

# Chariton Middle School



## Student Handbook 2023-2024

**MISSION STATEMENT:**

Provide a safe and supportive learning experience that prepares students socially and academically for their next level.

**CMS VISION:**

A place to inspire and empower all students to become their personal best.

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# Welcome to Chariton Middle School

Welcome to Chariton Middle School. We are located at 1300 N 16th St., Chariton Iowa. The middle school serves approximately 300 students in grades sixth through eighth from Chariton and surrounding communities.

Chariton Middle School staff believe in successful learning for all students. Our staff is committed to a high quality education through rigorous, standards-based core classes. We offer additional support for students in special education, talented and gifted, as well as English as a Second Language. No matter the needs, we pride ourselves in finding unique ways to meet the needs of all our students.

Chariton Middle School focuses on educating the whole child. We use the PRIDE acronym to focus on developing our core values of perseverance, respect, integrity, dependability and effort. In order to teach students about these core values, our school has implemented PBIS (Positive Behavior Interventions and Supports) through various activities throughout the year. We believe instilling these core values will help our students show their Charger Pride in their academic, extracurricular activities and in the community.

Parents/guardians are integral in their student's education. At CMS, we encourage teachers and parents to be one team who work together for the success of our students. This happens through open lines of communication and collaboration.

Sincerely,  
Mr. Gary D. Benda  
Middle School Principal  
Go Chargers!

## MULTICULTURAL, GENDER FAIR POLICY

It is the policy of the Chariton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District Office:

140 East Albia Road                      Chariton, Iowa 50049  
  
(641) 774-5967

## EQUAL EDUCATION OPPORTUNITY

The Chariton Community School District does not discriminate in its educational activities including, but not limited to, age, color, national origin, race, religion, creed, 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.

**Facebook:** Chariton Middle School 2.0, Chariton Charger Athletics, and Chariton Community School District

**Website:** [www.charitonschools.org](http://www.charitonschools.org)

## **office procedures**

### **office hours**

The middle school office hours are 7:30 A.M. - 4:00 P.M. The office phone number is (641) 774-5114.

### **CMS Announcements**

Announcements serve the purpose of informing all students and teachers of meetings, special events, and general information. If a student has an announcement to be made, please submit it to the Principal or Designee prior to the time of the announcements. Students are held accountable for the information given out during the announcements.

### **visitors**

All visitors must report to the office and obtain a visitor badge before entering any part of the school except the office. Students are not allowed to have student visitors at CMS as it tends to disrupt the educational environment.

### **arrival & Departure procedures**

The building is open to all students starting at 7:40 a.m.. for breakfast. Breakfast will be served until 8:00 a.m. Students are not to be in the hallways, classrooms, or pods earlier than 7:55 a.m. unless they are under the supervision of a staff member.

Students are not to be dropped off in front of the school before or after school, as that area is designated for bus drop off and pick-up. Students not participating in athletic or extracurricular activities will not be allowed to loiter in the building after school is dismissed and the buses have departed. Sidewalks should be used when leaving school.

### **school telephones**

Office and classroom telephones are for school business. Students may use the school telephone before school, during lunch, or after school for non-emergencies. Forgetting your homework or supplies is not an emergency. Parent messages will be given to the student at the end of the school day. Only emergency messages will be given to the student during the school day.

### **Lost and found**

If money or valuables must be brought to school, bring them to the office for safekeeping. CCSD is not responsible for lost or stolen items.

If you've lost an item, please check with the office. If you've found an item which doesn't belong to you, please bring it to the office so we can return it to the rightful owner. We discourage students from bringing large amounts of money or valuable items to school. This includes, but is not limited to, cell phones, money, Ipods, I pads, personal computers, other electronics, etc. If you must bring them, please let us keep them in the office for you.

Any item left in the hallway, classroom, or other areas of the building are considered abandoned and will be brought to the office. A student may ask the office if the item has been found. If the item is not claimed, the item will be discarded or donated.

## **weather information**

## **INCLEMENT WEATHER**

### Procedure for School Dismissal in Inclement Weather

1. The superintendent of school and the transportation director shall determine if school is to be closed because of inclement weather.
2. School may be postponed for an hour or more if the weather is expected to change.
3. The information will be shared with the students, families, and staff through our communication system.
4. You may also obtain school closings by listening to radio stations WHO-1040AM and watching for updates on television stations WHO-TV channel 13 or KCCI channel 8.

### **Handbook Jurisdictions**

This handbook is an extension of Chariton Community School District board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and

consideration for the rights of others.

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 if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. 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.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Middle School Office for information about the current enforcement of the policies, rules, or regulations of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

The term "school grounds" includes the school district facilities, school district, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **CHARITON MIDDLE SCHOOL ACADEMIC SUPPORTS**

**HOW DO I MONITOR MY GRADES?** Parents can go to [www.charitonschools.org](http://www.charitonschools.org) and click on the Infinite Campus Parent Portal link and login with their account information. Once into the portal, parents and students can monitor attendance and grades. If you need your account login information, contact the middle school office to get access.

**What do I do if i have questions about student grades?**

1st step: Contact your student's teacher about the grade. Email the teacher (first name.last [name@chariton.k12.ia.us](mailto:name@chariton.k12.ia.us)) or call the middle school office and ask to leave a message with the teacher.

2nd step: If you are unable to get in touch with the teacher or feel like your questions are not being answered, call or email the middle school principal.

**what is mtss & intensive support?** MTSS stands for Multi-Tiered Systems of Support. When students are struggling, the CMS faculty intervene and provide support for them both in and outside of class.

