

**Central Lee Middle School
Student Handbook
2016-2017**

HAWKS S.O.A.R.!!



**HAWKS are
Successful, Organized, Accountable, Respectful**

WELCOME TO CENTRAL LEE MIDDLE SCHOOL 2016-2017

I wish to welcome you (or welcome you back) to Central Lee Middle School and hope the school year is a happy and successful one. It is our highest priority to offer the best possible education so that each of you will be a productive member of society. This handbook has been prepared to help you have a successful school year. **You are responsible for the contents of this handbook**, so please read it thoroughly to help avoid later misunderstandings. Some information also pertains to parents so please ask them to read it. This handbook is not designed to answer all questions or solve all problems that may arise, but it should serve as a useful source of information for students and parents.

Central Lee is your school. The buildings, materials, staff, teachers, and administrators are here for one reason--to assist you in preparing for your future. The record you produce at Central Lee in academics, attendance, and extra-curricular activities will be reviewed by future schools and employers. It is hoped that you will produce a record of which you can be proud.

The Central Lee Student Handbook sets forth our school's opportunities and regulations for helping to create a positive learning environment. Following these simple guidelines will produce a fun and productive school year for everyone.

The Central Lee Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies and its intent to hold school staff accountable for implementing the discipline policies.

Best wishes for a happy and successful year.

Kim Ensminger
Principal

PARENT NOTIFICATION LETTER

The Central Lee School District wants every child to have a rewarding and enjoyable school experience. To meet this goal we need ongoing communication between home and school and particularly among teachers, children and parents. If your child is unhappy or feeling unsuccessful and you feel that we can be of assistance, please do not hesitate to call.

The Central Lee Middle School has developed a plan to assist children who may experience problems at school. The School District has many individuals who are available to help you and your child. For example, we have a school guidance counselor, school nurse, at-risk instructor, school psychologist, school social worker, special education consultant, speech and language clinician, and special education teachers. All of these people are employed to assist you, your child, and your child's teachers. Your child's teacher may contact these people and they may observe, consult with or about your child, and assist with instruction.

The school also has a "Learner Assistance Team" which may include some of the people noted above. The Learner Assistance Team will try to solve specific problems a child might be experiencing. At your request, or the request of school personnel, this team may convene to deal with problems about which there is a concern. When this team meets, specific recommendations will be made to assist your child in becoming more successful in the classroom and we would welcome your suggestions and concerns.

If you have a concern about your child's performance in school, please share it with his/her teachers. If you are not satisfied, feel free to contact the Building Principal. If you feel that your child may be in need of a special education problem and is denied that opportunity, contact the AEA Director of Special Education.

GREAT PRAIRIE AEA

Great Prairie AEA staff will be available to partner with Central Lee School District staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call Kim Kirchner, Regional Special Education Director at the AEA at 1-800-382-8970, ext. 1225.

REGISTRATION AND ENROLLMENT

A pre-registration during which course selections are finalized for the following year is held in the spring. Changes are made only upon the recommendation of the Principal.

Prior to opening of school, the district conducts an enrollment registration at the high school. Payment of lunch, activity, insurance, textbook rental, and other fees should be complete at this time. Enrollment of transfer students will be subject to change until all records have arrived and been reviewed. Non-resident students will pay tuition in accordance with state law.

GRADING SCALE

Grade Point Average

A	93-100%	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C -	70-72	1.67
D +	67-69	1.33
D	63-66	1.0
D-	60-62	.67
F	59 and below	0.0
I	Incomplete	

Incompletes are issued at the end of a grading period for students who have been absent for a long period of time with extenuating circumstances. These students will have a **two week extension** to complete their assignments and be issued an appropriate grade.

REPORT CARDS

Report cards are issued each quarter (9 wks). Letter grades are used as follows: A=Outstanding; B=Above Average, C=Average; D=Below Average; F=Failing; I=Incomplete. Students receiving an incomplete "I" will have two weeks from the end of the quarter to complete required assignments.

HONOR ROLL CRITERIA

All letter graded classes will count toward honor roll eligibility. All classes, except those that are pass/fail, will be figured into GPA. This will include music, band, PE, and chorus. Certificates will be given for the following grade point averages: Principal's Scholar—4.0; "A" Honor Roll—3.67-3.99; "B" Honor Roll—2.67-3.66. A "D" or "F" in **any** class will disqualify a student for any honor roll eligibility.

In May, our school is invited to attend the Burlington Bee's Honor Roll/Reward Day. Criteria for attending this game is as follows: Honor Roll all 3 quarters and in good standing at the time of the game; 2 or less reflections, 6 or less missing assignments, 4 or less detentions, No In-School or Out-of-School Suspensions, and have missed 10 or less days in any class period.

Students not attending the game will be expected to attend school that day, as it will be a regular school day, and classes will be in session.

EXPECTATIONS FOR SUCCESS

In order to make Central Lee a more productive school and also have a fun and cooperative atmosphere, the following four guidelines should be helpful. They are very simple and you will be expected to follow them to the best of your ability.

