

Clear Creek Amana Middle School 2017-2018 Parent/Student Handbook



Note- this is a condensed version of the handbook. If you would like the full handbook, please email Mr. Fox at bradfox@ccaschools.org

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Dear CCAMS Parent/Student,

The Clear Creek Amana Middle School staff and I would like to welcome you to the 2017-2018 school year! We are looking forward to another great year at Clear Creek Amana!

Our **mission** is to ensure the success of all of our learners. We will do this by following our **vision** in which we are committed to helping all learners reach their potential. We are flexible with our students and encourage students to work hard to meet their goals. We are committed to differentiating instruction and personalizing learning to meet the diverse needs of our students. Clear Creek Amana Middle School strives to develop positive relationships with our students, families, and community.

We want a positive learning experience at Clear Creek Amana Middle School. We strive to help our students become well rounded and involved learners who work well with others. We not only want our students to have success in the classroom but also strive for excellence in extracurricular activities, clubs, and competitions.

As principal I will work to carry out our mission and vision. I will communicate with you regularly and if you ever have any questions, concerns, or comments, please feel free to contact me.

Sincerely,

Brad L. Fox, Principal
319 330-6316 (cell)
319 545-4490 (office)
bradfox@ccaschools.org

General Overview

We currently have 527 middle school students. The breakdown by class is; 6th grade- 183, 7th grade- 169, and 8th grade- 175. The Clear Creek Amana Community School District is one of the fastest growing school districts in Iowa. As a point of reference, we have increased our middle school enrollment by about 140 kids over the last five school years.

School Year

Our school year is 180 days in length. We have four quarters within our school year, with each being about 45 days long. The 1st and 2nd quarter make up the first semester and the 3rd and 4th quarters make up the 2nd semester.

School Day

School starts at 8:25 am each school day. On Monday, Tuesday, Thursday, and Friday our students are released from school at 3:30 pm. Wednesday is our weekly early dismissal day and students are released at 1:30 pm. Our middle school opens at 6:30 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.

Year Long Classes

Students will participate in five year long courses. The year long courses are Math, Science, Social Studies, Language, and Student Wellness (PE). The students have Math, Language and Student Wellness each school day. Students rotate between Science and Social Studies every six weeks. Math, Science, Social Studies, and Language class periods are 80 minutes long. Student Wellness is 40 minutes long.

Quarter Long Classes (45 school days)

Students also participate in four exploratory classes that each last 45 school days. The exploratory classes for 6th grade are; Technology, STEM, Art, and Guidance. The exploratory classes for 7th and 8th grade are; STEM, Art, Family Consumer Science, and Industrial Technology. These class periods are 40 minutes long.

Elective Classes

Students can choose to be in band, choir, both, or neither. Band and choir classes are 40 minute class periods and meet every other day. If a student is not in band or choir they are assigned to a class called Clipper Time. Clipper Time is a class period in which kids can get extra help on academic skills or work on academic extension activities.

Flex Period

We have a 20 minute flex period at the end of the school day. This time may be used for advisory, silent reading, work completion, project work in STEM or Art, etc. The use of this time will be determined by the teachers. The use of the time will vary throughout the school year.

Teaching Staff

6th Grade Team

Jess Huch, Language
 Jess Sauer, Language
 Jackson Litterer, Math
 Blake Wilson, Math
 Kyle Forness, Science
 Jackie Baxter, Science
 Austin Mullikin, Social Studies
 Becca Strasser, Special Education

8th Grade Team

Marla Austin, Language
 Claire Hagedorn, Language
 Tracey Dispensa, Math
 Jamie Hebl, Math
 Amanda Hesseltine, Science
 Angela Tjaden, Social Studies
 Tom Boston-Kempe, Special Education

Student Support

Jill Lauer, Extended Learning Program
 Shawn Story, English as Second Language
 Steve Carey, At-Risk
 Beth Hahn, At-Risk
 Amy Albert, Special Education
 Vanessa Rapier, Special Education
 Steve Smith, Special Education
 Jill Santee, Instructional Coach
 Jess Von Ahsen, Instructional Coach

7th Grade Team

Jen Fuller, Language
 Emily Pitlick, Language
 Hallee Harrison, Math
 Ellen Anne Yanik, Math
 Karl Vogel, Science
 Jackie Baxter, Social Studies
 Lia Phanthavong, Social Studies
 Kim Blanchard, Special Education

Exploratory Team

Reagan Boeset, STEM
 Molly Ray, Art
 Grant Elsbernd, Guidance
 TBA, Teacher/Librarian
 Steve Clark, Industrial Technology
 Megan Overholser, Family Consumer Science
 Nick Boeset, Student Wellness
 Ben Robison, Student Wellness
 Margaret Trumpold, Student Wellness
 Brian Burkhardt, Vocal Music
 Pat Flaherty, Instrumental Music
 Elise van Holsteijn, Instrumental Music

