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Welcome

The Clear Creek Amana Middle School staff welcomes our students and parents to Clear Creek Amana Middle School. We are pleased that your children are members of our student body and look forward to their participation in the educational program. If you have any questions or comments about the school, please address them to the principal, Mr. Brad Fox, P.O. Box 530, 311 W. Marengo Road, Tiffin, Iowa 52340 or phone (319) 545-4490. Mr. Fox can also be contacted through email: bfox@cca.k12.ia.us or by cell phone: (319) 330-6316.

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 life-long learning.

Introduction

The intent of this handbook for students and parents is twofold: (1) to provide general information pertaining to the Clear Creek Amana Middle School, and (2) to discuss policies, regulations and operating procedures that apply to the Clear Creek Amana Middle School and to the total district.

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Clear Creek Amana Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, SES, disability, religion, or creed in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Brenda Parker, Equity Coordinator, 327 S Augusta Ave, PO Box 487, Oxford IA 52322, 319-828-4510 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

General Overview

There are approximately 380 students in the Clear Creek Amana Middle School this year. The middle school is made up of 6th, 7th and 8th grade students. The school year is divided into three trimesters. Each trimester is about 60 days in length.

Each student has math, science, social studies, language arts, and literature every day. In addition to the core classes students also participate in a variety of exploratory classes. These classes focus on the arts and the Iowa Core as well as extending the learning opportunities of all students. Students also have an opportunity and are encouraged to participate in band or choir. All students have physical education and health class.

Section 1: Principles of Our Policy

Clear Creek Amana Middle School's Mission

We, the staff of Clear Creek Amana School, are committed to providing students with the behavioral and academic skills required to reason, communicate and live with dignity in a literate society. Our staff seeks to provide instruction that allows all students to reach their full potential. We will assist students in gaining the academic competence and the responsibility required to find success through their school years and beyond.

Guidelines for Success

All staff and students at Clear Creek Amana Middle School will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged.

Staff Guidelines for Teaching Student Responsibility and Discipline

All staff members contribute to Clear Creek Amana Middle School's friendly, inviting environment. We set the tone through our actions and attitudes. Our support and encouragement will be demonstrated through four important procedures.

1. We will teach students expectations for responsible behavior in every school environment by relating student actions to our motto, and the importance of being responsible, trying one's best, cooperating, and treating everyone with dignity and respect.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. When minor misbehavior occurs, we will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We will work collaboratively to solve problems that are chronic or severe in nature.

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.

Section II: Roles & Responsibilities

Our staff accepts the responsibilities outlined in this manual. Through consistency, we will encourage all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

Classroom Teachers

The classroom teacher is the center of our school responsibility and discipline policy. Teachers will focus on teaching and encouraging responsible behavior, rather than trying to "control" irresponsible behavior. This will be accomplished by helping students see how their behavior relates to our school-wide guidelines emphasizing responsibility, trying, doing one's best, cooperating with others and treating everyone with dignity and respect.

- a. Three basic principles of management and discipline will be implemented by all teachers. At the beginning of the new school year and as necessary through the school year, students will be taught how to behave responsibly in each type of classroom activity.
- b. Teachers will strive to interact frequently with each student when the student is behaving appropriately.
- c. When misbehavior occurs, teachers will calmly and consistently implement mild classroom consequences.

Though these principles will guide teachers in their classroom management, each teacher, each student, and each situation is unique. Teachers will use professional discretion to select the specific procedures that fit student needs, the situation, and the principles described. The following represents a menu of possible classroom management

techniques for reducing irresponsible behavior and for encouraging responsible behavior.

Encouraging Positive Behavior

Responsible behavior will be encouraged as teachers focus on interacting more frequently with each student when he or she is behaving appropriately than when that student is misbehaving. Occasionally a teacher may want to acknowledge a student or group in a more structured manner. Suggestions include the following:

- Verbal praise for successful and mature behavior.
- Written feedback to a student.
- Written feedback to parents.
- Call the student or parents at home.
- Give the student an additional responsibility.
- Have the student run an errand.
- Compliment the student in front of another staff member.

