leaving or returning, he/she will be marked unexcused.**

All students being picked up by parents during the school day should do so on the east side of the building by the main entrance.

Parents picking up handicapped students are asked to park in the designated handicapped parking zones located on the east side of the building.

## **PHONE USAGE**

The telephone in the office is available to students by permission **only for emergencies and with the permission of a teacher or staff member.** After the office is closed, a phone is available by the gym for local calls only. Many times, the office phone will **NOT** be available for student use. Students should make after school arrangements before coming to school. Students will not be allowed to make long distance phone calls from school. Unauthorized long distance calling (including 1-800 numbers) may result in suspension. Students will be allowed to use cell phones outside of the building after school hours.

## **PLAYGROUND RULES**

Organized games are encouraged. Students are to remain within the designated boundaries of the playground and are to enter the building at the designated door in an orderly manner. Students are not to enter the building before school or during the noon recess unless they possess a pass. The middle school will provide footballs, basketballs, and other playground equipment for students to use during recess. Since playground equipment and athletic balls are provided, students are asked not to bring these items from home.

Safety of our students is a most important concern on the playground area. Activities, which threaten the health and safety of students, will not be tolerated. Activities NOT ALLOWED include pushing, tripping, wrestling, fighting, tackling, or throwing any objects other than balls. Verbal abuse, the use of improper language, and fighting are unacceptable.

## **POSSESSION OR USE OF ILLEGAL CONTROLLED SUBSTANCES**

**(See CCSD Board Policy 502.5)**

As an educational institution, the Carroll Community School District seeks to guide students in the use of alcohol and other drugs. The use of these substances is recognized as having a potentially serious danger to persons of school age. Hence, the following shall be regarded as a serious violation of the school's disciplinary policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
2. Possessing, distributing, using or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

The appropriate administrator shall review each case within a reasonable time after the alleged violation. Both the student and their parents shall have the opportunity to discuss the matter with the administrator before the administrator makes a decision.

Upon verification of facts, penalty for such violation shall be a suspension from/in school for at least two days. Participation in activities, including practices, shall also be prohibited during this suspension period. The student may also be placed on probation for a stated or indefinite period of time. Expulsion from Carroll Community School District shall be considered for repeated offenses or for possessing, distributing, or using alcohol or drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools. A student, suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension or expulsion period and enrollment in a program of substance abuse evaluation by the Area XII Alcoholism and Drug Treatment Unit or other agency approved by the school. It shall be the responsibility of the student and/or their parent to enroll in the program of substance abuse evaluation.

School officials will notify law enforcement when a student is suspected of possessing, using, distributing, or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

Activities and property of Kuemper Catholic School System will be considered the same as Carroll Community School District activities and property for the purpose of administering this policy.

This policy does not affect nor rescind policies in effect for students who may also be penalized through the activity policies of the athletic department or other departments.

### **POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. The principal will designate the specific area of the building used for such postings.

### **REPORT CARDS**

Report cards for Middle School students will be posted on the student and/or parent portal of Infinite Campus at the end of each nine-week grading period. Letter grades are used to designate a pupil's progress. Parents will be notified at the midpoint of all grades in the core areas.

### **SCHOOL DAY**

The Carroll Middle School day will begin at 8:20 a.m. and will dismiss at 3:30 p.m. each day. **Students will not be allowed to enter the grade level pods prior to 8:15 a.m. without a pass from a teacher.** Students may come to the office to obtain a pass or conduct business prior to 8:05 a.m. **Supervision is NOT provided outside prior to 8:00 a.m.** During the day, you are expected to be prompt to your classes, prepared to learn, and demonstrate a positive, cooperative attitude. If, for any reason, you arrive late to school or must leave early from school, you must report to the office for a pass to class or permission to leave.

### **SCHOOL EXTRA CURRICULAR ACTIVITIES**

**(See CCSD Board Policy 538R1)**

#### **PARTICIPATION:**

Students may choose to participate in a number of extracurricular activities in the area of music, athletics, and other school approved activities. **Students must be in attendance a minimum of 1/2 day of school to participate in extracurricular practices or public events sponsored or approved by the school.**

Students involved in these activities are expected to follow the rules and regulations of the school's Good Conduct Policy as outlined in the back of this handbook. Your coach or activity sponsor will review these rules when you begin your participation in these activities. It will be your responsibility to read and understand these rules. You are encouraged to ask questions if you need an explanation provided.

