



MIDDLE SCHOOL (6-8)

HANDBOOK

2023 - 2024

Building Schedules

6th	7th	8th
RaiseTheSails, 8:20 am	RaiseTheSails, 8:20 am	RaiseTheSails, 8:20 am
1st, 8:25-9:22	1st, 8:25-9:22	1st, 8:25-9:22
2nd, 9:25-10:22	2nd, 9:25-10:22	2nd, 9:25-10:22
3rd, 10:25-10:50	3rd, 10:25-11:22	3rd, 10:25-11:22
Lunch/Homeroom, 10:53-11:15	4th, 11:25-11:50	4th, 11:25-12:22
Homeroom, Lunch, 11:17-11:39	Lunch/Homeroom, 11:53-12:15	5th, 12:25-12:50
4th, 11:42-12:39	Homeroom/Lunch, 12:17-12:39	Lunch/Homeroom, 12:53-1:15
5th, 12:42-1:39	5th, 12:42-1:39	Homeroom/Lunch, 1:17-1:39
6th, 1:42-2:39	6th, 1:42-2:39	6th, 1:42-2:39
7th, 2:42-3:35	7th, 2:42-3:35	7th, 2:42-3:35

Clear Creek Amana Middle School
 311 West Marengo Road
 Tiffin, Iowa 52340
 Main Office/Attendance: (319) 545-4490
 Fax: (319) 545-4094
www.ccaschools.org

Notice of Nondiscrimination

It is the policy of the Clear Creek Amana 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 Angelica Brothers, Equity Coordinator District Office, 1486 Hwy 6 NW, PO Box 487, Oxford IA 52322, (319) 828-4510, angelicabrothers@ccaschools.org.

Clear Creek Amana CSD Mission

The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible community members by providing an environment that inspires quality lifelong learning.

Administrative Staff

Brad Fox	Principal	bradfox@ccaschools.org
Regan Stone	Associate Principal	reganstone@ccaschools.org
Kyle Forness	Dean of Students	kyleforness@ccaschools.org

Office Staff

Michelle Kimm	Building Secretary	michellekimm@ccaschools.org
TBD	Building Nurse	TBD
Mikkel Brown	Counselor	mikkelbrown@ccaschools.org
Grant Elsbernd	Counselor	grantelsbernd@ccaschools.org
Stephen Carey	Student Support	stephencarey@ccaschools.org
Elizabeth Rhodes	Student Support	elizabethrhodes@ccaschools.org

Required Policy Information

[104 Anti-Bullying/Harassment](#)

[213.01 Public Complaints](#)

[402.03 Abuse of Students by District Employee](#)

[503.01 Student Conduct](#)

[503.04 Good Conduct Rule](#)

[506.01 Education Records Access](#)

General Student Expectations

Our building has outlined general school wide student behavior expectations. The expectations include expectations for student behavior in the following areas; classrooms, restrooms, locker rooms, hallways, lunch room, bus lines, gym/auditorium, and common spaces throughout the school facility.

- Classrooms- phones off/silent and out of site, bring all materials to class, be on time, follow teacher directions, be a great Clipper Role Model.
- Restroom/Locker Room- no phones, use facility, respect privacy of others, report and issues, maintain a cleanliness.
- Hallway- walk, inside voice, hands/feet to self, maintain cleanliness, be a great Clipper Role Model.
- Bus- hands/feet to self, walk on/off bus, enter in a single file, be a great Clipper Role Model.

Responsibility and Discipline: An Ongoing Process

Establishing a sense of responsibility and discipline is an ongoing process, not a one-time effort. The policy stated in this manual will not ensure school discipline or individual responsibility. It will, however, facilitate the process.

When a student doesn't follow classroom expectations, what happens?

- When a student is not following our expectations the teacher will give the student a verbal or nonverbal warning. This will be done in a discreet manner.
- If the student continues to struggle with their behavior, the teacher will direct the student to a spot in the classroom where they can review the expectation and complete a Response Card (if necessary)
- The purpose is to help the student regain their focus and composure.
- If after some time the student still can't regain their composure, or they are escalating the situation, the student will then be sent to the Response Room to process with our Student Support Staff.
- If the student doesn't comply with the request to go to the Response Room, or their behaviors are considered MAJOR infractions, the teacher shall issue the student an Office Referral. At this time the teacher will contact the office by phone and let the office know that the

student is on their way. If the student won't leave the room the teacher shall call the office and request that Mr. Forness, Mr. Stone or Mr. Fox come to the room to remove the student.