Classroom Consequences for Misbehavior

Consequences for classroom misbehavior will be most effective if implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Consequences that may be used by teachers other than removing students from the room include the following:

- Verbal reprimand.
- Keep a student for a short time immediately after class to process or establish a time to process the behavior.
- Assign the student to sit in a different section of the room.
- Have the student fill out a Behavior Improvement Form.
- Contact parents.
- Assign the student an after-school detention.

The teacher will decide the appropriate consequence and implement it.

When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly. When working with a challenging student, staff will follow the guidelines found in the section titled Section III: Encouraging Responsible Choices.

Administrative Staff

Mr. Brad Fox is the principal of the Clear Creek Amana Middle School. His role in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission—student success. In addition, Mr. Jody Bandy is our Assistant Principal. Mr. Bandy will assist Mr. Fox in all areas including discipline.

Support Staff

The support staff is available to assist students and staff in an effort to prevent problems and to solve special problems that may occur.

- a. The nurse, Mrs. Kathy Campbell, is currently assigned to Clear Creek Amana Middle School. If a student is ill or hurt, he or she should be sent to the nurse. If the nurse is not available, the office staff will determine whether the parents should be contacted and the student sent home.

The nurse is available for consultation regarding but not limited to students suspected of drug involvement, depression, suicide concerns, abuse or neglect, hygiene problems, nutrition problems and other wellness issues.

Students who become ill during the day should report to the secretary in the office. Students who leave the

building because of illness or any other emergency must sign out in the office to the care of the student's parents or designee. The school must have verbal or written permission from the parent to release the student to anyone other a parent.

- b. The Clear Creek Amana Middle School counselor, Mr. Grant Elsbernd, will meet with individual students who need counseling services. Students who need to see the counselor on a non-emergency basis should prearrange appointment times with the classroom teacher. When necessary, the counselor is able to meet with students on a drop-in basis. The counselor will send the necessary pass to the teacher to excuse the student from the class. The counselor may visit with the student and when possible make an appointment with the student for a later time sending the student back to class. When necessary the counselor will keep the student, notifying the teacher as soon as possible.
- c. Grant Wood AEA provides us with the services of a school psychologist. The role of the psychologist is to assess all students referred to special education. In addition, the psychologist is available for consultation on interventions for students with behavioral and/or learning problems.
- d. Our Level 1 special education teachers are 6th grade, Mrs. Jennifer Hackathorn, 7th grade, Mr. Steve Smith, and 8th grade, Ms. Shelly Ealy. Additional special education teacher are Mrs. Angela Tjaden and Mrs. Jessica Von Ahsen. Students who are served on an IEP are identified after a comprehensive evaluation has been completed and the student's needs are such that special education services are required for student success.

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.

Students

- 1. Students at Clear Creek Amana Middle School should strive to put the school-wide guidelines into action. They are:
 - Always try.
 - Be responsible.
 - Cooperate with others.
 - Do your best.
 - Extend dignity and respect to all.
- 2. In the classroom, students will follow the teacher's classroom rules. Because each teacher structures activities differently, teachers will clearly communicate their expectations for each activity.

Parents

1. 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 Power School.
2. 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.

Section III: Encouraging Responsible Choices Positive Interactions and Positive Feedback

The most important means of encouraging students are the minute-by-minute interactions that occur between staff and students. The staff will strive to interact with students in a friendly, supportive manner.

Grading and Reporting Process

At Clear Creek Amana Middle School we strive to ensure that the letter grade a student achieves is based on true assessments and that the grade represents learning.

Clear Creek Amana Middle School Grading Rubric

Students will be assessed on a four (4) point rubric. Explanation of the rubric is below.