Supports at CMS include:

- Tier 1 in-class support from teacher during the Intervention Block
- Academic Interventionist Support
- At-Risk Study Hall
- Counseling, Academic and Social Emotional/Mental Health
- Check ins with specific staff members
- Attendance, Grades, and Behavior Referrals Monitoring

**GRADE REPORTING****REPORTING STUDENT PROGRESS**

Students and parents will receive notices quarterly that progress reports are ready to view through Infinite Campus. Students who have received a D or F in any class, and their parents, shall be notified each eligibility period of their student's grade. Academic Eligibility is calculated on the 1st and 3rd Monday of each month. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher or student-led conferences will be held at the elementary, middle, and high school to keep the parents informed.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

**ASSESSMENT RETESTING**

- Students have one week after the original assessment is handed back to notify the teacher that he/she wants to reassess. Students have three weeks from the day the original test is handed back to reassess.
- All work the teacher determines to be crucial to the learning target(s) on the assessment must be completed and handed in before reassessing.
- The student must meet with the teacher.
- The student may retake the assessment multiple times within that three-week window.

**REPORT CARDS / MIDTERMS**



Students and parents will receive notices quarterly that progress reports are ready to view through Infinite Campus. If report cards are sent home, they will be sent home with the student, except when parent conferences are held. At that time, student report cards may be picked up during the conference. Up-to-date grades can be obtained using Infinite Campus on the district website.

**Student Support Services  
AEA, Special Education, & Crisis Assistance**

Chariton Middle School staff is available to assist students with the changes that take place in a student's educational and physical growth. CMS not only has an excellent highly-qualified teaching staff, it has a Behavior Interventionist, an At-Risk Coordinator, a School Counselor, a Liaison officer, a Talented and Gifted teacher, an English Language Learner teacher, and many Special Education teachers who may assist your student with their unique needs. Students may be required to seek counseling from outside the school for behavior problems or drug involvement.

**AEA SUPPORT SERVICES**

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but is not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, 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.

**SPECIAL EDUCATION**

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services in the least restrictive environment to students identified in need of special education. The special education services will be provided birth until the appropriate education is completed, until age twenty-one or in accordance with the law. The board shall provide an appropriate education for a student in need of special education. Students requiring special education shall attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individual Education Plan (IEP).

Special education students are to meet the requirements stated in board policy or in their IEPs for graduation. Discipline of special education students shall be through their IEPs.

**CRISIS ASSISTANCE**

The Chariton Community Board of Education feels that any student who is experiencing increasing dependency on dangerous drugs, should be receiving support from the Chariton Community Schools. Any student should feel free, under no threat or penalty, to discuss this matter with any faculty member with whom he/she feels comfortable.

If a student is experiencing health and/or emotional problems because of drug use, and is unable, or unwilling, to seek assistance, then those who have concerns should make the referral. Confidentiality will be maintained subject to the welfare of the student.

**student support services**  
**Homeless Youth & Student Retention**

**HOMELESS CHILDREN AND YOUTH**

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designated as a permanent home; who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over child or youth of school age. The Chariton Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, ELL, vocational courses or programs, programs for the gifted and talented, health services, and food and nutrition programs on the same basis as those services provided to resident students. Please contact Homeless Liaison, at 1215 Linden Ave., Chariton, Iowa 50049 or (641) 774-4712 regarding specific questions and/or issues.

**STUDENT RETENTION**

Whole grade retention may be considered for any student who fails two or more courses throughout the school year. Another conference will be held and a decision will be made on a case-by-case basis.

## **student records**

The Chariton Community School District collects and maintains records on each student, in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education.

The records of each student are under the responsibility of the building principal and are generally located in the school building in which the student is attending.

### **RELEASE OF STUDENT INFORMATION**

The following information may be released to the public in regards to any individual student of the school district as necessity or desirability arises: the name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended.

A parent or guardian not wanting this information released to the public must make an objection in writing to the principal in charge of the school which the student is attending. The objection must be renewed at the beginning of each school year.

### **FERPA**

Schools may disclose, without consent, "directory" information, such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **school property**

### **care of school property**

Students are responsible for the proper care of all technology, books, supplies, lockers, and furniture supplied by the school. Trash cans and recycling bins are provided throughout the building. Please take pride in our building and help keep it picked up and looking nice.

### **textbooks**

Textbooks are the property of the Chariton Community School District and are available for your use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book. If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

### **lockers**

Locker use is a privilege. Students need to conform to the following rules:

- Be quiet in the commons area.
- Keep lockers secured and in good condition.
- Must use the assigned locker and no one else's.
- All items **MUST** be in a locker and not on the floor, tables, or garbage cans.
- Use your combination lock.
- Any student's locker that has the combination lock disabled will be considered vandalism. CMS Administration will have the discretion to assign consequences deemed appropriate for the infraction.

Inappropriate use of a locker may result in removal of locker privileges or other disciplinary action. The locker is the property of the school. Searches of lockers may be warranted based upon a reasonable suspicion of violation of school rules.

**student conduct**  
**Mopeds/scooters, backpacks, & Food/Beverages**

**BICYCLES, SKATEBOARDS & MOTORIZED TRANSPORTATION**

Students who ride bicycles and skateboards to school must park them in the area provided and lock them when not in use. Bikes and skateboards are ridden and parked at the school at the rider's own risk. The Chariton Community School District is not responsible for any damage to student bicycles. Students biking or walking to school are to use the sidewalk while on school grounds.

Scooters, mopeds, or any type of motorized bikes are not allowed on the middle school campus and should not be brought to school. Any student wishing to travel to school using these vehicles must first meet with the Principal and discuss rules and expectations. Upon approval, students will park these vehicles at the football locker rooms at the north end of the track.

**BACKPACKS/BOOK BAGS/TRAPPER KEEPERS**

Backpacks and bookbags are not allowed in the classroom. These items should be kept in a student's locker. Any item left in the hallway or pod will be considered abandoned, and the aforementioned consequences will apply.

Trapper Keepers are allowed in the classroom as long as there is not a strap attached.

Purses or other personal holding items are allowed in the classroom as long as there is not a strap attached.

Students should not wear coats in the classroom unless approved by the building principal or designee.

**FOOD**

Any item considered edible or consumable will not be allowed outside of the designated eating areas. There is no food allowed in the classroom, unless permission has been given by the Principal or Designee.

Lunch boxes or other food or drink carriers are allowed to be kept in a student's locker. Any item left in the hallway or pod outside of a locker will be considered abandoned.