- To better understand what constitutes a Minor, Major or Serious infraction, please refer to the [CGAMS Minor/Major Matrix](#). Please note the District utilizes the **FOLLOWING MATRIX** in response to student discipline at the 6th-8th grade levels for both school buildings and transportation. Please note [Policy 503.08–Discipline of Students who Make Threats of Violence or Cause Incidents of Violence](#) embedded within the matrix as well.

Levels of Student Consequences

Detention: Teachers and the principal may assign a student to serve a detention during the lunch hour. The goal of the detention period is to help the student realize there are consequences for misbehavior. When this occurs the student will eat his lunch in one of our office conference rooms and will not be allowed to use their Chromebook or phone.

In-school Suspension (ISS): The principal and assistant principal will manage In-school Suspension. No student will be assigned to ISS except through the principal or assistant principal. Separate lunch and break times will be arranged by the ISS supervisor. Students will be responsible for all work given during the day. Homework will be collected during the day for the student by the success teacher. It will be the student's responsibility to do the homework at home and turn it in on time. Students who miss class for in-school suspension will not be given extra time to complete the homework unless they are in special education. Special education students will be given normal accommodations including extra time. Tests and quizzes missed due to ISS will be made up at the convenience of the teacher. Students in ISS will not be allowed to practice or play on the day of the suspension. Absence from an extracurricular activity due to ISS will be unexcused.

Out-of-School Suspension (OSS): The student is sent home for a period of time, usually one to three days. The student is not permitted to attend school functions or to be on school property during the time of suspension unless an exception is made explicitly by the principal. Credit will be given for work performed to teacher expectations and for tests taken. Provisions will be made for the student to receive school work and tests.

Homebound Study: Homebound study is when a student's enrollment is officially designated as home bound by the administrative team. The team will determine the conditions of enrollment and/or when the student may enroll on a regular basis.

Expulsion: The student's enrollment is officially terminated by the Clear Creek Amana Community School District's Board of Directors. Expulsion may be recommended for behavior that seriously threatens the life or safety of others.

Physical Restraint

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

Appropriate Clothing

Clothing that advertises alcohol or tobacco products should not be worn at school. Children may not wear clothing that has profanity or any type of indecent, inappropriate, or suggestive printing on it. Clothing that reveals undergarments or is excessively revealing of the body should not be worn to school. School district policy gives the principal discretion in this matter.

Attendance

Parents are asked to notify the Clear Creek Amana Middle school office when students will be absent. Please call the school at 545-4490 before 9:00 a.m. Another option to report attendance is by emailing the middle school secretary, Mrs. Michelle Kimm. Her email address is michellekimm@ccschools.org Students who miss their afternoon classes because of illness may not participate in an athletic contest, musical concert or any social event on that date. If excessive absences occur, the student’s parents will be notified by the school. Sufficient explanation (including a physician’s statement) may be required when a student is absent excessively.

Attendance Policy—Excused and Prearranged Absences

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students’ cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education

programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. If the student's unexcused absences total five, a referral to the County Attorney may be made for truancy.

Tardiness

Each teacher will take attendance each class period using the computer software on the teacher's classroom computer. **Excused Tardies:** Students who arrive late to school will report to the office for a tardy slip. A note from the parent must be presented to the office explaining why the student was late. Students who arrive late to their next class or work area because they were working with another teacher must have a pass from that teacher. Students participating in the school's breakfast program are encouraged to eat quickly so as to not be habitually late for first period class. The office will not issue tardy passes for locker or bathroom reasons. **Unexcused Tardies:** An unexcused tardy is defined as any tardy to class without a pass. Students should be marked tardy if they are not in their assigned places by the time the bell rings. Students who receive three unexcused tardies in one class will receive a detention from that teacher. Tardies will accumulate for a nine week period. When a student has accumulated two detentions for tardiness from any class he or she may be assigned to a day in ISS. The detentions may be from the same teacher or from different teachers. Every additional detention due to three tardies may result in an additional day of in-school suspension. Chronic tardiness may necessitate out-of-school suspension.

Leaving the Building

Students are not permitted to leave the school grounds at any time during the day without permission. If students must leave the building because of an illness or other emergency they must be released to the custody of a parent/guardian or designee. Leaving school without permission is a serious situation and serious consequences will be implemented.

Physical Altercations/Fighting

Fighting is prohibited at CCA Middle School. Any student who is involved in a fight or physical altercation will be subject to in-school or out-of-school suspension or expulsion depending on the nature of the event. Administrators will investigate each altercation/fight on a case by case basis and determine appropriate consequences. Students who have been involved in multiple altercations/fights will be subject to more severe consequences.