Statement	Rubric Number	Percentage/Grade	Comment
Advanced Proficient	4	100%/A	The student met all criteria for the learning goal and went beyond the expectations.
Proficient	3.5	87.5%/B	The student is meeting the learning goal(s) expectations.
Developing	3	75%/C	The student is progressing towards proficiency but needs more practice to meet all the learning goal(s).
Not Proficient	2		The student needs to be re-taught the material.

Note: If a student does not work with the teacher to relearn the material, the grade of incomplete will eventually be recorded as an F. It is our hope that all students will be successful and work with the teacher to move as far on the rubric as possible.

Each trimester, an honor roll will be published listing those students with a B (3.0) or above grade-point average.

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.

After-school Detention

Teachers and the principal may assign a student to serve an after-school detention. The goal of the detention period is to help the student realize there are consequences for misbehavior. Consequently, the after-school detention sessions will be designed so that students do not particularly enjoy being there.

Severe Misbehavior, Office Referral and Suspension

Office Referrals. Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this policy manual. However, four categories of severe misbehavior will result in the student being sent immediately to the office.

- a. Physically dangerous behavior: fighting, assault, being out of control, physical intimidation or violence. Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.
- b. Illegal acts. If a staff member is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.

- c. Insubordinate behavior. Insubordinate behavior is defined as the direct and immediate refusal to comply with a staff member's reasonable instruction within a specified period of time.
- d. Extreme profanity. Extreme profanity is defined as explicit sexual language that has no appropriate expression in school. Students using such language will be sent to the office immediately.

To be effective office referrals are to be reserved for severe and chronic misbehavior.

Records will be kept by the principal and office staff on all office referrals. When the principal is in the building, he will handle office referrals or appoint a designee to handle the situation. When the principal is not in the building, the lead teacher, athletic director or a teacher on prep time will handle discipline referrals. The school secretaries will always know who is the acting disciplinarian in the event of a crisis situation.

In-school Suspension (ISS). The principal will manage In-school Suspension. No student will be assigned to ISS except through the principal, or acting 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.

Home Bound Study. Home bound 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 confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

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.

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

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 545-4490 on the day of the absence prior to 9:00 a.m. If notification is not received, the office will attempt to contact the parents at their emergency number.

When a student returns to school after an absence where the school was not notified in a timely manner, the student must bring a note signed by his or her parent to the office explaining the reason for the absence. Failure to call the office on the day of the absence and failure to provide a signed explanatory note may cause the absence to be deemed unexcused.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to: illness, family emergency, recognized religious observances, school activities and in unusual situations with the approval of the principal. Unexcused absences include, but are not limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time.

Students must clearly see that being in class and following the teacher's instructions lead to success on assignments and tests. For absences due to illness or other unforeseen reasons—the student is required to complete make-up work in the same number of days as the absence(s) plus one additional day. In cases of prolonged illness special arrangements may be made with the instructor. For instance, teachers can modify the number of days allowed for extenuating circumstances (e.g., near the end of the term, extended absence of a student). Students who miss school for unexcused reasons are subject to an in-school suspension. Students who know they will be absent for a trip or other reason should arrange with their teachers as early as possible to do all work prior to leaving. A physician's note may be required by the principal in some situations to confirm that medical necessity is the reason for a student's absence from school.

If the student's unexcused absences total seven, 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 tardies 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.

Section IV: Responsibility in Common Areas

Before & After School/School Times

Students will arrive at school and depart from school in a safe and orderly manner.

Responsible Before-School Behavior

1. Students should not arrive before 7:30 except with the permission a teacher.

Responsible After-School Behavior

1. Students are dismissed at 3:18. (1:18 on Wednesday due to Teacher professional development)
2. Students remaining after school should be with a teacher by 3:30 unless they are staying for a game in which case they should be with the teacher that is supervising the game.