Many activities exist for students to get involved in during the school year. From time to time some special activities, such as assembly programs, may be held which will only involve students from specific grade levels. Carroll Middle School extracurricular activities include:

Academics: Gifted and Talented Program, National Geography Contest, Mock Trial, and Future Problem Solvers

Music: Instrumental Music

Band: Marching, Concert, and Jazz Band

Chorus: 7-8 Chorus, Show Choir, Solo and Ensemble Groups, Honor Band, and Choir Opportunities

## **SCHOOL SAFETY**

### **THREATS/THREATS OF VIOLENCE**

Physical violence or threats of physical violence toward teachers, students, any other school personnel, visitors, or agents of the school are strictly prohibited. All threats will be taken seriously and will be turned over to the police when deemed appropriate by the CCSD Administration.

### **SEARCH AND SEIZURE (See CCSD Board Policy 502.6)**

The Board holds school district property in public trust. School district authorities may, without a search warrant, search students, student lockers, personal affects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

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

#### **A. Personal Searches**

1. A student's person and/or personal effects (e.g., purse, backpack, student garments, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the laws affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a. Pat-Down search: If a pat-down search (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, when feasible.
  - b. A more intrusive search, short of a strip search, of the students' person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health of students will be endangered by the delay which may be caused by following these procedures.

#### **B. Locker and Desk Inspections**

1. Inspections: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers or desks. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
2. Searches: The contents of a student's locker or desk (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### C. Vehicle Searches

1. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

### D. Drug Sniffing Animals

1. School officials may call upon law enforcement officials to use a drug-sniffing animal if a school official has reasonable suspicion that the searches will produce evidence that the student has violated the law.

## **SPORTS AND ACTIVITIES**

Athletics at Middle School are offered for 7th and 8th graders who choose to participate. Students must have physical slips signed by a physician, proof of insurance, a signed concussion form, and a signed health information form before they will be allowed to practice.

## **STANDARDIZED TESTING**

The Iowa Assessments will be given in grades 6-8 in the spring. The NWEA tests will also be administered to students in middle school. The Northwest Evaluation Association (NWEA) tests are given in the fall, winter and spring. Both tests are indicators for student achievement.

## **STUDENT EXERCISE OF FREE EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which expression is to be allowed so as to not disrupt the education program of the district. Students who violate this policy may be subject to disciplinary measures.

## **STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

## **STUDENT INFORMATION SYSTEM**

Parents of Carroll Middle School students can readily access their child's grades, attendance, and assignments using the district's student information system. Parents must complete the application available on the CCSD website or in the middle school office to obtain access to their child(ren)'s information.

Teachers will update grades within a reasonable amount of time.

## **STUDENT PLANNER**

The school has provided an agenda to all students at Carroll Middle School. One of the purposes is to increase and facilitate communication between home and school. The teachers will regularly have students keep track of assignments and long-term projects in their planners. This will help the students be better organized, plan ahead and help students with their study skills. Teachers will also use the planner to write personal notes to students and their parents. As parents, you can help to make the use of the planner an even greater success by doing the following:

**Check the planner on a regular basis.** (If the planner is lost, students will need to purchase a replacement for \$5.00).

**Ensure your child has his/her planner at all times.** Students will not be allowed to sign out of a classroom without a signed pass within the planner.

## **STUDENT RECORD ACCESSIBILITY**

The Rights and Privacy Act of 1974 limits the availability of school records to the general public. Carroll Middle School student records are confidential records. These records are available to parents or guardians upon request to the building principal. Students' confidential records are kept under locked security in the office area. If you have questions about student records, contact the building principal.

## **STUDENT SERVICES/SUPPORT PROGRAMS**

### **ACADEMIC AND BEHAVIORAL INTERVENTION PROCESS**

The Carroll Community School has an intervention process for students experiencing learning and behavioral difficulty. Parents are encouraged to contact the teacher, or building principal to initiate this process.