Recording and/or Posting Altercations and Fights

Students who actively record or take videos or pictures of altercations/fights (on school devices OR while at school) will be subject to school consequences. Students who distribute the material through text or social media (that was captured while at school) will be subject to school consequences.

Care of School Property

Students are responsible for the proper care of all books, supplies, lockers, athletic and band uniforms, and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or pay to replace the item. Lost books or supplies must be paid for.

Physical Education and Health

Middle school students will participate in physical education and/or health every other day. Students will also cover the necessary health units during their middle school grades. Students may be exempt from physical education or health classes because of religious reasons or because of objections to the human growth and development curriculum. Either kind of exemption requires a written request from a parent.

Student Conduct on School Transportation (Code 711.2)

In these days of growing traffic congestion, increasing traffic hazards and mounting financial costs, it is essential that school bus drivers receive whole-hearted cooperation from students and parents. In general, any activity which worries or distracts the driver is objectionable. The bus driver needs to keep his or her mind on driving and on the traffic situation. If he or she is worried about the activity in the bus, he or she cannot be a safe driver. Students and parents should understand that the students riding on school buses must obey all rules and regulations or forfeit their right to ride the school bus. When pupils experience problems that develop in conjunction with bus transportation, they should first discuss them with the bus driver. (If no satisfactory solution is reached, notify the transportation director. If nothing can be settled, then contact the building principal or the superintendent.) If your child has a medical condition that a driver may need to deal with, please let the driver know. Medical information is to be kept confidential by the drivers.

Loading and unloading pupils

There is no required time for a school bus to wait when a pupil is not at the loading station at the scheduled time, and the policy of waiting is not recommended. Entrance to the bus must be in an orderly manner. Go directly to your assigned seat and remain seated while the bus is in motion. A pupil is not to run out into the street to meet a bus. He must wait until it comes to a complete stop at a regular loading position. Buses will unload only at the school, not in the business district. The emergency door is not to be used except in a real emergency or drill by the driver. All pupils should be received and discharged from the right front entrance of each school bus and if said pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions and proceed to cross the highway only on signal from the bus driver. A pupil should let

the driver know in advance when he is not going to ride the bus. Riders who wish to leave the bus other than at their regular stop must have a signed statement from their parents and the slip must be given to the driver. This can only be done if the stop is already on the same bus route. Route bus drivers will not leave an attendance center until all shuttle buses have arrived.

Who may not ride the school bus

Students who live in town, students visiting another student, adults who live on the bus route, children who are not in school or students from another school may not be transported by the school bus without prior signed permission by a building principal. (The bus driver must see that no person other than the pupils who are designated to ride on a bus are transported on the bus.) A person assigned to ride a specific bus may not ride the bus of another route without permission based on a request from the student's parents and approved by the office.

Inside the bus:

- a. Drivers may assign seats to all passengers and may establish rules to guide behavior on their bus as the situation dictates.
- b. Windows are not to be lowered more than half-way and nothing is to project out of windows. Pupils should leave windows alone unless directed by drivers. The bus driver will attend to ventilation. Pupils shall not extend any body parts through bus windows.
- c. Shouting or profanity on the bus and remarks to people outside the bus is prohibited. Silence must be maintained on the bus at all railroad crossings.
- d. No one is to interfere with other passengers such as taking caps, scarves, books and the like.
- e. There shall be no smoking, lighting of matches, use of spray cans, opening of fingernail polish, etc. on the bus.
- f. There shall be no shooting or throwing of any objects in the bus or out of the bus.
- g. The bus is not to be marked or damaged in any way, such as writing on walls, cutting seats and there may not be any open pocket knives displayed on the bus. Students will be assessed damages for vandalism on the bus.
- h. A pupil must remain seated and facing to the front with feet out of the aisles while the bus is in motion. Feet are to be kept off seats at all times.
- i. Each passenger is expected to help in keeping the bus clean, such as picking up paper and other objects that may drop on the floor. Shoes or boots should be as free of mud as conditions will permit before entering the bus.
- j. No beverages or food may be consumed on the bus. Sack lunches must remain closed. Take home treats must be sacked or placed in book bags. Suckers are a safety hazard and are not to be eaten on the bus.
- k. Classroom conduct is to be observed by students while riding the bus. No rough housing is allowed.
- l. "No ... objects shall be placed in the bus at any time to restrict any part of the passageway leading to the rear emergency exit, service door...." Iowa Administrative Code, Chapter 44.3. What this means is that objects which cannot be held on a student's lap or stowed beneath the passenger seats will require alternate methods of transport to and from school.
- m. "Whenever possible and/or practical, drivers should move school bus passengers from the rear-most passenger seating positions of the bus." Because the school bus spends a great deal of its route time loading and unloading students while stopped

on the traveled portion of the roadway, moving students one or two rows forward of the rear-most seating could mean a great deal to the safety of the students should there be a rear-end collision.