Consequences for Infractions

When a student misbehaves, calmly and consistently implement an appropriate consequence. Examples include: giving a verbal reprimand; providing positive practice—have the student do it the right way; notifying the student's teacher or contacting the parents. For repeated infractions, talk to the principal. The principal may then make parental contacts.

General Prohibitions

Students may not:

1. vandalize or destroy school property.
2. use profane or obscene language.
3. refuse to comply with reasonable directions of administrators, teachers or other school personnel.
4. talk in a disrespectful manner to teachers, visitors or fellow students.
5. fight or use threats of violence.
6. possess or carry dangerous weapons or knife-like instruments.
7. gamble.
8. possess, use, sell or distribute drugs on school grounds or at school activities.
9. smoke or chew tobacco in the building, at school activities or on the grounds.
10. use alcoholic beverages before, during or after school.
11. possess inappropriate reading material in school.
12. be rowdy or run in the building.
13. leave school without permission.
14. be truant, cut classes, or be habitually tardy.
15. steal.
16. misbehave on the bus.
17. display affection publicly (e.g., kissing).
18. bringing ANY object or material that causes disruptions in the classroom, cafeteria or hallway.
19. keep pop, juice, etc. in the locker for consumption other than in the cafeteria. Drinking and eating while at the locker is prohibited.
20. throw snowballs, rocks, sticks, etc. on school property.
21. cell phone, mp3 player, and other electronic device use during school hours unless given permission by supervising adult.

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.

Summer School

We will make every attempt to offer a summer school program. The program will be designed to help students remediate their skills and will focus heavily on math and reading.

Physical Education and Health

Middle school students will participate in physical education at least once every two days. 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.

Section V: Legal Aspects of School

Bus and Transportation Regulations

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.

1. Loading and unloading pupils:
 - a. 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.
 - b. Entrance to bus must be in an orderly manner. Go directly to your assigned seat and remain seated while the bus is in motion.
 - c. 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.
 - d. The emergency door is not to be used except in a real emergency or drill by the driver.
 - e. 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.
 - f. A pupil should let the driver know in advance when he is not going to ride the bus.
 - g. Riders who wish to leave the bus other than at their regular stop must have a signed statement from their parent and the slip must be given to the driver. This can only be done if the stop is already on the same bus route. Students cannot switch buses and ride home with someone else unless their building principal has been presented a note from the student's parents and he has approved. A bus pass will then be given to the driver of the alternate bus.
 - h. Route bus drivers will not leave an attendance center until all shuttle buses have arrived.

2. 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.

3. Inside the bus:
 - a. Driver 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 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 ... object 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.

4. 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 on 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. The principal will record the discipline notice and forward it to the transportation director who will visit with the bus driver and then contact the parents. 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.

First Offense: Driver or building administrator will contact parent

Second Offense: Transportation Director or building administrator will contact parent

Third Offense: Principal (3 day suspension from bus)

Fourth Offense: Principal (3 to 9 day suspension from bus)

Fifth Offense: Principal (suspended from bus)

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.

5. Adverse weather:

No school bus 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.

6. Storm routes:

Storm routes are routes that will be using a loop system to get as close as possible to most of the students. These roads will be established during heavy drift conditions over a long period of time. They are the roads that will be opened first in your area.

It is impossible for anyone to be knowledgeable about all of the roads in the school district. If you are aware of your road being blocked, please let the bus driver know. Some of the roads are passable but there is no place to turn around, so please help us to help you.

7. Radio and TV stations:

If weather conditions are such as to make driving the bus hazardous, announcements concerning transportation will be made over the following radio and TV stations:

Station		Frequency
KCJJ	am	1560
KXIC	am	800
WMT	am	600
KHAK	fm	94
KRNA	fm	93
KCRG	tv	ch. 9
KGAN	tv	ch. 2
KWWL	tv	ch. 7

These announcements will be made generally before 7:00 a.m. or during the day if school must be released early. (Announcement line: 622-0341 or check CCA website: www.cc-amana.k12.ia.us)

8. Pep/Activity buses:

- a. Students riding buses must observe all the rules expected of regular passengers.
- b. Returning from activities, the buses will not discharge passengers in the rural areas. Buses will discharge at the point of origin only.