1. **BE ON TIME:** Show up to school on time and be to each class before the bell rings.
2. **BE PREPARED:** Come to school and report to each class with the tools necessary for that class period. It is your responsibility to bring what is necessary to class. Your teachers will not excuse you to go back to your lockers, etc. or to go home to get forgotten items. **PLAN AHEAD!**
3. **DO ASSIGNMENTS:** Do what is assigned to you and turn it in on time. If you have a problem with something, take the time and visit with the instructor(s) about it.
4. **RESPECT YOURS AND OTHERS' LIVING SPACE:** Respect other people's feelings and right to be here whether you like them personally or not. If there is mutual respect for your fellow students and staff, Central Lee Middle School will be a productive and fun place to attend school.

Students are expected to complete homework and assignments on time and of an acceptable quality. The following chart outlines general expectations and grading practices. Teachers may have more specific criteria for their individual classes.

	Expectations for All Students
On time & Acceptable Form	Full earned credit
Unacceptable quality or neatness	Students will be asked to "fix" or re-do assignments that are unacceptable. If a student fails to complete this work in a timely manner, *HAWK Help may be assigned by the teacher, and is then mandatory. A "0" (zero) grade will be entered into the grade book until the student has completed and turned in the required work.
Late or Missing or Incomplete on due date	Students will be assigned to a teacher(s) during Talon Time to complete work, and will miss any "choice" time for the week they have late or missing work. Students will earn demerits for late and missing work. Failure to complete assignments in a timely manner may result in assigning the student to *HAWK Help, and is then mandatory. A "0" (zero) grade will be entered into the grade book until the student has completed and turned in the required work.
Homework	≤ 25% of final grade
Project/Test/Quiz	≥ 75% of final grade

Talon Time is a structured time established during the school day to meet a variety of purposes. Students will complete homework, read, or work with teachers. This time will be used to conduct meetings, allow students to take care of school business, and address school expectations through brief lessons and activities.

***HAWK HELP & RECOVERY SCHOOL**

Homework and assignments/projects are an important part of the curriculum. They are assigned to help students learn and practice skills, concepts, and gain an understanding of the "essential learnings" for that course. Completion of assigned work is vital to the learning process and understanding the course content.

HAWK HELP is time spent after school to finish schoolwork, work with a teacher for additional support and/or to reinforce classroom instruction. If students are assigned to HAWK HELP, they will be required to call their parent and schedule a time to

stay after school until at least 4:30 pm to complete this work. Work completed during this time will be handed in before leaving school that day.

Students may be assigned to HAWK HELP on an “as needed” basis to complete assignments and class work. HAWK HELP is based on teacher or principal referral and is offered to assist students in staying current with their work. If a student has been assigned HAWK HELP, it means all other options during the school day have been exhausted and time before or after school is the last resort.

Recovery School is an intervention to replace Summer School. This is for students who are failing courses, and are at-risk of retention. Recovery school will be offered as necessary to allow students the time and support to complete class work and gain skills necessary for school success.

Work completed during HAWK HELP or Recovery School may be subject to penalty of credit/grade.

CHEATING/PLAGIARISM POLICY

Dishonesty, cheating or plagiarism is not viewed lightly at Central Lee Middle School. Faculty expect that students are to be responsible for their own learning and evaluation. Any student found to be plagiarizing/cheating (or assisting another in cheating) will be dealt with in the following manner:

1. On tests, projects or papers, cheating/plagiarizing will be dealt with by the individual classroom teacher and principal. A grade of "0" will be recorded. In addition, other consequences may be given at the discretion of the teacher/administrator.
2. On daily work, cheating will be dealt with at the discretion of the individual classroom teacher.

RETENTION POLICY

If a student earns 5 or more quarter F's in core* classes or more than 10 F's through the year, s/he may be retained at that grade level the following year. If the student attends Recovery School as assigned, and completes assignments at a satisfactory level, the student may be granted exemption to the next grade level from the principal.

*Core classes are defined as science, language arts, social studies, math and reading.

SCHOOL TIMES

Classes at the middle school will begin at 8:20 am. The school day will end at 3:30 pm. If a student is absent from a class period for more than ten (10) minutes without prior knowledge or approval, they will be counted absent for that class.

ATTENDANCE

Punctuality and regularity of attendance are necessary if a student expects to succeed in Middle School. One of the most important things you can do is to **be at school**. When you are absent, you miss vital information, class discussion, or other activities that cannot be replaced with worksheets or assignments. Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Absences cause disruption in the educational process of not only the absent student, but interferes with the progress of those students who are regular and prompt in attendance.

You can never completely make up what is missed while you are absent. With this in mind, the only absences that should occur are those caused by illness, a death in the family, or other merited cases when prior approval is granted by the principal. It is highly encouraged to schedule vacations during breaks.

The district attendance policy is available at the K-8 building or Superintendent's office for your review.

Parents should contact the office at **835-9510**, or **463-7321** when their child is absent from school **and/or** they should **send a note** the first day of the student's return. Failure to do so will result in the days to be counted as unexcused absences.

MAKE-UP WORK FOR EXCUSED ABSENCES

Students will be given 1 day for every 1 day absent to complete and turn in make up work from excused absences. The first day back at school counts as "0" day. . Students will gather missed assignments/work this day. This work will be due the next day (Day 1). Work that was due on the day of the absence will be due upon return (Day 0).