## **STUDY HALL RULES**

1. All students in the study hall must come to study hall with needed materials to study or reading materials, and during the period they will be expected to use these materials.
2. Students must have an advance pass to sign out for any other destination. This includes the administrative and guidance offices.
3. One student at a time may consult with another student for a period of two minutes, after receiving permission from the study hall teacher to speak, provided the student remains standing.
4. Additional expectations will be outlined by the study hall supervisor. The main purpose of Carroll Middle School is to provide students with an atmosphere for learning. We expect students to show responsibility, respect for others, and common sense in their behavior at school. We further expect our students to faithfully follow or try to, the rules and guidelines of the school and the teachers. Those who do misbehave should face the consequences with honesty, cooperation, and an improved attitude.

## **TEAM CONFERENCES**

At any time throughout the year, the parent or teachers may call a team conference with the academic team during their planning time. Please contact one of your child's teachers, counselor, or principal, if you need to schedule a conference.

## **TEXTBOOKS**

The school will furnish all textbooks with no additional charges for ordinary wear. Students are expected to care for books. The cost of lost or damaged books will be charged to the student.

## **TOBACCO/SMOKING POLICY**

1. Any student who possesses, distributes or uses, any tobacco product will serve a one-day in-school suspension for the first offense. A parent conference will be required before the student will be allowed to return to class.
2. Subsequent violations will result in out-of-school suspension for three days.

## **TRANSPORTATION POLICIES**

Bus services are a privilege. Students are not to leave Middle School campus after getting off or before getting on the bus. Students riding buses are required to observe the rules of conduct as set forth by the school. Proper behavior on the bus is a must to ensure the safety for all. Misconduct on the bus will result in disciplinary action. Repeated misconduct will result in the student losing the privilege of riding the bus. Cell phones are not to be utilized for calling or texting while a student is riding any school transportation. The only exception would be in the event of an emergency when the driver is unable to communicate or the student is asked by the driver to make a call.

## **BUS RULES**

Student safety is of paramount importance when using the district's transportation system. The following rules are implemented for this purpose.

1. Please wait three feet back from the edge of the curb.
2. Please allow the bus to stop completely before approaching.
3. Always walk; never run or push when moving to the bus.
4. Please find a seat on the bus and stay in it. Standing up or moving from seat to seat is dangerous and not allowed.
5. Visit with friends quietly. Yelling and screaming is unacceptable.
6. Food/drink is not to be consumed on the bus.

**Major rule violation may result in an immediate suspension of the bus riding privilege.**

## **USE OF THE LIBRARY/MEDIA CENTER**

Students will be able to use the media center from 8:00 a.m. to 3:30 p.m. with permission from a teacher.

1. Students must have a pass signed by a study hall supervisor or teacher in order to use the media center. This pass must be shown to the media center staff upon entering. This pass must be signed by the media center staff before leaving the media center.
  2. Books and magazines may be checked out for two weeks.
  3. No library materials will be taken or removed from the library without being checked out.
  4. The fine for overdue materials is \$.05 a school day per book or magazine. Damaged or lost materials will be paid for by the student under whose name the materials are checked out.
  5. Computers in the media center may be used during study halls, providing computer usage rules are followed. Students who have lost their library privileges also lose computer privileges during the day.
  6. Students should come to the library with the needed materials. No passes out to go to the lockers. Anyone interfering with the ability of others to work or study will lose library privileges.
- Any concerns about material should be given to the Library Media Specialist.

## **VERBAL ABUSE**

Profane and vulgar language has no place in the school setting. Students using profane and/or vulgar language at any time will be subject to a detention assignment. Students using vulgar and/or profane language toward a teacher or staff member will be considered in serious breach of discipline and subject to suspension or expulsion for such action.

## **VISITORS**

**We welcome visitors to our building. As visitors enter the building, please sign in at the office.** Adult visitors may wish to visit classes, eat lunch, or talk with faculty or students. The school classroom is a workshop in which teachers and students work together. Parents are expected to make prior arrangements if they wish to visit their student's classroom. Parent are always welcome but are requested not to bring small children to school as visitors. Please plan visits at times other than the first or last weeks of the school year. All visitors must use the main entrance and check in at the office and obtain an appropriate identification badge.