**student conduct**  
**dress code, Physical education,**

**DRESS AND APPEARANCE**

The appearance of the students reflects the quality of the school, their conduct, and their schoolwork. All students are expected to dress and groom themselves neatly. Shirts and shoes must be worn at all times. It is expected that students' clothing will ensure adequate coverage, and undergarments should not be visible. The following clothing or types of dress are prohibited:

- Hats, hoods, caps, visors, bandanas, and sunglasses for all.
- Spaghetti straps, strapless tops, short shorts, low tops, racer backs and halter tops.
- Attire which creates, or has the potential to create, a health or safety problem or risk.
- Attire or material which contains any print or image that is derogatory to any race, gender, or ethnic group.
- Attire containing vulgar or offensive words or images which are sexually explicit, indecent, or lewd.
- Attire which contains any wording or image that is considered inappropriate, obscene, profane, or illegal for minors.
- Attire which promotes, advocates, or advances the use of tobacco, alcohol, or illegal drugs.

\*CMS Administration reserves the right to determine if attire is deemed inappropriate for school.

**PHYSICAL EDUCATION REQUIREMENTS**

Physical Education is required unless excused by written request of a doctor and an excusal note has been submitted to the Principal or Designee. P.E. attire is required for participation.

**student conduct  
cell phone policy**

**PERSONAL ELECTRONIC DEVICES**

*(For the purposes of this section, electronic devices include cellular phones/Smart Phones, MP3 players, iPods, tablets, Smartwatches and any other device that can access the internet by any means)*

Personal electronic devices are to be turned off or on silent and placed in the student's locker during the school day, unless allowed by a staff member for a learning task. If a student needs to make parent/guardian contact about a timely situation, as determined by a staff member, the student may go to the main office to use their personal electronic device. The school and the staff are not responsible for theft or any damage to a student's personal electronic device.

Any picture or video taken must be in conjunction with a teacher-assigned project. No pictures or video are to be taken without the person's consent.

Inappropriate use of personal electronic devices will result in discipline. Examples include, but are not limited to, academic cheating, inappropriate use of a camera or video component of a cell phone in a locker room or for the purpose of ridiculing another person, or inappropriate text messages used to harass another student. Phones may be turned over to law enforcement or subject to search.

Response to infractions may include:

- 1st offense:
  - Phone is taken from the student and given to office staff. Student may pick it up at the end of the day.
  - Documentation in Infinite Campus.
- 2nd offense:
  - Phone is taken from the student and given to office staff.
  - Parents will be contacted and need to pick up the phone.
  - 30 minute detention.
  - Documentation in Infinite Campus.
- 3rd offense:
  - Phone is taken from the student and given to office staff.
  - Parents will be contacted and need to pick up the phone.
  - 60 minute detention.
  - Documentation in Infinite Campus.
  - Plan developed which may include loss of privilege of phone for a set period of time or checking phone in and out of the office.



**Student Conduct**  
**Hallway, Nuisance items, Displays of affection, cheating, & Gambling**

**HALL CONDUCT**

Students are expected to maintain order in the hallways when passing between classes and before and after school. Students are not permitted in the hallways during class periods unless they are accompanied by an authorized adult or they have a hall pass. This is not a time to loiter around the lockers. Any student in an undesignated area or in the hallway without a pass or accompanied by an authorized adult will be considered truant from class and receive consequences deemed appropriate by the CMS administration.

**NUISANCE ITEMS**

Nuisance items, which may cause disruptions in school, such as electronic devices, cameras, and toys, are not to be brought to school. If a nuisance item is brought to school, it must be kept in the locker or school bag and then returned home. Electronic devices used as readers will be allowed with permission of the classroom teacher. Remember, if these items are brought to school, the school is not responsible for them. If the nuisance item becomes a distraction, the items will be confiscated, and CMS administration reserves the right to administer consequences deemed appropriate.

**DISPLAYS OF AFFECTION**

Relationships become a part of one's middle school years. It is important for one to learn proper restraint in the display of those affections. While at school, it will be unacceptable for students to fondle, caress, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner may be subject to a parental conference held with the CMS Administration and consequences deemed appropriate by CMS administration.

**CHEATING AND PLAGIARISM**

Students at Chariton Middle School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc., will result in the student redoing the assignment with an alternate option to show learning has taken place. In addition to redoing the assignment, the student will serve detention as determined by the teacher and notify the student's parent/guardian.

**GAMBLING ON SCHOOL PROPERTY**

Students may not gamble on school property. CMS administration reserves the right to administer consequences deemed appropriate. Police may be involved.

\*Due to the serious nature of these violations, CMS administration will initiate a full investigation and reserves the right to assign consequences up to and including expulsion.

**student conduct**  
**Misuse of technology**

**MISUSE OF COMPUTERS**

Administration has the right to refer incidents to the Police Department. Students found to have misused computers and/or entered unauthorized programs, downloaded or attempted to install any programs or files from the Internet or other sources without teacher or administrator approval are subject to the following actions as described in Board Policy 605.9

- First Offense                      Loss of computer privileges for 2 weeks; parent contact
- Second Offense                  Loss of computer privileges for 1 semester; parent contact
- Third Offense                    Loss of computer privileges for the remainder of the school year; parent contact

\*Any damage incurred will result in full financial restitution.