Example 1: Student misses Wednesday. Returns on Thursday (Day 0). Work is due Friday (Day 1).

Example 2: Student misses Tues., Wednesday, Thursday. Returns on Friday (Day 0). Monday=Day 1 (Tues work is due), Tuesday=Day 2 (Wed work is due), Wednesday=Day3 (Thurs work is due).

Any assignments or projects that had an established due date known to the student before his/her absence will be expected to be completed on the original due date. For example, if a student knows that a book report is due October 25 and missed school on October 23 or 24, the book report is expected to be completed on the original due date of October 25. . If they are absent on October 25, then the report is due upon return.

At their individual discretion, teachers may allow students a longer period of time to make up assignments due to the nature or complexity of the assignment. It is your responsibility to initiate a procedure with your teacher(s) to complete the work missed.

TARDIES

Five (5) tardies per quarter will result in a one-hour detention. When a student accumulates a total of eight (8) tardies per quarter, the student will receive a second one-hour detention. If a student accumulates ten (10) tardies during one quarter, the student will receive a one day suspension. Accumulation of more than ten tardies will result in further consequence or actions.

HALL PASSES

For any student to be in the hall during class time, s/he must have a legitimate pass from the teacher. Nobody is to be in the hall without a pass. Hall passes are for emergency use only at the discretion of the teacher.

PARENT-TEACHER CONFERENCES

Conferences are scheduled twice a year so that parents may come in and visit with the teachers. These conferences are scheduled in the fall and spring of the year, and we encourage all parents to come in and visit with our faculty. We encourage all parents to visit and to bring their students with them.

PHYSICAL EDUCATION/SPORTS PARTICIPATION

All students must participate in Physical Education unless they have a doctor's written excuse stating otherwise. If a student has been excused from PE or other activities by a doctor's written excuse, they can only be released to normal activity with the doctor's written release. In addition, if a student is restricted from PE or other activities, they are also restricted from any athletic practices, games, or school-related activities until released with the doctor's note.

Only light soled shoes may be worn in the gym. Shorts or sweats with no zippers or buttons and T-shirts conforming to school policy are required dress. Students with long hair will be required to secure it in a ponytail or tie it back with acceptable hair accessories. Earrings, piercings, and other jewelry must be removed during PE class. Please consider when to have piercings done, as even new piercings need to be removed for PE class. Failure to remove jewelry will result in an unexcused absence ("0" grade) for that class.

CONDUCT AT ASSEMBLIES

The administration will make an effort to have assemblies throughout the school year. The purpose of the programs will be both for your educational use and your enjoyment. You will be expected to treat our guests with respect and give them your full attention. If there is a problem in this area, the use of future assembly programs or a student being allowed to attend future assemblies will be severely curtailed.

BAD WEATHER DISMISSAL

If weather conditions are such that we will not have school, radio stations KOKX, KKMI, KILJ, WIUW, WHO and KGRS/KBUR/KBKB will be notified. You are to listen to one of the stations for information regarding a change in school starting times, cancellation of classes, or hard surface routes. WGEM, KTVO, and KHQA television stations will also carry information regarding cancellations, delays, or hard surface roads. School Messenger will contact you via email, text or voice message of school changes. **Please keep your contact information up to date.** The school's automated phone system will also inform you of cancellations or delays—Option 1.

CARE OF SCHOOL BUILDINGS

The Central Lee Community Schools have some of the finest educational facilities in Southeast Iowa. Damage to school property will not be tolerated and will be dealt with to the fullest extent. The cost of repairs and suspension time may be assessed. If the cost to repair or replace damaged property is estimated to be over \$25.00, the student causing the damage may be taken to court and prosecuted by law. Please use trash containers for papers, etc. and keep the building clean. We hope you as students will take pride in and take care of your school.

OPEN CONTAINERS

No open or glass containers may be brought into the building. If there is a problem, appropriate measures will be taken by the administration.

CLEARING THE SCHOOL BUILDING

School is a place for you to learn and participate in extra-curricular activities. We encourage you to participate in as many activities as you prefer; however, if you are not involved in the activities taking place, you are to leave the school building. In general, the school building should be cleared of all students unless participating in a school activity.

FIELD TRIPS

The Board of Education realizes that valuable educational experiences can take place outside the regular academic classroom. Therefore, we encourage our staff members to plan trips that are educationally beneficial to the students. Students who have missing assignments or failing grades may not be allowed to participate in field trips or extra-curricular/co-curricular activities. This will be at the discretion of the sponsor/teacher and principal.

Notes will be sent home with students to notify parents in advance of all field trips. A form giving general permission for students to participate in field trips will be distributed at registration and must be completed by the parents. This form will be kept on file in the main office.

MEDICATION

In accordance with Chapter 204 of the Iowa Code, any medication to be administered at school must be accompanied by written permission which has been signed by the physician and parent or legal guardian. The medication must be in the original container and given to the school nurse for distribution. If nonprescription medication is to be taken by the student, we ask that only a one day supply be kept at school along with a note from the parent or guardian that the student has their permission to take the medication.

INJURIES

Students at Central Lee who get hurt are to notify school personnel. If a student gets hurt during an athletic practice, s/he is to notify the coach immediately. If a student gets hurt in school, s/he is to go to the office and notify the nurse or secretary.