Student visitors are not allowed other than visiting during lunch and recess time, this must be approved by the office personnel.

## **WATER BOTTLES**

CMS Students wishing to carry a water bottle with them in class or in the building may do so as long as the bottle is a clear, non-breakable container and contains only water. No flavor enhancers may be added to the water bottle during the school day.

## **WEAPONS (See CCSD Board Policy 502.4)**

The possession or use of any weapon, whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, on school buses or at school activities. This includes firearms and knives of any kind, regardless of their size or the purpose for which they are designed.

## **WITHDRAWAL FROM SCHOOL**

If you are moving out of the Carroll Community School District or dropping enrollment for any reason, you must stop by the office two or three days prior to your departure. Parents are requested to contact the school before the check out procedure begins. Students will be given a check out sheet to present to each of the teachers. The teachers will indicate if the student has been cleared for transfer. This sheet should then be checked in at the office and signed by a parent before you may receive any refunds, report cards, etc. Parents are then asked to check with the office. If you should move during the summer, please call the District Office at 792-8001.



## **Co-Curricular Activities and Competition Regulation**

### **STUDENT PERSONNEL**

*Series 500*

#### **Policy Title: Co-Curricular Activities and Competitions**

**Code No: 538R1**

The rules and regulations of the district and state associations shall be in effect for all events in which students participate, representing the district, during or after school hours, either on school premises or off school premises for events considered school sponsored or school approved activities. This policy includes athletics, speech, drama, music, academic competitions, FFA competitions, FCCLA activities, cheerleading, dance, homecoming royalty and other royalty, speaker at graduation and other school related events, competitive conference activities, or performing or participating in any activity as a representative of the district.

The IHSAA and IGHS AU scholarship rules will apply to athletes and non-athletes. For all activities a 30 consecutive calendar day period immediately following the grading period will apply. Athletics are separate from all non-athletic competition (example: Student A fails 4<sup>th</sup> quarter and is out for band and baseball, they would need to sit out 30 days for baseball during the summer and 30 days for band at the start of the next school year). The 30 calendar days begin at 3:40 the afternoon upon the activities director being informed of final grades. This shall be done no later than the 3<sup>rd</sup> school day following the end of the grading period. NOTE: Summer non-athletic activities are not subject to the 30-day rule.

Penalties for violations after school hours or at designated places for events will be the same as during regularly scheduled school hours or on school premises except where a special discipline policy has been specified. This includes particular rules and regulations established by the Department of Education, director of the activity, special temporary restrictions imposed on the students prior to this scheduled event, and any other mandates determined by the administration.

**The executive boards of the Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHS AU) may sanction member and associate member schools that permit or allow participation in any event by a person in violation of the eligibility rules or by a student who has been suspended from school and/or school activities in accordance with local rules.**

#### **General Co-curricular Activities Policies:**

1. Students who participate in the above co-curricular activity programs are subject to the rules and policies governing activity eligibility participation, and the training and conduct rules set down by the coach or sponsor, twenty-four hours per day, year round. Students may be declared ineligible from activity participation by the activities director, principal or the superintendent/designee for violation of any of these rules and policies.
2. The principal/designee shall be responsible for informing coaches/sponsors of which students are not eligible for participation.
3. A student with an unexcused absence during any part of the school day will not be eligible for activity participation on the day of the absence, unless approved by the principal/designee.
4. Freshmen (ninth grade students) may not participate in junior varsity football and basketball or varsity interscholastic athletic competition in any sport or cheerleading except with the recommendation of the coach/sponsor, and approval of the athletic director/principal, in consultation with the parents or guardians.
5. Beyond the freshman year, a coach may cut a student from an athletic activity before the first contest by notifying the activities director/principal and the parents/guardians of the reason why the participant is being cut.
6. A student will not be penalized for non-participation (practice or contests) during regularly scheduled vacation periods, if that student is excused from these by his/her parent or guardian. Communication between the parent/guardian, athletic director, and coach is required prior to a participant's absence that will occur during a scheduled vacation period.
7. A student may not be dropped from practice or competition during the season or during tournament play unless he/she has violated the districts or coach's good conduct rules or the Department of Education eligibility rules. In the event that a student is to be removed for this cause, the activities director/principal will be notified and will be a part of the decision and the appropriate action. The parent/guardian shall be notified of the action taken.