**Violated Copyright Laws**

- First Offense                      Loss of computer privileges for 2 weeks; parent contact..
- Second Offense                  Loss of computer privileges for 1 semester; parent contact
- Third Offense                    Loss of computer privileges for the remainder of the school year; parent contact

**Use, or attempt to use, another student's assigned hardware, subscriptions, logins, files or personal information.**

- First Offense                      Loss of computer privileges for 2 weeks; parent contact..
- Second Offense                  Loss of computer privileges for 1 semester; parent contact
- Third Offense                    Loss of computer privileges for the remainder of the school year; parent contact

**Malicious use of the laptop to record (audio/visual) others without their permission.**

- First Offense                      Loss of computer privileges for 2 weeks; parent contact..
- Second Offense                  Loss of computer privileges for 1 semester; parent contact
- Third Offense                    Loss of computer privileges for the remainder of the school year; parent contact

**Remove, or attempt to remove, identification tags on the laptop and power supply or deface with stickers, marking pens, etc.**

- First Offense                      Loss of computer privileges for 2 weeks; parent contact..
- Second Offense                  Loss of computer privileges for 1 semester; parent contact
- Third Offense                    Loss of computer privileges for the remainder of the school year; parent contact

**Damages that are not covered under warranty will be charged to the student.**

- First Damage                      Up to \$100
- Second Damage                  Up to \$200
- Third Damage                    Full cost of repair

\*If the laptop is lost or stolen, the student and parent are responsible for the full replacement cost.

**attendance**  
**guidelines, excused & Unexcused absences**

## **CHARITON COMMUNITY SCHOOLS ATTENDANCE POLICY**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, responsibility, and to assist in keeping disruption of the educational environment to a minimum.

While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for an absence from class. Absences always cause some disruption in the educational progress of the student who was absent. Irregular attendance or tardiness by students not only interferes with their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Life-long patterns of responsibility and self-discipline are fostered by attention given to school attendance

### **SCHOOL DAY**

The Chariton Middle School day begins at 8:05 A.M. and dismisses at 3:18 P.M. each day, except Wednesdays having a 1:48 P.M. dismissal. If, for any reason, a student arrives late to school or must leave early from school, he or she must report to the office for a pass.

### **COMMUNICATING ABSENCES**

We ask that the student's parent or guardian call the school office by 8:30 A.M. to notify the school of the student's absence and reason for the absence. Medical notes and other types of documentation regarding the absence should be submitted to the building secretary on the day following the absence.

### **TYPES OF ABSENCES**

When a student is absent from school, the administrator in charge has sole responsibility for assigning the type of category of that absence. A parent's note or phone call only indicates the parent's knowledge of the absence. School records list total absences that distinguish between unexcused and excused absences.

#### **Excused Absence**

1. Personal illness verified by a doctor's statement/note.
2. Family Emergency or Funeral
3. Professional appointments, accompanied by an office card.
4. Any other absence the building administrator deems that is documented, communicated and reasonable.

#### **Unexcused Absence**

1. Any absence not listed under Excused Absence.
2. Any absence when a student leaves school without permission.

**Attendance  
chronic absenteeism, anticipated absences**

A parent or guardian may call their student out of school five days per school year for other reasons. (These days are verified by the parent contacting the students' school and reporting the absence by 8:30 a.m. However, the building administrator still has the ability to determine whether or not the reason for the absence is excused or unexcused.)

**Any additional days after the fifth day, will cause the following steps to begin:**

1. **Six Days:**-A notification letter will be sent electronically from the building administrator to the parent/guardian to inform them that they have reached six or more days and request documentation for any additional absences.
2. **Ten or more days: Any additional absences without administrative approval or documentation will result in the absence being unexcused.** The building administrator may make a referral to the Juvenile Court School Liaison. The JCSL will schedule a parent meeting which will result in an attendance contract.
3. \*Additional absences violating the attendance contract or failing to participate in an attendance meeting will result in possible legal action.
4. **Students who miss 20+ days during the previous school year may be placed on an attendance contract at the start of the following school year.**
5. Multiple unexcused absences and failure to contact your child's school may be cause for a home visit by school staff and/or law enforcement.

### **Anticipated Absences**

Students who know they will be absent should turn a note into the office. The office will give the student a form to be signed by each teacher and returned to the office the day prior to dismissal. If a student is going to miss a class because of school-sponsored activity, it is the responsibility of the student to obtain the assignment ahead of time and get it turned in by the due date.

### **attendance school-authorized absence, make up work, Truancy, & tardiness**

#### **School-Authorized Absence**

A school-authorized absence is caused when the student attends a school-authorized function. Prior to leaving, the student will be responsible for making arrangements with his/her teachers as to getting all the work missed during the absence. School absences will not be included in the student's record.

#### **Make-up Work**

It is the student's responsibility to make up all required work that is missed because of illness or an excused absence. Upon returning the student should meet with each teacher to obtain the necessary assignments. Students need to check with all teachers whose class was missed.

When a student is absent, it is his/her responsibility to request make-up work. A student with an excused absence from class will have two (2) school days to make up the work missed for each absence. If an excused absence exceeds two days, the student will have two days, plus one (a total of



Tornado Alarm: Students should immediately report to their class teacher for direction.

## **LOCK DOWN DRILLS**

During a lockdown drill, students will be asked to follow specific procedures to maintain the safety and security of the students and staff within the school. Chariton schools are trained in the A.L.I.C.E. model of handling intruders. A.L.I.C.E. is the protocol adopted by the Chariton Community Schools in the unlikely event of an armed intruder into one of our buildings.

**A.L.I.C.E.** is an acronym for:

**A**lert - inform people of the threat, giving as much information as possible.

**L**ockdown – students and staff can choose to lockdown and barricade the room that they are in if they determine that it is not safe to evacuate.

**I**nform – pass on as much information as possible to others and to First Responders, including contacting 911.

**C**ounter – an effort of last resort, if an armed intruder is able to get into the space that they are in; students are being trained to use every effort to stop the intruder instead of being passive victims.

**E**vacuate – If it is safe to do so, all are encouraged to evacuate the building, and remove themselves from the threat.

A.L.I.C.E. is not meant to be a check-list of things to do. It is a list of choices we are offering our students and staff in order to stay safe in the highly unlikely event of an armed intruder. Some may choose to evacuate and some may choose to lockdown and barricade. Others may be forced to counter if an armed intruder is able to enter the space they are in. A.L.I.C.E. is about giving people choices.