INSURANCE

Central Lee has insurance that students may take while enrolled. This insurance may be purchased during fall registration or during the school year from the office. The rates will be quoted in the office.

LOCKERS

Lockers are provided to students for security and convenience. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers. Parents and students are hereby notified that such inspections will be conducted periodically with no prior notice given. Students are responsible for all materials in their lockers and are encouraged to lock their lockers using the combination lock (middle school). Please refrain from applying adhesive materials to the lockers.

STUDENT BELONGINGS/CELL PHONES

Electronic devices, games, cards of any type, laser pointers, etc. should be left at home. Individual instructor approval is required for use in any classroom. Students will be prohibited from using cell phones during the school day, unless they have express consent from the office. Student cell phones will be turned off and stored in a secure location. Staff will follow a “see it, hear it, take it” policy. Infractions of this rule will be subject to disciplinary action. The school is not responsible for loss or theft of electronic devices.

Gum, candy, pop, and other food items are not allowed at school without teacher or principal permission. Individual instructors or special activities may allow for the consumption of these items, but it will be restricted to that specific classroom or event.

Bookbags will not be allowed in classrooms. If students wish to carry items to their classes, a cinch bag will be allowed.

LUNCH

All lunch accounts should be kept in a positive balance. Parents will be contacted when a balance exceeds -\$25.00. Free, reduced and full-pay participants must have money in their accounts to buy 2nd lunches, extra milk, etc. Failure to reconcile lunch accounts in a timely manner may result in students being served an alternate lunch. Parents may check their child’s lunch account balance by using PowerSchool.

LOST AND FOUND

Students who have lost clothing or personal items should check the lost and found in the office. Items which have not been claimed after a reasonable length of time will be removed from the school.

FORGING NOTES

Presenting the office with a note that has been forged or written by someone else is strictly forbidden. Such an act is nothing more than lying and cheating. It will result in a probable suspension. The forging or adding names to hall passes will be dealt with in the same manner. Students may not write their own notes unless they are not living with a parent or guardian. These arrangements must be made through the office.

TELEPHONE CALLS

Students will not be taken out of class to answer the telephone except in extreme emergencies. An emergency is determined by the administration. Personal telephone messages to students are discouraged. A telephone is available for student use in the main corridor for emergency purposes only. Calls must be limited to three minutes. Students should ask permission of the Secretaries before using the phone. Use of the phone should not interfere with normal business of the school day.

PERSONAL EXPENSES OF STUDENTS

1. Students shall pay promptly all obligations they incur.
2. It will be policy of the district not to permit lunches on credit.
3. Book rental and other fees are due and payable when school opens in the fall.
4. Students will not use the phone for any long distance calls.
5. The replacement cost of lost books will be as follows:
 - 0-1 year old - student pays entire replacement cost.
 - 2-3 years old - student pays 75% of replacement cost.
 - 4-5 years old - student pays 50% of replacement cost.
 - 5 years and older - student pays 25% of replacement cost.
6. Yearbook - The students of Central Lee Middle School will have a yearbook available to purchase at the end of the school year

FLOWER/GIFT DELIVERY

Flowers/gifts are **NOT** to be delivered to students at any time during the school day.

VISITORS

All visitors to Central Lee must come to the office to get a visitor's pass. Alumni visitors are discouraged from visiting during school hours due to the potential interruption in the educational environment.

ABUSE INVESTIGATORS

If you have any concerns relating to abuse of students by a school staff member, contact one of the investigators appointed by the Central Lee School Board of Education. The investigators are:

Level I	Nicole Herdrich, HS Principal	835-9510 463-7321
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EMERGENCY DRILLS

Fire and tornado drills are held during the school year on a regularly scheduled basis.

A. Fire Drills

1. The signal for fire emergency will be one continuous sound.
2. Note the exit signs in the area you are in and follow the directions of the faculty member
3. Walk quietly and quickly.
4. The first student out of each door should hold the doors open for the remaining students.
5. Everyone should be at least 100 feet from the building.

Note: It is against the law to set off a fire alarm unless an actual fire is found. Anybody setting off a fire alarm without an acceptable explanation will be punished to the fullest extent of the law. If you set one off accidentally come to the office and let the Principal know immediately.

B. Tornado Drills

1. The signal for tornado emergency will be a cyclical (similar to a police siren) ringing over the intercom.
2. Follow the direction of the instructor to proceed to the sheltered area of the building.
3. Everyone should take a book to "tent" over his/her head for protection.
4. For further protection:
 - a. Put your back to any glass area
 - b. Get down below window level
 - c. Get under a table where possible.

TRANSPORTATION

Bus Passes

If you are going to ride a different bus or get off the bus at a different place than normal, you must have a bus pass from the school. You must bring a note from home stating such, and then get a pass from one of the secretaries.

Activity Trips/Transportation

Any student participating in a school sponsored activity away from school is required to travel to and from the event in transportation provided by the school. The only exception to this policy is when a student wishes to ride to and/or from the event with his/her parents. When a student rides with his/her parents, the parent(s) must personally contact the coach or activity sponsor or receive the written permission of the Principal in advance.