8. If a student drops one activity for good cause during the season, he/she will not be penalized for participation in any succeeding activity for which he/she is eligible.

9. Athletic directors, coaches, and sponsors have the prerogative to establish reasonable training and conduct rules, when not in conflict with district policy and regulations, for a particular co-curricular activity or competition, all of which must be followed by the participants, including but not limited to, the special rules below. Those rules shall be sent to the students' parents/guardians before the activity commences.

Department of Education  
Eligibility Rules -- Modified and Adopted by  
Carroll Community School and Applicable to  
Carroll Middle and High School Athletes

Eligibility May Be Compromised If -

1. You do not have a physician's certificate of fitness issued this school year.
2. You have attended high school for more than eight (8) semesters (twenty days of attendance or playing in one contest constitutes a semester). Middle school students who have completed more than 4 semesters in 7<sup>th</sup> or 8<sup>th</sup> grade may not be eligible to participate in middle school activities.
3. You were not enrolled in school last semester or if you entered school this semester later than the second week of school and were not enrolled in school immediately prior to enrolling at Carroll High School. (Not applicable to middle school.)
4. You have changed schools this semester. (Except upon like change of residence of your parents/guardians.) (Not applicable to middle school.)
5. You have been declared ineligible under a prior school District's Good Conduct Rule, and then, without having completed the full period of ineligibility at that school, transfer to Carroll High School. You may not be eligible for interscholastic competition at Carroll High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, you are then immediately eligible for interscholastic competition at Carroll High School as far as any Good Conduct Rule is concerned.
6. You have competed on an outside school team as a team member or as an individual while out for a sport during that particular sport season without the previous written consent of your current coach, athletic director, and parent/guardian with the exception of dance.
7. You have ever trained with a college squad or have participated in a college event.
8. Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

Scholarship Rules – Athletics

Scholarship Rules apply to all member and associate member schools who belong to the IHSAA and the IGHS AU. Schools may not allow ineligible or suspended students to participate. The IHSAA and the IGHS AU have the power to impose sanctions upon schools who do not enforce Scholarship rules.

**In addition Scholarship Rules apply to all students who are members of a recognized Carroll Community School District Activity as defined in 538R1.**

1. All students must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event. Each student shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of the first semester, and second semester.
2. All students must be under 20 years of age.