Bus Discipline

Students riding buses who commit acts reflecting disregard of the rules will be subject but not limited to the following procedures being invoked.

Warnings

The bus driver may, depending upon the severity of the offense, warn the student, or require the student to clean out the bus. The driver is encouraged to contact the parents when a student is misbehaving on the bus and discuss the student's behavior with the parents. The bus driver will issue a written discipline notice and send it to the principal and/or Transportation Director. If possible, the transportation director will meet with the bus driver and the student, either before or after contacting the parents, to try to resolve the problems and prevent future problems. It is also possible that a student's behavior is so disruptive that the welfare and safety of the other bus riders is in immediate danger. In that case, the driver will proceed to the nearest center and contact an administrator. The student may be removed from the bus immediately and the parents contacted to arrange for alternate transportation.

Emergency or Extreme Behavior

There may be some student behavior that warrants suspension from riding the bus without a prior warning. (For example, fighting on the bus). In this case the driver will inform the building principal about the seriousness of the incident and request that the student be temporarily not transported. Students may be suspended from the bus for their actions. Suspensions will range from 1 day to the remainder of the school year.

Adverse Weather

No school buses shall stop to load or unload pupils unless there is at least 300 feet of clear vision in each direction. The law forbids a bus to stop on the public roadway when, for whatever reason, there is less than 300 feet of clear vision in each direction, plus no bus shall leave the public roadway to receive or discharge pupils unless their safety is enhanced thereby or the private road is maintained in the same manner as a public roadway. If driver visibility is less than 300 feet in most of the school district at the time buses are regularly scheduled to leave on routes, departure time will be delayed one hour or more. These decisions will be announced on local radio stations. It may be assumed buses will leave after the end of the delay unless visibility is still inadequate for safe driving. In that case, a further delay or cancellation of transportation and classes for the day will be reported over the same radio stations.

With an intermittent visibility condition, students are to either go to a stop that has clear vision on their bus route, come to school by their own transportation or take an excused absence and stay at home.

General

Transportation during a period of bus suspension will be the responsibility of the student's parent(s) or legal guardian(s). Absences due to lack of transportation during this time shall be unexcused. Suspension from morning and afternoon bus routes and shuttles will not automatically prohibit a student from riding a bus to athletic events or scheduled activities. Transportation on these additional buses will be determined on a situational

basis depending on the severity of the offenses. In all cases where a student is suspended from riding the bus, the Individual Disabilities Education Act (IDEA) will be taken into consideration. For a long suspension, if the student is handicapped, a staffing will be scheduled to determine whether the student's IEP should be changed to make use of alternate transportation. If the suspension is related to the student's disability and alternate transportation is found to be in the best interest of the student and the school, alternate transportation will be provided or the cost of such transportation will be reimbursed.

Activity Bus

Riding the activity bus is a privilege, not a right. Activity buses include both the after-school buses and those going to athletic events. Students who do not follow the rules on the activity bus will have this privilege revoked.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (1995).

Cross Reference: 503 Student Discipline; 506 Student Records

Career Education

Career education is an important aspect of the total educational program. Career education helps students prepare for careers and the world of work. Career education is infused into the regular curriculum. Career education includes such topics as awareness and understanding of one's interpersonal relations, self and society, decision making, economics, occupational knowledge and work attitudes and values.

Child Abuse Reporting

Child Abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts of omissions of parents, guardians or persons legally responsible for the child. Certified school employees, and school nurses, are required by law to report all instances of suspected child abuse involving students to the Department of Social Services. Mrs. Angelica Brothers and Mr. Matt Leeman are the Level One Investigator for suspected abuse by a district employee. They may be reached at angelicabrothers@ccaschools.org and mattleeman@ccaschools.org

Fire, Tornado and Emergency Drills

Drills will be held periodically throughout the school year. Fire exits are designated for each classroom and are posted on a card near the hall doorway. Teachers will instruct each class on tornado safety zones and evacuation procedures. Students will not know whether the alarm signals a drill or a life-threatening situation and should treat each signal as if it were the real thing. Quiet and cooperation are most important during these drills..