SHOW CHOIR TRYOUTS AND EXPECTATIONS

Students who are members of the 7th and 8th grade chorus classes may audition for Adrenalin. Students are judged on participation in concert choir, singing, dancing, poise, and physical presentation (i.e., facial expressions, showmanship) by a panel of judges including the instructor. Scores of all the judges will be totaled and the high scores will be accepted in relation to the number of males and females needed for Bass, Alto, and Soprano parts as determined by the instructor.

BAND/CHORAL EXPECTATIONS

The teacher expects active, positive participation during rehearsals with limited conversations between students. Students must come prepared with their positive attitudes and music at all times. Concerts are mandatory and require dress clothes—usually a white shirt and black pants/skirt. Excused and unexcused absences will be determined by the instructor and principal. Unexcused absences will result in reduction of the class grade. Concert dress will be as follows. Ladies will wear dresses, dress slacks or shirts with blouses or sweaters. Gentlemen will wear sweaters or button down shirts with dress slacks or suits. Tattered jeans, t-shirts, shorts, or sweatshirts will not be allowed during concert performances.

CONDUCT CODE

Contrary to what some students think, the administration and teaching staff do not enjoy administering discipline. It is our desire that the school run smoothly and for everyone to get along. Rules and policies are not meant to place a burden on students or staff but rather to establish a framework for learning to live and work in a cooperative spirit. It is important for young people to acquire self-discipline, sense of right and wrong, and to learn to adjust within the school system in an appropriate manner. If misconduct should occur, disciplinary action will be taken which may include: a student conference, parental conference, detention, restitution, in-school suspension, out-of-school suspension, or expulsion. Listed below are the categories of misconduct deemed unacceptable and possible consequences.

FACULTY/STUDENT RAPPORT

A. Instructor's Authority Over Students

Every instructor has authority over all students at all times in all areas of the school premises at any time students may be on such premises whether during school hours, after school hours, Saturdays, or other times. This authority also applies to any school sponsored function regardless of location. Refusal to respond to the requests of faculty members will be considered as insubordination and consequences will be given.

B. Any actions showing serious disrespect to members of the staff, faculty or administration will be severely dealt with. This includes substitute teachers, teacher assistants, cooks, or custodians, bus drivers, or volunteers.

Central Lee Middle School is a P.B.I.S Building

P.B.I.S. stands for Positive Behavioral Interventions and Support. It is a set of strategies and systems to educate all students and increase student achievement and behavioral success. It establishes the social culture and behavioral supports needed to be an effective learning environment for all students. Our P.B.I.S. program will help to keep staff and students focused on appropriate behaviors and give our students the opportunity to S.O.A.R.!! (Successful, Organized, Accountable, Respectful)

The following matrices outline the expected behaviors from students and staff. We will teach and reinforce these expectations throughout the year. Many new incentives and activities will be provided to help make Central Lee Middle School a safe and enjoyable learning environment.

Central Lee Middle School Expectations
Hawks Are Willing Kind Safe Students---Successful, Organized, Accountable, Respectful (H.A.W.K.S. S.O.A.R.I.)

	Classroom	Hallways	Lunchroom	Restrooms/ Locker Rooms	Technology Use	School Activities/ Assembly	Bus
Successful (pursuing excellence)	*Participate in classroom discussion/activity	*Know & use your locker combination	*Know your lunch number	*Know your PE locker combination	*Follow appropriate computer procedures	*Know the School Song	*Know the bus rules
	*Show interest & motivation	*Keep your locker and the hallways neat	*Keep a positive lunch balance	*Keep area neat and clean	*Remember usernames & passwords	*Know the National Anthem	*Know emergency procedures
	*Submit quality work, meeting or exceeding teacher expectations	*Keep to the right as much as possible				*Demonstrate event specific etiquette	*Know your bus time
Organized (prepared for success)	*Arrive on time	*Keep your locker organized	*Sit in designated areas	*Keep track of your padlock	*Keep cart orderly	*Be on time	*Keep track of your belongings
	*Have materials ready for class			*Keep PE locker neat	*Sign in/sign out laptop	*Have required materials/equipment	*Keep track of bus passes
Accountable (responsible, self-control)	*Attend school daily	*Take care of school and personal property	*Use appropriate language & volume	*Use appropriate language & volume	*Use devices for intended purposes	*Demonstrate appropriate language and behavior to match the event	*Be on time
	*Complete all assignments promptly with honesty & integrity	*Use a pass	*Keep food & beverages in lunchroom	*Use restroom between classes and/or at lunch	*Keep personal electronic devices silent & in locker	*Clean up after yourself	*Stay seated while the bus is moving
	*Take care of school and personal property	*Keep your locker locked	*Follow established procedures	*Use your padlock	*Report damaged computers		*Call if not riding
					*Keep passwords private		*Clean up after yourself
Respectful (respect, honor opinions/values of others, tolerance, acceptance, non-violence & courtesy)	*Honor the opinions & answers of others	*Use appropriate language & volume	*Use good table manners	*Respect people's privacy	*Take care of school property	*Respect speakers/coaches/referees/umpires	*Keep your hands, feet & objects to yourself
	*Help others	*Display courtesy to all	*Display courtesy to peers & staff	*Respect the facilities	*Practice safe/appropriate computer usage	*Stand, remove hats & remain silent during the National Anthem	*Use appropriate language & volume
	*Use appropriate language & volume	*Avoid distracting classrooms along your route	*Take care of school and personal property	*Flush & wash		*Cheer & applaud appropriately	*Keep items and self out of the aisle
	*Keep your hands, feet & objects to yourself	*Respect others and their property	*Clean up after yourself	*Practice good hygiene		*Display good sportsmanship	
						*Stand for the School Song	