# EMERGENCY RESPONSE



## EVACUATION

*Emergency inside building requiring all students and staff to exit building*

- Evacuate the building and report to the designated rally point
- If time permits, close your door and turn off lights
- In inclement weather, if time and safety permits, allow students to get coats
- Take emergency go-kit
- Take attendance. Report missing, extra, or injured students to safety team
- Unassigned staff should assist as needed



## SHELTER IN PLACE

*Emergency outside requiring students and staff to stay in building*

- If outside, move to the nearest interior shelter location (REVERSE EVACUATION)
- Direct students into designated shelter locations
- Close classroom doors and windows when leaving
- Take attendance and communicate names of any missing or additional students to the office
- Ignore all bells and alarms unless otherwise instructed
- All persons remain in shelter until notified by administration or emergency responders



## LOCKDOWN

*Threat of violence inside the school building*

- May lead to EVACUATION or other ALICE responses
- Clear the hallway by your room and move everyone into classroom/office
- Lock doors, turn off lights, and cover windows
- Move students and staff away from doors and windows
- Direct all persons to sit down against an interior wall and remain quiet
- DO NOT respond to anyone at the door
- Ignore all bells and alarms unless otherwise instructed

## CLEAR THE HALLS

*A need to temporarily clear hallways and confine students and staff to their rooms*

- Keep all students in the classroom, close doors, and continue teaching and learning
- Teachers and students not in classrooms should seek the closest available room
- Stay out of hallways and commons areas
- Take attendance and communicate names of any missing or additional students to the office
- Ignore all bells and alarms unless otherwise instructed
- Unassigned staff should assist as needed

## LOCKOUT

*Exterior threat in the general vicinity of school building*

- Maintain normal interior building operations unless otherwise directed
- Close, cover, and lock windows
- Students are not allowed to leave or travel between buildings (including PE, recess, etc.)
- Take attendance and communicate names of any missing or additional students to the office
- Unassigned staff should report to the office and assist as needed

## REVERSE EVACUATION

*Emergency outside the building requiring all students and staff to return inside*

*May lead to SHELTER IN PLACE or other ALICE responses*

- Direct students to the nearest entrance
- Once inside, direct students to return to classrooms or designate one room to regroup
- Initiate additional emergency responses as needed
- Unassigned staff should assist as needed

**FOOD SERVICES**  
**Cafeteria Expectations, Breakfast & Lunch Program; Hours**

**CAFETERIA expectations**

Breakfast and lunch require a cooperative effort from all students. Rules are posted in the cafeteria and are consistent with the school rules.

- Students are expected to wait courteously and orderly in the line.
- Students are expected to help keep the cafeteria clean.
- All trays must be returned and places cleaned.
- Students who purchase school lunch are not allowed to consume soda or candy during lunch.
- We encourage students who are bringing lunch from home to make healthy choices. Pop, candy and energy drinks are not healthy choices. Water, milk and juice are a better option.
- Students are restricted to the cafeteria during their lunch period
- Students are expected to use the locker room restrooms during lunch with permission.

**BREAKFAST AND LUNCH PROGRAM**

The school provides a breakfast and a hot lunch program for all students. They may also bring their own breakfast or lunch from home and store them in their lockers.

The following regulations will be followed:

- A plastic breakfast/lunch card with a barcode will be issued to all students at the beginning of the year.
- The card will be scanned or account numbers entered manually every time money is deposited or a purchase is made, and each account will be adjusted appropriately.
- Parents at any time may put as much money as they wish into the family account.
- If a lunch card is lost, a replacement may be purchased for \$5.00.
- Each card can be used only once each meal time.
- Students who have a negative balance of \$10.00 or more will not be allowed to eat a regular hot lunch.
- Students who are on the free or reduced program will automatically have their accounts adjusted at the appropriate rate.
- Students are not allowed to loan their lunch cards.
- All middle school students have a closed campus lunch. Students are not allowed to leave the middle school grounds for lunch, unless they are picked up by their parent, guardian or grandparent.

**Breakfast hours**

The building is open to all students starting at 7:40 a.m. for breakfast. Breakfast will be served until 8:00 a.m.

**lunch hours**

6th Grade: (M, T, TR, F) 12:18-12:48; (W) 11:27-11:57

7th Grade: (M, T, TR, F) 11:27-11:57; (W) 10:36-11:06

8th Grade: (M, T, TR, F) 11:45-12:15; (W) 10:54-11:24

**MEDIA CENTER**



## **BOOK CHECKOUT, LOST/DAMAGED MATERIALS, OVERDUE ITEMS**

Our school media center is a place for research, reading, and studying. Students can use it by having a pass from a teacher during class time or study hall time. Listed below are some of the services provided in the media center and some rules.

### **BOOKS**

Students are allowed to check out two books for two weeks and may be renewed twice. Reference books, such as encyclopedias and atlases, can be borrowed for one classroom period. Iowa history books may be checked out overnight. Return books to the book drop.

### **LOST OR DAMAGED MATERIALS**

Once the items are checked out to your child, he/she is financially responsible for the items should they become lost, stolen, or damaged.

### **OVERDUE ITEMS**

If your child has an overdue item, he/she will not be permitted to check out items until the overdue item is either paid for or returned to the Media Center. Please be aware that any student with outstanding overdue items 10 days before the last day of school may be withheld from end-of-the-year activities.

### **EXPECTED BEHAVIOR**

While in the media center, students are expected to be reasonably quiet and to cooperate with the media center personnel. If necessary, the media specialists may request a student to return to their respective class.

## **TRANSPORTATION**

**Bus transportation** is provided for students to and from school. Riding on a school bus is a privilege, and students are expected to act in a responsible manner when on the bus. A student can be deprived of this privilege if his/her continued presence on the bus would be detrimental to the safety of the other students.

Any student who continually misbehaves may, under certain circumstances, be denied the opportunity to ride a school bus. The bus driver is responsible for managing student behavior on the bus. All school rules of conduct will be enforced on the bus. Discipline procedures used in the school building will also be followed for bus situations.

**School transportation** may be provided to and from school-sponsored activities. Students may ride home from a school-sponsored activity with their parent or legal guardian by signing out with the coach. If the parent/guardian is taking another student who is not their child home with them, they must have already been a note signed by the Principal allowing this. The note should explain who will be responsible for the student. The "person responsible" must personally contact the supervisor after the event.