Harassment

Board Policy

The Clear Creek Amana Board of Education policy states that all members of the Clear Creek Amana Community School District (Board members, administrators, employees, parents, vendors, others doing business with the school district and students) are expected to conduct

themselves so as to provide an atmosphere free from sexual harassment. Any person proven to be in violation of this policy, while acting as a member of the school community, will be subject to discipline or discharge. (See Board Policies 403.7 and 502.12.) The board prohibits harassment, bullying, hazing or any other victimization, of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed national origin, race religion, marital status, sex sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

Federal guidelines describe sexual harassment as:

Unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or, submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or, such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment.

What Behaviors may Constitute Sexual Harassment?

Sexually harassing behaviors can include, but are not limited to:

touching, grabbing or pinching in a sexual way, including snuggies and spiking, sexual comments, jokes, gestures or looks. In addition to sexual harassment, Clear Creek Amana students and staff are also protected from harassing behaviors based on age, race, creed, color, marital status, national origin, religion, sexual orientation and disability. Harassing acts may be treated as just cause for discipline or discharge. (See Board Policies 403.7 and 502.12.)

Services Available to students

Students who feel the need to talk with a trusted adult following experiences with harassment may find it helpful to contact a guidance counselor, nurse or teacher.

Responding to a Complaint

Any person who believes that he or she has been a victim of sexual harassment by a student or employee of Clear Creek Amana shall report the conduct immediately to a complaint manager, unless the informal resolution process is being used. Any employee of Clear Creek Amana who is aware of behavior which may constitute sexual harassment shall report the conduct immediately to a complaint manager. Failure by the victim to report an unwelcome behavior does not mean the behavior was welcome! If the report is made verbally, the complaint manager shall document it in writing within 24 hours. An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator. Within

ten working/instructional days, the complaint manager shall provide a written report to the alleged victim or parent/guardian, the alleged harasser or parent/guardian and the Superintendent.

Complaint Managers

All administrators, supervisors, directors, and managers in the Clear Creek Amana Community School District will, depending on the circumstances, serve as complaint managers. These include the following:

The Clear Creek Amana complaint managers include:

High School Principal—Mark Moody
 Middle School Principal—Brad Fox
 Amana Elementary Principal- Ben Macumber
 Clear Creek Elementary Principal- Kayla Amelon
 Tiffin Elementary Principal- Stacy Stull
 North Bend Elementary Principal – Brenda Parker
 Oak Hill Elementary Principal- Brian Williams
 Superintendent—Dr. Corey Seymour
 Assistant Superintendent- Matt Leeman
 Food Services Director—Debbie Klein
 Transportation Director- Denny Schreckengast
 Director of Facilities and Grounds- Maury Gallagher
 Director of Technology- Joe Francis
 Director of Student Services- Barb Hunt
 Director of Instruction- Angi Hoyer

Immediate, direct, assertive action by the victim is the most effective way of dealing with harassment!

Informal Resolution of a Complaint

Communicate to the harasser what you are feeling and that you expect the behavior to stop. You may do this verbally or in writing. If you do it in writing, make two copies. Ask a parent/guardian or other trusted adult to be your witness when you give one copy to the harasser. If the behavior is repeated, go to a person in authority. Give the person in authority written documentation of what happened. Keep a copy for yourself. The written documentation should include the following:

- what happened
- when it happened
- where it happened

- who did the harassing
- who the witnesses were, if any
- what you said or did in response to the harassment
- how your harasser responded to you
- how you felt about the harassment.

Note: Include a copy of your original communication to your harasser, if it was done in writing. If the behavior is repeated again, go to a person higher in authority. Keep documenting the harassment. Equity Complaint procedures and Equity Complaint forms are available in each district building. Questions about procedures or forms should be directed to CCACSD Central Office, (319) 828-4510. Confidentiality shall be maintained in so far as possible during the investigation of the complaint and regarding any subsequent disciplinary action. At anytime a victim may choose to contact any of the following:

- CCACSD Central Office, (319) 828-4510
- Iowa Civil Rights Commission, Des Moines, IA, (515) 281-4121
- US Office of Civil Rights, Kansas City, MO, (816) 891-8026