Central Lee Middle School Staff Expectations

What it means to be part of the CLMS staff...	Successful (Professional Development, Understand the Needs of Middle Level students, Pursuing Excellence)	Organized (Prepared for success in the school setting)	Accountable (Responsible, Self-Control & Professionalism)	Respectful (Value the opinions & values of others, Tolerance, Acceptance, & Courtesy)
Administrators Custodians Lunch Personnel Associates Secretaries Teachers Library Staff Nurse Substitutes Coaches	*Collaborate	*Arrive on time	*Support district/building policies	*Greet students respectfully
	*Promote ongoing professional development & high learning standards	*Be prepared	*Model positive behavior	*Be friendly & approachable
	*Actively Supervise	*Expect Excellence	*Be consistent & firm	*Make a positive difference at CLMS
	*Follow teacher's lesson plans (substitute)	*Plan quality lessons	*Professional interactions with students & staff	*Contribute to the CLMS community
			*Dress professionally	*Acknowledge effort
			*Support district goals/initiatives	*Model appropriate behaviors, language, and conversation
			*Professional use of electronic devices	

I. AUTOMATIC SUSPENSION

A. Use or possession of Tobacco, or Smoking, or Alcohol on school property or school sponsored events.

1. First offense - three days suspension from school.
2. Second offense - five days suspension from school.
3. Third offense - ten days suspension from school and appear before the Board for possible expulsion.

B. Possession of or being under the influence of mood altering substances at school or school sponsored events. This would include any illegal drug as stated in the Iowa Code. This also includes having possession of drug paraphernalia.

1. First Offense - Up to ten day suspension from school and a possibility of a board discipline hearing.
2. Second Offense - Automatic ten day suspension to be imposed with a board hearing where expulsion may be recommended.

(Legal authorities will be called to prosecute on each violation.)

C. Fighting

1. First offense - minimum of three days suspension from school.
2. Second offense – minimum of five days suspension from school.
3. Third offense - minimum of ten days suspension from school and appear before the Board for possible expulsion.

D. If any of the following offenses are directed at a teacher, administrator, or any school personnel whether on school property, or at any extra-curricular event; it will result in automatic suspension from school for up to 10 days. A suspension of this nature will automatically result in a hearing before the Board of Education.

- | | |
|-----------------------|---------------------------------------|
| 1) Verbal Abuse | 5) Abuse of Any Kind |
| 2) Profanity | 6) Physical Threats |
| 3) Offensive Gestures | 7) Personal Threats |
| 4) Harassment | 8) Threat of Personal Property Damage |

Temporary suspension can be imposed dependent upon circumstances, but not exceeding time between suspension and the regular Board meeting. If time between suspension and the next regular Board meeting exceeds 10 days, a special Board meeting shall be called for the purpose of consideration of permanent expulsion.

E. Offensive Language or Gestures will be dealt with in some form of discipline. The type and length of discipline will be at the discretion of the Building Principal.

F. The possession of a deadly weapon (firearm, brass knuckles, switchblade, etc) will result in immediate suspension from school with possible expulsion and immediate referral to the local law enforcement agency.

II. DISCRETIONARY DETENTION OR SUSPENSION

A. Improper Conduct

Examples of improper conduct would include play fighting or pushing in the school building, disturbances in the classroom or in the hallway between classes, intimidation of other students, defacement or destruction of any school property, or any conduct forbidden by a teacher or building administrator. Punishment will be at the discretion of the building Principal. Harassment of students by other students will not be tolerated.

B. Profanity

Profanity or swearing has no place at school. Other students and faculty members have no desire to listen to profanity in the hallways or classrooms. The following sequence will be followed if there is a violation in this area:

- 1) First offense - Conference with principal and/or possible disciplinary action, including suspension.
- 2) Second offense – Out of school suspension for a minimum of three days.

C. Improper Public Conduct

At the Middle School, physical display of affection is not allowed. Any student found displaying physical affection toward another student will immediately be sent to the office to speak with the building principal. Violation in this area will result in the following:

- 1) First offense - conference with the building principal and/or possible disciplinary action, including suspension
- 2) Second offense - Suspension for a minimum of two days

D. Dress

The faculty and administration simply asks students to dress in good taste. The wearing to school of unbecoming or unusual apparel of a distracting nature is forbidden. The determination of what may be deemed appropriate dress will be at the discretion of the administration. To serve as a general guideline to students the following are considered inappropriate: backless apparel, mini-skirts, hats, sun-glasses, see-through clothing, bare feet, midriff tops, spaghetti strap tops, or insignia advertising or promoting the use of

guns, drugs or alcohol. Tank tops may be worn if they are worn in good taste. Shirts should not allow bra straps to show or reveal any cleavage. Sleeveless shirts should follow a strap width of 2 ½" (width of a dollar bill). Any attire which may be associated with gang activity will not be allowed. Students will be required to flip their shirt inside out or change their shirt on the first offense. Repeat violators may be suspended for insubordination.