**HEALTH SERVICES**  
**Health records, Immunization Records, & Medications**

**An individual health record** will be on file for each student in the building. Health information will be recorded as received. Emergency information also needs to be on file for each student in each building. Information concerning each student's health record and emergency contacts should be updated at registration.

**A Certificate of Immunization or religious/medical exemption** must be on file for each student. Provisional certificates are available for transfer students for one semester only.

The student health screenings to be conducted throughout the school year include vision and scoliosis checks. Parents will be notified following screening tests if their student should be referred for further diagnosis. If you do not want your student to participate in any of the programs or follow-up assessments, please notify the school. If there are any questions about the above programs, please contact the school nurse.

**MEDICATION PROCEDURE**

The school is prepared to administer essential medications to your child during school hours. Please consider these points if your child needs medicine at school:

- Do not send medication to school unless absolutely necessary.
- Give all medication doses at home if possible. If your child must receive medicine at school, ask your pharmacist to put the prescription in two separate bottles, so one can be left at school. We will not send medication back and forth between school and home daily.
- The school will not administer medicine at school for "fever". If your child has a fever above 100 degrees, they should not be in school.
- All medications must be in the original container, with label directions visible.
- Over-the-counter meds - labeled with your child's name.
- Prescription drugs must have a doctor and parent signature on medication request form. This includes asthma inhalers. Medication request forms may be obtained in the CMS office.
- Cough drops - are considered over-the-counter medicine and must be sent to school in the original, labeled container, with parent signature. Students may have cough drops with them provided that they have a signed note from their parent or guardian.
- Parents are welcome to come to the school to medicate their own children.

## **Health Services**

### **Sending Students Home, Communicable Diseases, & Accidents at school**

#### **Sending students home for health reasons**

The school nurse is in the building on a regular basis and is also on call for emergencies. Students who become ill during the day should get a pass from a teacher to come to the office. The following criteria will be used:

- Fever 100 degrees or above.
- Vomiting or bleeding profusely.
- Student would rather lie down rather than eat lunch.
- Student is too uncomfortable or distracting to remain in classroom (scratching, coughing).
- Student is ill or injured, and unable to do school work.
- Student needs to see a doctor.
- Student may be contagious.

The parents or alternate will be notified if the illness or injury is serious enough to warrant the student's absence from school. If an emergency exists and the parent or alternate cannot be reached, the student will be transported to the local hospital by ambulance. School employees DO NOT transport sick or injured students. Students waiting for transportation wait in the nurse's office until an adult comes to pick them up.

Only a doctor is qualified to make a medical diagnosis. If the nurse or other school official has reason to suspect a serious health problem, the parents will be notified with the suggestion that the student see a doctor.

#### **COMMUNICABLE DISEASES**

A student strongly suspected of having a communicable disease, or condition that may endanger the health of others, will be excluded from school. The student may return to school with a signed release from a doctor or when symptoms are gone. Parents who discover a communicable disease at home, are asked to notify the school, so precautionary measures can be taken.

#### **ACCIDENT/ILLNESS AT SCHOOL**

In the case of an accident, the school will notify the school nurse, or, if needed, the emergency medical unit. Parents will be notified and asked for further instruction, such as doctor preference.

It is important for the school to have correct phone numbers so parents/guardians can be located. Those numbers are kept in the office. Parents and students are encouraged to keep those current. Students will not be sent home unless a responsible adult is there to receive them.

**ATHLETICS AND ACTIVITIES**  
**activity tickets, extracurricular activities, & missed classes**

**ACTIVITY TICKETS**

The Chariton Community Schools will sell activity tickets, which will admit students to all regularly scheduled athletic events. The tickets will be sold at registration, or anytime throughout the school year in the HS office. Students who attend a great many athletic events are encouraged to buy the ticket. The activity ticket does not cover athletic events not sponsored by the Chariton Community Schools.

**EXTRA-CURRICULAR ACTIVITIES**

The following extracurricular athletic opportunities are available to students:

- 7th and 8th Grade Football
- 7th and 8th Grade Cross Country
- 7th and 8th Grade Volleyball
- 7th and 8th Grade Basketball
- 7th and 8th Grade Wrestling
- 7th and 8th Grade Track
- 8<sup>th</sup> grade Boys Summer Baseball
- 8<sup>th</sup> grade Girls Summer Softball
- 6th & 7th grade baseball and softball

Students may choose to participate in a number of extracurricular activities in the area of music, athletics, and academic contests. School-sponsored activities will be held during school hours, whenever possible, to assure maximum student participation. Students involved in these activities are expected to follow the rules and regulations of the school Good Conduct Policy as outlined in School Board Policy.

**Students who are going to be gone because of a school activity:**

- It is the responsibility of the student to see all his/her teachers prior to missing class for the activity.
- The contact will be made prior to missing class.
- The student should have their work made up prior to missing the class unless the instructor gives permission to turn it in after the absence. The decision to delay having the work turned in is in all cases the decision of the instructor. Waiting until the last minute to notify teachers will not be accepted as a reason for not having make-up work turned in prior to leaving for the activity.
- Students who fail to make up work prior to leaving or do not make arrangements with the instructor will lose a reasonable percentage of their grade for all work missed.

**athletics & activities**  
**medical examination, concussion form, & school attendance**

**Medical Examination**

Every year, each athlete shall be required to complete a physical examination by a licensed physician prior to athletic competition. The physical examination form may be obtained in the office.

**Concussion Fact SHEET**

Every year, each athlete and parent must read and sign the Concussion Fact Sheet. The form may be obtained in the CMS office.

**School Attendance**

Students participating in extracurricular activities (sports and dances) must attend school the half day prior to the activity or have an excused absence. If the activity is on a Saturday, the student must have been in school on Friday. If the student is not in school, he/she is not eligible to participate, unless approved by the principal or the designee.