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone, student or staff, who retaliates against an individual who reports behavior that may constitute sexual harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of sexual harassment may be subject to discipline. Submission of a complaint or report shall not affect that individual's employment, grades, work assignment, etc. All students and staff have the right to a safe learning and working environment. All students and staff have the right to be treated with respect. All students and staff have the right to an environment that is free of discrimination. Clear Creek Amana CSD has the right and the responsibility to establish a code of conduct for students and staff. The district also has the right and responsibility to develop policies and procedures related to sexual harassment. Each building administrator is responsible for providing a safe learning and working environment for students and staff. Examples of behaviors that may constitute sexual harassment

- name-calling, such as honey, bitch, gay, lesbian, ho
- spreading sexual rumors
- leering or staring
- sexual cartoons, pictures, messages, notes, illustrations
- using the computer to leave sexual messages or graffiti or playing sexually offensive computer games
- gestures with the hands or body, such as flashing, mooning, etc.
- pressure for sexual activity
- obscene T-shirts, hats, pins
- touching oneself sexually in front of others

Consequences for the student harasser include, but are not limited to:

- verbal warning and/or reprimand
- written warning and/or reprimand (entered in student's discipline file)
- internal or external suspension
- expulsion
- referral to law enforcement agencies for appropriate action.

Consequences for the adult employee harasser include, but are not limited to:

- verbal warning/reprimand
- written warning/reprimand (entered in staff member's personnel file)
- suspension with/without pay
- termination of employment
- referral to law enforcement agencies for appropriate action.

Consequences for the adult employee who fails to act—include, but are not limited to:

- verbal warning/reprimand
- written warning/reprimand (entered in staff member's personnel file)
- suspension with or without pay
- termination of employment
- referral to appropriate governmental agency for action

Insurance Program

The school has an insurance program available for each student. The fees will be explained at registration. All students participating in activities programs must either purchase the school insurance or submit a waiver signed by a parent.

Medicine at School

The school will administer prescription medication only if written authorization is received which is signed and dated by the parents. The medication must be in the original container which is labeled by the pharmacy or manufacturer with the name of the child, name of the medication, time of day it is to be given, the dosage, and the duration. If the parents request a change in the time or dosage level of a medication (as in the case of behavior modification drugs for example) the nurse will contact the doctor to ensure the change is authorized. A standing order for adjustments by the parents may be obtained from the doctor. The nurse will document the time and date of contacts with either parents or physicians for time or dosage changes to prescription medication. A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its

dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions, or omissions. The school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place. The school will administer non-prescription medication only if written authorization is received which is signed and dated by the parents. If you supply the medication, it must be in the original container which is labeled by the pharmacy or manufacturer with the name of the child, name of the medication, time of day it is to be given, the dosage, and the duration. If you do not supply the medication, but sign a release (in the registration packet), the school will dispense acetaminophen (e.g., Tylenol), ibuprofen (e.g., Motrin, Advil) and antacids (e.g., Tums, Rolaids).

Notification of Alcohol & Drugs

The use, possession and/or distribution of alcohol or illicit drugs is against the law, against the policy of the Clear Creek Amana Middle School. Use, possession, sales or distribution will not be tolerated on school grounds or at any school-related activities or events. The full range of disciplinary actions outlined in the student handbook is available to deal with alcohol or illicit drug abuse, including expulsion and referral for prosecution. Students who violate this policy may be required to complete a rehabilitation program prior to re-entry to school as a part of a disciplinary action. Information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students may be obtained through the guidance counselor. Compliance with this policy is mandatory for students. Students and their parents will receive a copy of this notification.

Cumulative File Information

The Clear Creek Amana Community School District maintains records about students in order to facilitate their educational progress. These records contain information about students and their education experiences and may include, but not be limited to, the following types of records: identification number, attendance data, record of achievement, family background data, aptitude tests, education and vocational plans, honors and observations and external agency reports. The records of each student are maintained in an electronic database. Any exception will be noted in the student's records or by the person in charge of record maintenance for each school building. The district policy on students' records may be secured upon request. The building secretaries are responsible for maintenance of student records. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over 18 years of age. Any other access to student records shall be only upon written consent or upon a court-ordered legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest
2. Officials of other schools in which the student proposes to enroll
3. Representatives of state and local government when auditing and evaluating federal educational programs
4. Officials connected with a student's education financial aid application
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974

6. Organizations which process and evaluate standardized tests
7. Accrediting organizations for accreditation purposes
8. Parents of dependent children, regardless of child's age
9. Appropriate parties in a health or safety emergency

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from elementary to middle school level, from middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed five years after graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records as a reasonable cost, to write a response to material in the records, to challenge the content of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have records explained. Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Right and Privacy Act Office, Department of Education, Switzer Building, 330 C St. SW, Washington, DC 20201.