3. All students shall be enrolled students of the school in good standing. The student shall receive credit in at least four subjects, each of one period or hour, or the equivalent thereof. They shall receive credit in all courses for which a letter grade is given. Grades will be checked at the end of each grading period as defined in #1 above. If a student has a failing grade, the ineligibility begins the first school day of the new grading period. For summer activities ineligibility begins with the release of the end of the year report card. The 30 calendar days begin at 3:40 pm the afternoon of the 3<sup>rd</sup> weekday following the end of the grading period.
  - a. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
  - b. Dual credit courses from community colleges will count toward the four-credit class requirement, and failure of such courses will result in violation of eligibility standards.
4. A student who has had four or more successful no "Fs grading periods (quarters) after the grading period in which the student did not pass all coursework is eligible.
5. For block scheduling classes the grading period may be the end of nine weeks if that is when the grade is recorded on the transcript. Each block scheduled course is the equivalent of two traditional courses. Thus, at a minimum, students must receive credit in at least two block courses during any grading period.
6. If a student does not meet the Eligibility Standard, then s/he will not be allowed to represent the school for 30 consecutive calendar days in all co-curricular activities and competitions as defined in paragraph #1 of this policy. S/he is ineligible to dress for and compete in the next athletic contests and competitions in which the athlete is a contestant for 30 consecutive calendar days. The 30-Day Rule applies to all levels of high school athletics, and not just varsity competition. The 30 consecutive school days of ineligibility begin on the earliest date when the IGHSAA or the IHSAA allows games to begin for each sport. If the sport is in mid-season, then the period of ineligibility begins at 3:40 pm the afternoon. The 30 calendar days begin at 3:40 the afternoon upon the activities director being informed of final grades. This shall be done no later than the 3<sup>rd</sup> school day following the end of the grading period. A student passing all classes for which credit is given after four consecutive quarters is eligible to participate.
7. For any failing grade, the student is ineligible for 30 consecutive calendar days. The 30 calendar days begin at 3:40 pm the afternoon upon the activities director being informed of final grades. This shall be done no later than the 3<sup>rd</sup> school day following the end of the grading period. If at the time the student has a failure, and he/she is out for a sport and the season ends before the 30 days are served, the days carryover to the next sport he/she participates in.
8. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the participant is a contestant for 30 consecutive calendar days. The 30 calendar days begin at 3:40 pm the afternoon upon the activities director being informed of final grades. This shall be done no later than the 3<sup>rd</sup> school day following the end of the grading period.
9. At the end of a grading period that is the final grading period in a school year, a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the 30 consecutive calendar days following the release of the report card. The 30 calendar days begin at 3:40 pm the afternoon upon the activities director being informed of final grades. This shall be done no later than the 3<sup>rd</sup> school day following the end of the grading period. If the season expires prior to 30 consecutive calendar days elapsing, the period of ineligibility will carry over to the beginning of the next school year.
10. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized educational program.
11. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan (CSIP).
12. An incomplete (I) will be considered a failure. At the time the (I) becomes a passing grade, eligibility will be reinstated.
13. A student is academically eligible upon entering the ninth grade.
14. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

15. The local superintendent/designee of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

#### After Hours, Off-Premises Special Rules

##### Introduction

The following rules cover students in grades 5-12. These after hours, off-premises special rules will be printed in the Student Handbook given to each student in grades 5-12 when school opens in the fall. A Student Handbook will also be issued to each new student who registers after the school year begins.

##### Position Statement

The board, the administration, and other employees of the district, have no control or responsibility for any student when the student is in the custody and control of his/her parents, guardian, or other non-school related agency except as explained below.

##### Exceptions and Penalties

The board and administration have determined the following specific policies as exceptions to the immediately preceding paragraph:

#### Individual Activities Training and Conduct Rules

1. The sponsors and coaches must establish reasonable training and conduct rules for the activities for which they have been given responsibility. These rules must be approved by the principal or athletic director. They must be distributed to each participant before the activity commences. A student who registers late will receive the rules when he/she starts. Violation of any of these training and conduct rules may be just cause for eliminating a student from the activity or restricting participation.

#### Participation in Criminal or Unlawful Activity

2. Students who represent the district in extra-curricular activities are expected to characterize high standards of conduct. Students who are charged with the commission of felonious acts or misdemeanors other than traffic charges may be suspended from activity participation if an investigation by school officials determines that a preponderance of evidence supports the charge. They may be penalized in the manner described in the following section on alcohol and controlled substances. Upon each offense of a criminal or otherwise unlawful activity, the student shall be referred to the Building Assistance Team.

#### Alcohol, Tobacco and Controlled Substances

3. Involvement with alcohol, tobacco and/or other illegal substances classified as controlled drugs is deemed a most serious offense. The board and administration will impose severe penalties when it has been determined a participant has been involved in the use, sale, distribution, or possession of the same. Severe penalties will also be imposed on those who inhabit an environment or are in attendance where an illegal act(s) related to alcohol and/or controlled substances occur(s), including, but not limited to: 1) alcohol being possessed, distributed, or consumed by people not of legal age to do so; and 2) possession, sale, distribution, or consumption of illegal substances. Since rules for participation in activities carry over outside of school hours and school-sponsored events, parents and concerned agencies must cooperate with the school in eliminating alcohol, tobacco and controlled substance use and abuse.

When it has been determined that a student has broken the rules regarding number 2) or 3) above, the student shall be penalized as follows:

Repeat offenses shall be calculated by counting backward from the date of the current violation. Two calendar years shall be used in determining the number of offenses that apply.