**ACADEMIC ELIGIBILITY**

**Participation** in extracurricular activities at CMS is a privilege.

- Students will be evaluated for eligibility on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of the month.
- Those students who are failing at least one class during the eligibility period will be considered ineligible.
- The student's ineligibility will become effective on the day after the ineligibility information is due in the office.
- Ineligibility will be in effect until the grade(s) is/are passing.
- If a student does not attend practice during the current extracurricular activity, ineligibility will begin during the next extracurricular activity to which the student participates.

**During the period of ineligibility**, the student may continue to attend practice sessions. However, the student may not participate in athletic competition, or other extra-curricular activity. It is also understood that the student will not travel with the team/group, or serve in any capacity with the team/group, or be in uniform.

## **GOOD CONDUCT POLICY**

### **general information**

The opportunity to participate in extracurricular activities is extended as a privilege to students attending Chariton Middle School. Students who choose to be involved in these organizations are expected to maintain acceptable standards of behavior and performance in order to be eligible for extracurricular competition or participation. For those students who have met the eligibility requirements at Chariton Community Middle School and choose to participate in extracurricular activities, the “Good Conduct Rule” further defines expectations for those involved.

#### **General Information**

Violations accumulate per category, and accumulate throughout a student’s middle school career. Violations reset after the student’s 8th grade year.

- If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.
- If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.
- Chariton Middle School will honor any good conduct violation from other schools. Any student entering our district under suspension will have to complete that suspension before participating for Chariton Middle School.
- Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.
- If consequences are imposed by the administration, and this decision is appealed to the Board of Education, the suspension remains in effect during the interim.
- Additional rules and provisions may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of all provisions.
- Because it is impossible to foresee every possible scenario (i.e. social media, etc.), school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed. Violations of the GCR that are witnessed by school officials or communicated to school administration by law enforcement will be subject to the GCR.
- Prior to participation in extracurricular activities, students will be required to sign a form acknowledging awareness of the contents of the contents of the Good Conduct Rule.

## Violations of the Good Conduct Rule:

### Category A

- Illegal use of drugs, including the use or possession of illegal substances or paraphernalia
- O.W.I. and / or weapons violation

### Category B

- Committing an illegal offense (except minor traffic violations)
- Illegal use or possession of alcoholic beverages (other than that listed in part two of Category A)

A student is considered to be in "possession of alcohol" if:

- He/she is charged with and convicted of possession of alcohol or,
- Is seen or observed by a school official or law enforcement officer using or possessing alcohol or,
- Admits to using or possessing alcohol or,
- Is in attendance at any party or function at which alcoholic beverages are consumed, other than attending family sponsored activities such as a reception, public events such as a professional ball game, or any function if the student is under the direct care and supervision of his/her parents. If the student can provide evidence that they were not possessing or consuming alcohol while in attendance the violation will move to a Category C offense.

### Category C

- Use or possession of tobacco products
- Gross misconduct, defined as conduct unbecoming a student representing our school through extracurricular programs. Gross misconduct includes: fighting, truancy, vandalism, or any other conduct which would warrant a suspension.

## GOOD CONDUCT VIOLATION CONSEQUENCES

### Category A

#### 1st offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months

### Category A

#### 2nd offense or more:

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months.



## GOOD CONDUCT VIOLATION CONSEQUENCES

### Category B

#### 1st offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months

#### 2nd offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months

#### 3rd offense or more:

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months.

## GOOD CONDUCT VIOLATION CONSEQUENCES

### Category C:

#### 1st offense:

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

#### 2nd offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months.

#### 3rd offense or more:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months.

### ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimizations 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, gender identity, 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 engaging 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, terminations. 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 means any electronic, written, verbal, or physical activity or conduct toward a student which is based on any actual or perceived traits 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 or harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or 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 a 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, 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 a 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 in violation of this policy. Any student who is found to have retaliated against another 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 volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Chariton Middle School Principal at 641-774-5114 is responsible for investigating allegations of physical abuse, bullying and/or harassment complaints by students. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

**Students who feel that they have been harassed should:**

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs 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
- Fill out a harassment form (from the office or teacher) and write down exactly what happened.

The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Middle School principal, at 774-5114, as its Level I investigator. The Superintendent may also be contacted directly.

**Physical abuse** is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to: times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

**Detention & suspension policies  
detentions & In school Suspension**

It is the responsibility of the students, parents/guardians, and practitioners to create an atmosphere where all individuals feel a sense of respect, safety, and belonging, and there are consequences for unacceptable behaviors. Disciplinary infractions vary in the degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Parents will be contacted whenever consequences are assigned to students.

The consequences listed are by no way meant to limit school personnel in the assigning of consequences to students. The list is intended to serve as a guide of possible consequences that may be assigned to the student, dependent upon the circumstances of the incident. Cumulative incidents during the course of the school year may be considered as grounds for a recommendation of expulsion.

**DETENTIONS**

Detentions may be assigned to students who do not follow school expectations. CMS staff will contact parents regarding the assigned detention. Detentions must be completed the day assigned or the following day. Failure to to serve detention will result in further consequences (including, but not limited to, doubled disciplinary time or suspension) and the Parent/Guardian will be contacted. Detentions will take precedence over scheduled school trips or activities.

**IN-SCHOOL SUSPENSION (ISS)**

When students are placed in In-School Suspension (ISS), they will complete all of their work in the office under the supervision of office staff. Students in ISS will remain in the office for the entire day, including breakfast and lunch. A full day of ISS lasts from the beginning of the school day until 4:00 pm. ISS will go to 4:00 even on early dismissal days and non-school days unless the reason for dismissal is weather-related. Students who are not able to follow the rules during ISS may receive further consequences.

ISS will result in loss of eligibility for any activities that day and students are not allowed on school grounds after their dismissal from ISS during the time of suspension. Students will be allowed to perform at co-curricular activities that directly affect the student's grade. The suspended student will not be allowed on school grounds after their dismissal from ISS during the time of suspension nor can they attend any school events during the suspension period.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Any student who repeatedly or grossly violates any of the regulations, rules, and discipline policies of the school may be subject to suspension for up to ten days.