We simply ask that skirts reach below mid-thigh & shorts be mid-length (minimum of 4" inseam) and appropriate for school dress. This is an excellent privilege and your cooperation will encourage us to continue it in the future. Remember, just because the clothing item may be purchased in a store DOES NOT make it appropriate to wear at school.

Guide for Disciplinary Action*

Detention	Other Consequences to be determined	ISS or OSS	HAWK HELP
chewing gum or having food, candy, beverages; excessive tardies	Disrespectful behaviors: talking back to teachers, namecalling, bullying, teasing, harassment, not following directions	Fighting	Late or missing work
Physical Contact: horseplay, pushing, shoving, tripping, etc.	Physical Contact: horseplay, pushing, shoving, tripping, etc.	Severely disrespectful behaviors: offensive language or gestures, physical or personal threats, abuse of any kind	Refusal to work
Disruptive Behaviors: excessive talking, making noises, moving around the room, throwing objects, etc.	Disruptive Behaviors: excessive talking, making noises, moving around the room, throwing objects, etc.	Possession/influence of prohibited items: tobacco, alcohol, mood altering substances, paraphernalia--matches, lighters, pipes, etc., weapons	
unprepared for class, late or missing assignments	Disrespectful behaviors: offensive language or gestures		
Refusal to work	Refusal to work		

***This list is not exhaustive, and as with all disciplinary action, will be at the discretion of the building principal. Some behaviors may fall into multiple categories depending upon the severity and nature of the offense.**

CONSEQUENCES AND WHAT THEY MEAN

Behavior Documentation Forms will be used to communicate and record behaviors and consequences with parents. Copies of these forms will be sent home with students. One

of the copies will be for parents to keep and one copy is to be signed and returned to school to acknowledge receipt of the form.

DETENTION - 60 minutes before or after school on specified days to be served with a faculty member. If the detention is not served, it doubles. Students will be placed on in-school suspension if this time is not made up after one week. Continual failure to serve detention may result in out of school suspension.

PARENTAL CONFERENCE - The Principal or a faculty member may ask a parent to come to school to help remedy a problem. For punishments such as class suspensions, in-school suspensions, or out-of-school suspensions, the Principal may require a parental conference before the student is re-admitted to class or school.

IN-SCHOOL SUSPENSION - The student will be assigned to the suspension room under the supervision of a school employee. Students will receive full credit for the work made up during the suspension time.

SUSPENSION POLICY

Suspension will be defined as a removal from the normal class schedule and daily routine by either in-school or out-of-school suspension.

1. If a student is suspended more than once by an administrator, then a conference between the student, his/her parents, and the principal will be required before the student is readmitted to class.
2. If a student is suspended for 10 days, the student will be considered for expulsion following the guidelines set down by the Iowa Public School Code.
3. The length and type of suspension will be at the discretion of the building Principal.

RULES IN DETENTION AND SUSPENSION ROOM

1. The student serving the detention/suspension will be isolated from all other students during that day.
2. Lunch will be brought to the student and eaten in the suspension room.
3. The student will be expected to work on school work or stay busy reading appropriate material.
4. Finished work will be given to the classroom teacher.
5. There will be no sleeping, defacing property or inappropriate behavior.
6. Infractions of any rules can result in more time being added to the suspension.
7. If you are absent during the in-school suspension, you will continue it upon your return to school.
8. There will be a morning, noon and afternoon restroom break.
9. Any electronic device usage will not be permitted.

OUT-OF-SCHOOL SUSPENSION

The student will be sent home, and may not appear on school property from the time the student is suspended until the student is readmitted. When a student is suspended out of school, s/he may not attend any extra curricular activities or appear on school grounds during the course of the suspension. Period may be 1-10 days. Students will receive full credit for work made up.

GOOD CONDUCT RULE

Students of this district shall have the privilege of being part of the school and be able to participate in extra curricular public performance activities only if they, by their personal conduct, uphold high ideals and principles. Therefore, if the conduct of students either in or out of school, during the school year or summer months is such as to make them unworthy to represent the ideals, principles, and standards of the school district, the Principal may exclude such students from interscholastic competition and activities.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR STUDENT PARTICIPATION IN ALL PUBLIC ACTIVITIES

1. Student eligibility will be determined weekly. Grades will be checked on Wednesdays at 8:00 am. Students who have a failing grade at that time will be deemed ineligible for extra-curricular activities/events for one week.
2. Ineligible students will continue to attend all scheduled practices of the activity in which they are involved. Students **will** attend contests or events during this period, but will **not** dress-out or participate. Failure to do so will result in the ineligibility period to be extended or possible dismissal from the team/activity. Coaches/sponsors will have the right to prohibit ineligible players from traveling to activities off-campus.
3. Students who remain ineligible on four (4) consecutive Wednesday grade checks (which translates to 3 full weeks of ineligibility) will forfeit their eligibility for the remainder of the season and will not be able to participate in any further practices, games or events.
4. Students who have a failing grade at the end of the 4th quarter will be ineligible for 15 days of the current activity or next fall activity in which they participate. Under this circumstance, ineligibility in the fall starts the week of the first contest of the sport/activity in which the student is involved.
5. This policy will affect only groups that are considered extra-curricular in nature. All curricular/co-curricular groups will not fall under the guidelines of this policy.