- c. A student riding to an activity on a bus must return on that bus unless that person returns with a parent. In that case, the driver of the bus, coach or bus chaperone must be given a written or oral statement from the parent authorizing the return with a parent.
- d. No beverage or food will be allowed on the pep buses (unless with driver's permission and the bus is kept clean).
- e. Students who disregard bus rules will be prohibited from riding pep/activity buses until reinstated by the principal.

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.

Write-up	Minimum Consequence
1 st	Off activity bus for 3 days
2 nd	Off activity bus for 5 days
3 rd	Off activity bus for rest of season or 10 days (whichever is greater)
4 th	Off activity bus for rest of school year

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 self 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. Kathy Campbell is the Level One Investigator for suspected abuse by a district employee. She may be reached at 545-4490 in the Middle School building in Tiffin, Iowa.

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 it were the real thing. Quiet and cooperation are most important during these drills.

The signal for a fire drill will be a loud siren with flashing lights. A tornado drill will be signaled by a warbling tone over the intercom. Emergency drills will be signaled by the principal or staff member over the intercom. The bell will signal all clear.

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 snuggles 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—Dan Dvorak
- North Bend Elementary Principal – Brenda Parker
- Superintendent—Dr. Denise Schares
- Food Services Director—Carolyn Campbell

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.

Students, grades k–12, shall receive age-appropriate education regarding sexual harassment. Depending on the age of the students, this education may cover topics such as the following:

- definition of sexual harassment
- Clear Creek Amana's sexual harassment policy
- examples of behaviors that may constitute sexual harassment
- causes of sexual harassment
- what to do if it happens to you
- how sexual harassment affects the victim
- consequences for the harasser.

The emphasis should be on treating others with respect so that the underlying causes of sexual harassment may be eliminated.

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 a behavior modification drugs for example) the nurse will contact the doctor to insure 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).

Multicultural and Gender-Fair Education

The Clear Creek Amana Community School District does not discriminate on the basis of race, color, creed, national origin, religion, sex, age or disability in its educational programs and activities. The curriculum is designed to foster respect and appreciation for the cultural diversity found in this country along with an awareness of rights, duties and responsibilities of each individual as a member of a multicultural non-sexist society.

For further information in regard to this policy, please contact Clear Creek Amana Community School District Central Office at 828-4510.

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.

Open Enrollment

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1—Last date for open enrollment for the school year beginning the following August.

June 30—Last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for the school year beginning the following August.

The third Thursday in September is the deadline for those students falling under the ‘good cause’ definition. The good cause definition as defined by Iowa Code section 282.18(16) means a change in a child’s residence due to a change in family residence, a change in the state in which the family residence is located, a change in a child’s parents marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, or participation in a substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of good cause; a change in the status of a child’s resident district, such as removal of accreditation by the state board, surrender of accreditation, or permanent closure of a nonpublic school, the failure of negotiations for a whole-grade sharing, reorganization, dissolution agreement or the rejection of a current whole grade sharing agreement, or reorganization plan or a similar set of circumstances consistent with the nature of good cause. If the good cause relates to a change in status of a child’s school district of residence, however, action by a parent or guardian must be taken to file the notification within forty-five days of the last board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

Parents or guardians of open enrolled students whose income fall below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

For more information, contact the Clear Creek Amana Central Office at 828-4510.

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 located in the school in which he or she is attending. 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 accrediting 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. All Middle School students are required to use the locks issued by the school. Non-school locks may be cut off of lockers at the discretion of the principal.

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.