Support Staff**Office**

Michelle Kimm, Secretary
Kendra Cooling, Health Aide
Grant Elsbernd, Counselor
Jody Bandy, Assistant Principal
Brad Fox, Principal

Food Service

Carolyn Crawford, Kitchen Manager
Teresa Graff, Procurement Specialist
Marji Stanton, Cook
Victoria Stewart, Cook
AnnaMarie Ward, Cook
Jan Thomas, Cook/Cashier

Facilities Management

Seth Graesser, Building Engineer
Kathy Wehrle, Custodian
Jason Becker, Custodian

Library

Kris Petersen, Public Librarian
Elizabeth Petersen, Library Aide
Shelly Given, Library Aide

Teacher Associates

Heather Baker
Maddie Beckler
Melanie Beltz
Lori Brecht
Marlene Drake
Meagan Hayes
Lisa Herring
Melody Livengood
Tom Milligan
Sheila Roe
Michelle Skubal
Jody Wengerd

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 considering multiple points of data emphasizing the most recent data and provide evidence to support their determination.
- 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).

Descriptors for Providing Feedback to Students

When students are assessed we use the following descriptors/levels when communicating feedback.

- **Exceeds (4): Ready for a challenge!**
 - I can complete the task without help and can explain how to do the task in my own words.
- **Secure (3): I got it!**
 - I can complete the task without help and find my own mistakes.
- **Developing (2): I'm getting there!**
 - I can complete the task with help or an example in front of me, I may make a few mistakes.
- **Beginning (1): I need help!**
 - I can follow the task while someone explains it to me, I cannot figure out how to start or figure out what I'm doing wrong.

Grade Reporting

Our students are graded on the Essential Standards. All courses have outlined their Essential Standards for the school year. We will send home report cards with students for Quarters 1 and 3. We will mail home report cards for Quarters 2 (Semester 1) and Quarter 4 (Semester 2).

Quarter 1, October 25, 2017 (with student) Quarter 2, January 12, 2018 (mailed home)

Quarter 3, March 26, 2018 (with student) Quarter 4, June 1, 2018 (mailed home)

Daily Schedule

Normal Day

Start	End	6th	7th	8th
8:25	9:43	Core	Core	Core
9:45	10:28	PE/Exploratory		
9:45	11:02		Core	Core
10:32	11:14	PE/Exploratory		
11:02	11:10			Break
11:04	11:44		B/C/CT	
11:12	12:29			Core
11:16	11:44	Lunch		
11:47	12:15		Lunch	
11:47	12:27	B/C/CT		
12:19	12:59		PE/Exploratory	
12:31	12:59			Lunch
12:29	1:46	Core		
1:02	1:42		PE/Exploratory	B/C/CT
1:44	2:24			PE/Exploratory
1:47	3:07		Core	
1:49	3:07	Core		
2:27	3:07			PE/Exploratory
3:10	3:30	Flex	Flex	Flex

Early Release Schedule

Start	End	6th	7th	8th
8:25	9:01	Core	Core	Core
9:04	9:40	PE/Exploratory	Core	Core
9:43	10:19	PE/Exploratory	B/C/CT	Core
10:22	10:58	B/C/CT	PE/Exploratory	Flex
11:01	11:29	Lunch		
11:01	11:37		PE/Exploratory	B/C/CT
11:32	12:08	Core		
11:40	12:08		Lunch	
11:40	12:16			PE/Exploratory
12:11	12:47	Core	Core	
12:19	12:47			Lunch
12:50	1:30	Flex	Flex	PE/Exploratory

Late Start Schedule

Start	End	6th	7th	8th
10:25	11:01	Core	Core	Core
11:04	11:32	Lunch		
11:04	11:40		Core	Core
11:35	12:11	PE/Exploratory		
11:43	12:11		Lunch	
11:43	12:19			Core
12:14	12:50	PE/Exploratory	B/C/CT	
12:22	12:50			Lunch
12:53	1:29	B/C/CT	PE/Exploratory	Flex
1:32	2:08	Core	PE/Exploratory	B/C/CT
2:11	2:47	Core	Core	PE/Exploratory
2:50	3:30	Flex	Flex	PE/Exploratory

General Rules and Information

Clothing

Clothing that advertise alcohol, drugs, or tobacco products are prohibited at school. Students may not wear clothing that has profanity or any type of indecent, inappropriate, or suggestive printing. Additionally students wearing any types of clothing that cause a disruption in student learning is also prohibited.

Cell Phones

Cell phones are allowed in our middle school. However, when students are in class the phones should be on silent or turned off. Any classroom use of phones is at the discretion of the teacher.