A student will have the opportunity to make up all work missed due to an out-of-school suspension. It will be the student's responsibility to make arrangements for missing work. A student will have one day, in addition to the number of days suspended from school, to complete the missing work. The suspended student will not be allowed on school grounds during the time of suspension nor can they attend or compete in any school events during the suspension period. Students will be allowed to perform at co-curricular activities that directly affect the student's grade.

If a student receives a suspension the last week of school, he/she will begin the next school year with his suspension if the suspension has not been completed. Chariton Middle School administration retains the discretion of determining suspensions on a case by case basis.

## **EXPULSION**

Students may be expelled from the school district following a recommendation to the school board for a period of time up to and including one year.

## **GRIEVANCE PROCEDURES**

A student's complaints and grievances shall be resolved through orderly processes and at the lowest organizational level. If a student feels he or she has not been dealt with fairly, the student may grieve the matter through the following process:

- The opportunity shall be provided for any student and his/her parents to discuss with the teacher or other licensed employee, a decision or situation which the student considers unfair.
- If the matter remains unresolved, the student and his/her parents may request assistance from the principal within five days of the other employee's decision.
- If this matter cannot be resolved by the principal, the student and his/her parents may discuss it with the superintendent, within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student and his/her parents may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

## behavior expectations & consequences

### Behavior Expectations

Students at Chariton Middle School are expected to know and follow our PRIDE Expectations while at school, on school property, and during school activities and events.

**P: Perseverance**

**R: Respect**

**I: Integrity**

**D: Dependable**

**E: Effort**

In order to protect student learning and maintain a safe, orderly environment, students who violate the school's behavior expectations may be disciplined as follows.

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### Disrespect for the Rights of Others

#### **A. Disrupting classroom environment and/or refusal to comply with adult requests**

Conduct that disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disrupting classes or meetings, and disrespectful behavior towards other students or adults. Verbal or physical behavior may apply here.

#### **B. Inappropriate behavior by a student**

This may include inappropriate physical contact, use of obscene or profane language, or other behaviors deemed inappropriate by administration or other authorized adults.

#### **C. Insubordination/Disrespect towards a staff member**

Any act which demeans the position of a staff member of the school. The use of profanity, gross disobedience, or misconduct.

#### **D. Show of intolerance or bigotry toward others; sexual harassment**

Racial, ethnic, religious, cultural slurs, sexual harassment, and derogatory or disrespectful statements, images, or acts are prohibited.

Sexual harassment may include unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, verbal, physical, or written harassment or abuse; pressure for sexual activity, repeated remarks, implications, demands, or threats.

#### **E. Threats to district personnel or visitors**



Intimidating, using extortion, or threatening to harm a school staff member or visitor is prohibited. Use of any object in a threatening or intimidating manner is prohibited.

**F. Physical attack upon another student**

Any time a student is determined to be a danger to himself/herself or others during regular school day or at any school activity because of demonstrated acts of violence. Fighting is prohibited. This type of action may be grounds for police contact and involvement.

**G. Physical attack upon district personnel or visitors**

Attempting to apply or applying force to a school staff member or visitor is prohibited. Police will be involved.

**H. Possession or use of dangerous objects or look-alike objects**

Possession or use of, including but not limited to, firearms, pellet guns, knives (defined as illegal by Iowa Code), chemical substances or other dangerous instruments, objects that resemble dangerous objects, fireworks, explosives, and/or dangerous weapons. Police will be involved.

**I. Engaging in activities that interfere with school purposes**

Students are not to cause, including but not limited to, a false fire alarm, malicious use of telephones, bomb threats, convey threats or give false information concerning the placement of a bomb/incendiary device or look-alike. Arson is prohibited. Police will be involved.

**\*Due to the serious nature of these violations, CMS Administration will initiate a full investigation and reserves the right to assign consequences up to and including expulsion.**

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**Disrespect for the Property of others**

**Note: Restitution may be required for all cases.**

**A. Minor malicious damage to the property of others.**

Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks, or drawing on the walls, furniture, fixtures, etc.

**B. Vandalism**

Major malicious destruction of school and/or other's property is prohibited. Police may be involved.

**C. Theft**

The involvement in or the taking of school or another person's property without permission is prohibited. Depending on the value of the item taken, the police may be involved.

#### **D. Trespassing**

Students are not to be in school buildings or in restricted areas or on school grounds without proper authorization. The police may be involved.

**\*Due to the serious nature of these violations, CMS Administration will initiate a full investigation and reserves the right to assign consequences up to and including expulsion.**

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#### **Tobacco**

##### **A. Possession, Use or Misuse of Tobacco, Smoking, Chewing, e-Cigarettes, Herbal, or Look-alike**

The possession or use (including sale or distribution) of tobacco products or look-alike is prohibited. Parent Contact, Police Involvement.

**\*Due to the serious nature of these violations, CMS Administration will initiate a full investigation and reserves the right to assign consequences up to and including expulsion.**

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#### **Alcohol and Controlled Substances**

##### **A. Possession, use of alcohol, drugs, controlled substances or look-alike substances**

Possession of beer and or alcohol, drugs and/or controlled substances or look-alike substances is prohibited (this includes drug paraphernalia). Consumption and /or use of alcohol, drugs or controlled substances or look-alikes are prohibited. Police will be involved.

**B. Sale, distribution, or transmittal of alcohol, drugs, controlled substances or look-alikes**

Sale, distribution, or transmission of alcohol, drugs, prescription drugs, controlled substances and/or look-alike substances is prohibited. Police will be involved.

**\*Due to the serious nature of these violations, CMS Administration will initiate a full investigation and reserves the right to assign consequences up to and including expulsion.**

**acknowledgement of receipt of cms student handbook**

I have received a paper copy of the 2023-2024 Chariton Middle School Student handbook. I understand that I may also look at the digital copy located on the school website at [www.charitonschools.org](http://www.charitonschools.org).

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**parent/guardian signature**

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**date**

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**student signature**

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**date**