Directory Information

The Clear Creek Amana Community School District has developed a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school policy is available for review in the office of the principal of all of our schools. Student directory information is designed to be used internally within the school district. Student directory information includes the student's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. The primary purpose of directory information is to allow the school district to include this type of information from your child's educational records in certain school publications. Examples include, but are not limited to, a playbill showing your student's role in a drama production, school newspaper publications, the annual yearbook, honor rolls or other recognition lists and graduation programs. Directory information which is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. You have the right to refuse the designation of any or all of the categories with respect to your child, provided that you notify the school district in writing no later than September 15th in that school year. If you desire to make such a refusal, please indicate by checking the appropriate blank on your student's registration form. If you have no objections to the use of student directory information for the purposes described here, you do not need to take any action.

Student Lockers and Searches

All desks and lockers in the school building are the property of the Clear Creek Amana Middle School and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for storage of school books, school materials, possessions

ordinarily used in day-to-day school activities and outer wear clothing. Students are strongly discouraged from leaving valuables in their lockers. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, contraband, or evidence of vandalism. Searches will be conducted in the presence of at least one other person. Items found in lockers or desks which may reasonably be assumed to be used to disrupt or interfere with the educational environment or which are sexist in nature may be confiscated by school officials. Such items shall, upon request, be returned to the student's parents. Personal belongings, such as purses, duffel bags, etc., may be searched by school officials if there is reasonable suspicion that the student may have something in his or her possession that violates school rules or state laws. Students should not bring large sums of money or valuable personal items to school. The school is not responsible for finding or replacing items which should not have been brought to school. Students may not bring onto school property any type of knife, firearm, ammunition, explosive or lighter. All Middle School students will have the opportunity to check out a lock from the office at the beginning of the school year. If the lock is not returned to the office at the end of the school year, the student will be charged a \$5.00 fee to replace the lock.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch under the Child Nutrition Program, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually. Checks that do not clear the bank due to non-sufficient funds (NSF) will be assessed a charge of \$20. People who have given the district a check that is returned by the bank will be required to pay with cash or money-order.

Field Trips

Periodically, field trips are planned and scheduled by teachers. Information about the upcoming field trips will be shared via email. All students going on field trips will go on school buses chaperoned by a faculty member, or in some other designated vehicle with at least one school assigned staff member present. Unless special arrangements are made, students must also return in this manner. It is the policy of the Clear Creek Amana School Board that field trips and excursions are to be relevant to the district curriculum and have an educational focus. The field trip or excursion should add a dimension to the study of the curricular topic that cannot be learned in the classroom. Performing groups are to schedule performances as part of the itinerary for trips they take. (Code 606.7)

Library

We are very fortunate to have our school and public library in the same facility. We receive additional funding to keep the library open some evenings, weekend times and during the summer. Because of this, our collection is much broader than that of a traditional school library. We serve very young children through adults. You may believe that some library materials, including books, videos, CDs and cassettes, in the library may be inappropriate for your child. Please let your child know your family's standards and maintain a conversation with him or her to determine if

his or her selections from the library meets the standards for your family. The library staff does not censor student-selected materials, nor can they know what is or is not ok for each student.

If you have any questions, concerns, or comments, please feel free to contact Mr. Fox.
Brad Fox, 319 330-6316, bradfox@ccaschools.org

Grant Wood AEA and Building Support Services

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff (special education teacher, counselor, nurse, success teacher, etc.) and Grant Wood Area Education Agency support staff (psychologist, social worker, consultant, speech/language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

Grade Level Teams

Middle school teachers meet daily to discuss curriculum, student needs, upcoming grade level projects, student data, and other issues as they arise. The Grade Level Team includes grade level core teachers, special education teachers, at-risk personnel, counseling staff, and administration.

Parents

Parents are encouraged to participate in the educational process. The support and cooperation of parents is needed to effectively help each student reach his or her fullest potential. The major role of parents is to consistently demonstrate interest and support relative to how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. Parents will be informed of student responsibility and efforts through personal learning plan meetings, grade checks, mid-term reports, report cards, phone calls, emails or messages through Schoology and/or PowerSchool. If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. Working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