Upon each offense of alcohol and/or illegal controlled substance the student shall be referred to New Opportunities Substance Abuse Treatment and Prevention Center. This program must be completed in order to be considered for further participation in co-curricular activities. Referral to New Opportunities shall be filed on the standard referral form supplied by New Opportunities.

On a first offense AND when a student self-reports, he/she can enroll in an online alcohol and drug intervention course in order to regain eligibility. The only online course the district will accept is through 3<sup>rd</sup> Millennium Classrooms: Alcohol-Wise Plus and Marijuana 101. The cost of the online course is \$35 and is the responsibility of the student or his/her parent(s)/guardian(s). Reinstatement is based on notification to the school showing proof of completion of the online intervention course(s).

FIRST OFFENSE: Four-week (28 calendar days) and a minimum of 4 public performances suspension from scheduled co-curricular competition or performance. This four week suspension will be shortened to two weeks (14 calendar days) and a minimum of 2 public performances, if the student reports the incident to a coach, sponsor, athletic director, or principal/designee prior to any one of the above's awareness of the incident.

Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct

The superintendent of schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of felonious acts or misdemeanors other than traffic charges may be declared ineligible for participation in activities for an additional period of time determined by the superintendent of schools or his/her degree.

SECOND OFFENSE: Ten weeks (70 calendar days) and a minimum of 10 public performances suspension from all co-curricular competition or performance. A student suspended for a second time under this policy will be eligible to participate in co-curricular activities and competition after five weeks (35 days) and a minimum of 5 public performances, if he/she reports the incident to a coach, sponsor, athletic director, or principal prior to any one of the above's awareness of it.

Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct.

The superintendent of schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of felonious acts or misdemeanors other than traffic charges may be declared ineligible for participation in activities for an additional period of time determined by the superintendent of schools or his/her designee.

THIRD OFFENSE: A minimum of 18 weeks (126 calendar days) and a minimum of 18 public performances suspension from participation in all co-curricular competition and performance. Re-admittance to participate shall be at the discretion of the board following a hearing conducted by the board with the student and parent(s)/guardians at the family's request.

Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct.

The superintendent of schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of felonious acts or misdemeanors other than traffic charges may be declared ineligible for participation in activities for an additional period of time determined by the superintendent of schools or his/her designee.

The suspensions described above will commence at the time the student makes a school coach, sponsor, athletic director, or principal/designee aware of the infraction or at the time an investigation by the athletic director or the principal/designee determines by the finding of fact that the student is guilty of violating this policy. This policy is in effect 12 months of the year.

A student will be charged with violation of the above rules against use, sale or purchasing, or possession of alcohol or a controlled substance including inhabiting an environment or being in attendance where an illegal act(s) related to alcohol and/or controlled substances occur(s), including, but not limited to: 1) alcohol being possessed and/or consumed by people not of legal age to do so; and 2) possession and/or consumption of controlled substances when either of the following is true:

A. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Co-curricular Activities and Competition policy will be deemed ineligible. The accused student shall be afforded due process of confrontation, hearing, and appeal as provided by Board Policy No. 525.

B. When an investigation by a school official finds a preponderance of evidence to satisfy the investigator that the student was involved in the use, sale, distribution, purchase, or possession of alcohol, tobacco and/or controlled substances.

The charges of violation of the alcohol, tobacco or controlled substance rule shall be reported by the principal to the superintendent.

#### Scheduling of Events

The Board and administration realizes that the amount of participation in co-curricular activities does limit the amount of time a student may spend on academic preparation and progress. Therefore, the following are considered as appropriate limitations:

1. Scheduled contests will conform at all times to the state association rulings and adhere to recommendations made by these agencies.
2. The athletic director will be responsible for the scheduling of all high school activities and the athletic director will be responsible for scheduling athletic events at the middle school. All schedules must be approved by the middle or high school principal/designee.

#### **Date of Adoption/Review/Revision**

October 11, 1982  
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February 20, 1995  
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October 2006  
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July 2010  
September 2012  
July 2013  
October 2013  
August 2015  
March 2016  
July 2016

# Carroll Middle School Hall Pass

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# Carroll Middle School Hall Pass

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