DUE PROCESS AND APPEALS (GRIEVANCE PROCEDURE)

If a student or the parents of the student feel that the declared ineligibility is unfair or unjust the student or parents of the student may state their objections in accordance with the grievance procedure outlined in the Student Athletic/Activities Handbook.

SEARCH AND SEIZURE POLICY

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items by a student will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Regarding locker searches, school officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, without prior notice. This type of inspection shall only occur in the presence of the student or students whose lockers are being inspected. (Mass maintenance inspections of student lockers will be conducted after providing students 24 hour notice of the impending inspection. Maintenance inspections do not require the presence of the student.

STUDENT RULES FOR ALL ACTIVITIES AT CENTRAL LEE MIDDLE SCHOOL

- A. Any student who is observed by staff, law enforcement official, or admits to, or is placed on probation by a judicial official to have:
- Item 1: possessed alcoholic beverages with knowledge, intent and control thereof;
 - Item 2: consumed alcoholic beverages;
 - Item 3: possessed controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent and control thereof;
 - Item 4: used controlled substances, as they are defined by the Code of Iowa, without a legal prescription;

- Item 5: used tobacco, in any form;
Item 6: committed theft, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his or her school, is in violation of the Good Conduct Provision.

- B. The due process afforded a student in the event of a suspension shall apply to a student who is charged with violating the Good Conduct Rule.

- C. Unauthorized Possession of School Owned Equipment (athletic or otherwise)

Any student seen by school personnel or admits to possession of any school owned equipment from this school or any other school, Athletic Department, or otherwise, other than that which is to be worn for practices or games and meets will be governed by the following rule:

Indefinite suspension until returned in reasonable condition, or reimbursement for replacement.

- D. Use of Abusive Language and/or Fighting

The punishment for this offense will be determined by the Principal in conjunction with the activity director after all have heard from the student or students involved. Written notification of the incident and the punishment will be made to the student, superintendent, or others as deemed necessary.

- E. Involvement with Law Enforcement Agencies

If any student is found guilty of wrong doing by a law enforcement agency, and it is not covered by any other part of this document, he/she can be declared ineligible for up to one (1) calendar year. The amount of ineligibility will be determined by the following people: (the activity director of the activity concerned, and the Principal.)

- F. Personal Appearance

Each activity director can determine a reasonable (to be determined, if necessary, by the Principal) dress code that is to be followed during participation in the activity. This dress code is to be written down and given to each participant (and the Principal) before the activity starts.

- G. Conduct and/or Citizenship

If the conduct or citizenship of any student participating in an activity sponsored by Central Lee Middle School is such that the activity director feels that the student is unworthy to represent Central Lee, the Principal in conjunction with the activity

director may declare the student ineligible for a specified amount of time. This is to be determined by the Principal in conjunction with the activity director after meeting with the student involved. Written notification of the incident and the punishment will be made to the student, superintendent, and others as deemed necessary.

NON-DISCRIMINATORY LEARNING ENVIRONMENT

The school, and its employees, should maintain a learning environment free from discriminatory insult, intimidation, or harassment based upon race, creed, sex, sexual orientation, gender identity, color, religion, age, disability, ancestry, or national origin. Any incident or discriminatory insult, intimidation, or harassment in any form should promptly be reported to the teacher, or the building Principal for investigation and corrective action as appropriate. Students are to report any incident or alleged harassment. All administrators and teachers have an affirmative duty to maintain a learning environment free of insult, harassment, and intimidation.

IOWA NOTICE

"It is the policy of the *Central Lee Community School District* not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the *Central Lee Community School District*, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-231-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index/html>."

It shall be a violation of policy for any student to harass other students and staff members, through conduct or communications of a sexual nature when the behavior has the purpose or effect of unreasonably interfering with an individual's performance or it creates an intimidating, hostile or offensive environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student towards another student.

Any conduct, verbal or physical, which disparages or insults another person's race, sex, sexual orientation, gender identity, age, color, religion, disability, ancestry, or national origin, is unacceptable and will not be tolerated in the school setting. The counselor will be the first person to notify about a harassment situation. Upon notification from the counselor, the Principal shall take action to investigate and remedy all violations of this policy. Specifically, any student who, after investigation, is found to have engaged in this type of conduct shall be subject to reprimand and counseling to refrain from such conduct. If any student persists in engaging in such conduct after reprimand and counseling, they shall receive progressively more severe discipline, including detention, suspension or expulsion.

All complaints will be promptly handled. All complaints requiring disciplinary action shall be reported to the principal and superintendent of schools. The building Principal shall have the authority to decide the number of days of detention for persistent harassment, discrimination, or intimidation. The building Principal shall have the authority to suspend students for persistent violation of this policy, but not in excess of existing board policy regulations.