Special Considerations for Special Education Students

All students are encouraged and expected to develop responsibility at Clear Creek Amana Middle School. When teaching students how to assume responsibility, it is recognized that there are special cases where a disability will require that adaptations be made and additional training required. Students with disabilities will be assisted by appropriate staff to meet the expectations of a student's Individualized Education Plan (IEP). In some cases, expectations will be modified to allow for student success. Consequences for violations will include choices so that a student's unique disability may be taken into account at the discretion of the school staff or as required by their IEP. Discipline procedures for students on IEPs may be individualized, unique, and inconsistent with school policy. If a student with disabilities has been suspended in or out of school for nine cumulative days or six consecutive school days, the principal or designee shall refer the student to the grade level team. Before any further suspensions or expulsions may be used, the parents will be given ten days prior notice of a proposed "change in student placement" and notice of all rights under federal special education law, including specifically the right to a due process hearing to challenge the change in placement. If parents request a hearing, the student's placement will be frozen in school. Parents must be informed of this stay put provision. The grade level team shall determine whether the student's behavior or activity was the result of the student's disability or the result of an inappropriate placement or program. If the behavior was due to the disability or inappropriate placement or program, the team shall prepare a revised IEP. If the team determines that the student's behavior was unrelated to his or her disabling condition, and the student's program and placement are appropriate, Clear Creek Amana staff may enforce its regular policies as applied to non-disabled students. Exclusion that results in a change of placement must be done through special education change of placement procedures and may not result in a cessation of services to the student unless the student is only §504 eligible and is not IDEA (formerly BEH) eligible.

School Year

Our school year is 180 days in length. Our staff will officially update your child's progress on the standards each trimester as part of the report card process. Mr. Forness (6th grade), Mr. Stone (7th grade) and Mr. Fox (8th grade) will also monitor the students progress on the standards every six weeks. The dates of the progress and report cards are outlined below.

End of 1st Six Weeks- 10/3/23 (updated by 10/10/23)

End of Trimester 1- 11/16/23 (report cards available on 11/27/23)

End of 3rd Six Weeks- 12/21/23 (updated by 1/3/24)

End of Trimester 2- 2/23/24 (report cards available on 3/4/24)

End of 5th Six Weeks- 4/15/24 (updated by 4/26/24)

End of Trimester 3- 5/31/24 (report cards available on 6/4/24)

School Day

School starts at 8:25 am each school day. On Monday, Tuesday, Thursday, and Friday our students are released from school at 3:35 pm.

Wednesday is our weekly early dismissal day and students are released at 1:35 pm. Our middle school opens at 6:45 am each morning and

typically remains open until 8 pm each evening. Students who are in our middle school before 8 am or after 3:30 pm should either be with a teacher or at an activity, or be in our cafeteria.

Grading, Standards, and Reporting

Grading Mission

At Clear Creek Amana Middle School we strive to ensure that the academic reporting represents student learning and understanding of the standards.

Grading Principles

- Differentiation of instruction is essential in order for students to grow and progress.
- Students are given multiple opportunities to show mastery, therefore no extra credit is given.
- Additional learning accompanied with instruction of topics, as needed, must happen in order for a reassessment to occur.
- A student must complete practice work prior to reassessment.
- Students will be allowed multiple opportunities to demonstrate proficiency in various ways.
- Independent practice will be purposeful, high quality and aligned with learning goals.
- Teachers will determine proficiency by assessing the current level of learning.
- Students will have multiple opportunities for practice before the learning goals are assessed for a proficiency score and feedback must be given by the teacher (both verbal and written).

Grading Scale

Scale	Current Level of Learning	The student demonstrates	Grade Equivalent
4	Exceeds	Exceeds understanding of the standard.	A
3	Proficient	Proficient understanding of the standard.	B
2	Developing	Some understanding with minor errors.	C
1	Beginning	Limited understanding with major errors.	D
0	No Understanding	No understanding, not engaged in learning or has not been in attendance.	F

ACADEMIC POLICIES ACADEMIC INTEGRITY/PLAGIARISM

Students are expected to complete their own schoolwork. Students may not receive or provide unauthorized assistance in the preparation of any work required for submission for course credit, including the following: examinations, essays, projects, reports, assignments, etc. According to Webster's Dictionary, plagiarism is an "idea, expression, taken from another and used as one's own." Direct quotations require quotation marks and source citation. Students must also cite sources when using any other person's language ideas, theories, data, figures, graphs, or electronic information even if it is not a direct quotation. When the curricular area is language acquisition, automated translators may also be considered violations of plagiarism. Plagiarism can include but is not limited to test sharing via social media applications, the unauthorized copyright and use of materials from online sources, and the use of Artificial Intelligence (AI) programs such as ChatGPT to fabricate works submitted for assessment. Penalties for plagiarism will be determined in collaboration with the teacher and administration.