Lockers

Each student is issued a locker in our middle school. Student lockers are to be used to store student school supplies. Students may choose to bring their own lock, check one out from our office, or not use a lock on their locker at all. The school has the right to enter student lockers at any time.

Attendance

If a student is going to be absent from school the parent shall either call the school (319) 545-4490 or email our building secretary, Michelle Kimm (michellekimm@ccaschools.org) Please make every effort to report this on the day the student is going to be absent as early as possible.

Chromebooks

During the 2017-2018 school year each middle school student will be issued a new Chromebook. It's the student's responsibility to take care of the Chromebook. The student will be asked to keep the Chromebook charged daily and secure. The student is also asked to report any issues with the Chromebook to our technology staff or at the main office. Students that are moving away from Clear Creek Amana need to return the Chromebook prior to leaving the district. Students will not be issued a Chromebook until both the student and parent complete the Parent/Guardian/Student Agreement form for the 2017-2018 school year.

Transportation

Many of our middle school students ride a bus to school each day. Students are expected to behave in an appropriate and positive manner and make responsible decisions on the bus. Students not following the bus rules may be suspended from school transportation.

Emergency Drills

Throughout the school year our students and staff will practice fire, tornado, and other emergency drills. Fire and tornado plans are posted throughout our school building.

Advisory

Each student in our middle school will have an academic advisor. In most cases, the advisor will be a teacher that the student has in class. Your child will be issued an advisor sometime in the first couple weeks of school. Your child's advisor will be the teacher that then schedules Personal Learning Plan meetings with your family. Students on IEP's will have PLP meetings with their IEP Case Manager.

Personal Learning Plans

Each student in our middle school will have Personal Learning Plan Meetings in both October and February. The specific times of the PLP meetings will be scheduled by the child's advisor.

Student Conflicts

If a student is feeling threatened, harassed, or bullied or is aware of another student feeling this way, they need to talk to an adult in our school and report the situation. It's best to ask for adult support so the situation can be resolved quickly. In our school students can report these concerns to any teacher or staff member. It's also appropriate to email their concerns to a staff member. Generally issues such as these are addressed by Mr. Fox (principal), Mr. Bandy (assistant principal), or Mr. Elsbernd (counselor).

Food Service

In our middle school students have the opportunity to eat both breakfast and lunch. The cost for middle school lunch is \$2.70 per lunch. The cost for breakfast is \$1.70 per breakfast. Breakfast begins at 7:45 am. The cost of an extra milk is \$.35. Students also have the opportunity to purchase a la carte items. This is an extra cost and can add up quickly. Parents are encouraged to talk to their child about how much they are allowed to spend on a la carte items.

Weekly Communication

Mr. Fox sends out email communication with middle school families weekly. This is sent out via our School Messenger system. Emails for this communication are pulled from PowerSchool. If you find you aren't receiving these emails, it's likely that you don't have the email address in PowerSchool or a setting in PowerSchool is incorrect. If you have problems with this system you should contact Mr. Fox or Mrs. Kimm (secretary).

Athletics

Students in grades 7/8 have opportunities to participate in middle school athletic programs. In the fall our school offers cross country, football, and girl's volleyball. During the winter we offer girl's basketball and wrestling followed by boy's basketball and swimming. Then in the spring students can participate in girl's and boy's track followed by girl's softball (7th grade). 8th grade girl's and 8th grade boy's can also participate on our high school softball and baseball teams during the summer of their 8th grade school year. In order to participate in middle school athletics each athlete must have an up to date physical and concussion form. These forms can be picked up in our office or found online.

Medication 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. Other over the counter medications must be kept in the Nurse's Office and the student also must have authorization to take the medication at school. Students should NOT keep over the counter medications in their lockers or with them personally.

Electronic Resource

In our school we primarily use Schoology to communicate student academic progress. Schoology is an online Learning Management System in which both students and parents can look at school assignments and follow a social networking platform that shares information about our school. Students will also be asked to complete work on Schoology, turn in assignments, take assessments, etc. Parent logins for Schoology will be sent home the first week or so of school. 6th grade and new students will be taught how to use Schoology during the first couple of weeks of school.

School Address

Clear Creek Amana Middle School
PO Box 530
311 West Marengo Road
Tiffin, Iowa 52340

Phone/Fax Numbers

Middle School Phone	(319) 545-4490
Middle School Fax	(319) 545-4094
Middle School Library	(319) 545-2960
Brad Fox Cell	(319) 330-6316
West Campus	(319) 545-9044
CCA High School	(319) 545-2361
North Bend Elementary	(319) 626-3950
Tiffin Elementary	(319) 545-2081
Clear Creek Elementary	(319) 828-4505
Amana Elementary	(319) 622-3255
Central Office	(319) 828-4510