Section VI: Extra-Curricular Activities

Conduct at Athletic Contests

1. Clear Creek Amana Middle School students are expected to show support of athletic teams with positive cheering and encouragement. Students should refrain from unsportsmanlike conduct.
2. Students remaining for an athletic contest must be with a teacher between 3:20 and the start of the game or they must be in the gym by 3:30 sitting in the bleachers. Failure to conduct oneself properly during this time could result in the loss of the privilege. Students should stay in the gym while the game is in progress and not stand in the doorway.

Eligibility Rules for Extra-Curricular Participation

Each year students and their parents are asked to read and sign an extra-curricular contract. A copy of the contract is shown below:

Clear Creek Amana Middle School
Extra-Curricular Contract
for the 2012-2013 School Year

My child _____ who is in _____ may participate in:
child's first and last name grade

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jazz band (6 th , 7 th and 8 th) | <input checked="" type="checkbox"/> Girls basketball (7 th and 8 th only) |
| <input checked="" type="checkbox"/> Show choir (6 th , 7 th and 8 th) | <input checked="" type="checkbox"/> Boys basketball (7 th and 8 th only) |
| <input checked="" type="checkbox"/> Play or musical (6 th , 7 th and 8 th) | <input checked="" type="checkbox"/> Wrestling (7 th and 8 th only) |
| <input checked="" type="checkbox"/> Cross Country (7 th and 8 th only) | <input checked="" type="checkbox"/> Swimming (7 th and 8 th only) |
| <input checked="" type="checkbox"/> Football (7 th and 8 th only) | <input checked="" type="checkbox"/> Track (7 th and 8 th only) |
| <input checked="" type="checkbox"/> Volleyball (7 th and 8 th only) | <input checked="" type="checkbox"/> Softball (7 th and 8 th only) |

Commitments and Expectations:

I recognize that:

- I am responsible for my own actions;
- I am a role model for younger students;
- I represent the school when I participate in extra-curricular activities; and
- I am a learner and the leader is in charge.

I am committed to:

- conducting myself in a manner that will bring credit and dignity to myself, my peers, my leaders and my school;
- focusing on my activity, my family, my schoolwork and my other priorities;
- attending practices and performances;
- communicating with my peers and leaders;
- eating appropriately, getting sufficient sleep, abstaining from alcohol, tobacco and illegal drugs;
- supporting the learning of my peers by encouraging positive performance and ignoring mistakes—trusting that no one is creating mistakes on purpose; and
- performing to the best of my ability during practices and performances.

I will work to meet these
commitments and expectations:

I will help my child meet these commitments
and expectations:

Student's signature

Parent's signature

(Extracurricular activities are conducted outside of the normal school day and do not receive a grade on the report card. Examples include football, basketball, swimming, softball, wrestling, track, cheerleading, and jazz band. Non-examples include performances of the 7th or 8th grade band or chorus since both are taught during the school day and are given grades on the report card.)

The following rules will be in effect:

1. Any student who misses afternoon classes because of illness may not participate in an extra-curricular contest that evening.
2. Any student who is unable or refuses to participate in physical education classes due to injury, illness or lack of appropriate clothing on the day of an extra-curricular contest may not participate in an extra-curricular contest that evening.
3. Violation of rules of conduct will result in removal from the activity for a period of time including the possibility of being removed for the remainder of the season. Any removal from an activity will be determined by due process.
4. Any students discovered to be in possession or under the influence of a controlled substance will be removed from all extra-curricular activities for the duration of the year, pending due process requirements.
5. Three unexcused absences from practice will require removal from the team. Coaches are required to maintain attendance sheets and turn them in to the Athletic Director at the end of the season. If a student is not excused from practice by the coach, the practice is unexcused. An after school detention, an in-school suspension or an out-of-school suspension is an unexcused absence. Working with a teacher after school is excused if the student secures written documentation (a pass) from the teacher and presents it at the next session to the coach. Students who provide valid passes showing their coaches that they had an excused absence from practice because they were working with a teacher cannot be penalized by the coach (e.g., running laps or doing pushups). The pass must be dated and signed and state the beginning and ending time the student was with the teacher. Coaches may require students to attend practice after working with a teacher depending on the time remaining for practice as well as location of the practice.
6. We would like to encourage all middle school students to participate in extracurricular activities. Research shows that students who have structured activities after school are much less likely to get into trouble than students who are unsupervised after school. We would like all of our students participating in our athletic, drama, musical, jazz band, and cheerleading programs to the greatest extent possible.

If a parent is concerned about a child's academic performance, the parent and teacher can agree on the appropriate level of involvement in the activity and the amount of time spent after school working with the teacher to bring up the grade. Time spent with a teacher after school would be excused.

Coaches would continue to make decisions about participation in contests based on safety, performance level, knowledge of the offense/defense and other relevant factors. Students would not be held out of contests simply because they had worked with a teacher on academic classes.

7. There is an activity bus from the Middle School every day there is a practice at this site or a home athletic event. The activity bus departs at 5:40 from the school on Mondays, Tuesdays, Thursdays and Fridays. These departure times are subject to change depending on the athletic season. Announcement of changes will be given to participating students by the adult in charge of the activity.
8. If a student is ineligible, the student will not travel with the team to away events. Coaches will be responsible to exclude ineligible athletes from the bus. The athletic director will be responsible for notifying the coaches prior to each away event which athletes are ineligible. Students who have been notified by a coach, the principal or the athletic director that they are ineligible and still board the bus for an away event will be subject to disciplinary action including loss of further eligibility.

9. A student has five (5) school days after the last event or practice or after the student has dropped from the team to get his or her uniform and equipment turned in. Detentions or other disciplinary measures may be used for students who fail to turn in equipment or uniforms.
10. If there is an emergency at a home event or practice, the following emergency services will be contacted in this order:

Tiffin First Responders	
Mercy Hospital, Iowa City	339-0300

Parents will be contacted as soon as possible in the event of any emergency.

Clear Creek Amana Middle School Parent/ Coaching Relationship

- A. **Parent/Coaching Relationship**
Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the students. As parents, when your children become involved in our programs, you have the right to understand what expectations are placed on your child. This begins with clear communications to and from the coach of your child's program.
- B. **Communication parents should expect from child's coach**
 1. Expectations the coach has for your child as well as other players on the squad.
 2. Location and times of all practices and games.
 3. Team requirements e.g., fees, special equipment, physicals.
 4. Procedure should your child be injured during participating.
 - a. If your child is removed from participation by a doctors note then they must have a doctors note to return to the sport.
 - b. If your child is removed from participation by a parent's note then they must have a parent's note to return to the sport.
 5. Team rules and guidelines.
- C. **Items coaches should communicate to athletes**
 1. Notification of any schedule conflicts in advance.
 2. Special concerns in regards to philosophy and/or expectation.

Note: As your children become involved in programs at CCA Middle School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way that your child wishes. At these times discussion with the coach is encouraged.
- D. **Appropriate concerns to discuss with coaches**
 1. The treatment of your child—mentally and physically.
 2. Ways to help your child improve.
 3. Concerns about your child's behavior.

Note: It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following must be left to discretion of the coach.
- E. **Issues not appropriate to discuss with coaches**
 1. Playing or participation time.
 2. Team strategy or placement within the group.
 3. Play calling.
 4. Other student/athletes or participants, managers or timers.

Note: There are situations that may require a conference between the coach and the parent. These are to be

encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

- F. If you have a concern to discuss with the coach, you should follow this procedure:
1. Call to set up an appointment. The CCAMS number is 319 545-4490.
 2. If the coach cannot be reached, call the activities director. He will set up a meeting for you.
 3. If you are unhappy with your discussion with the coach or the activities director, you can call to set up an appointment with the building principal.
 4. Please do not attempt to confront a coach before or after a contest.
- G. Expectations for fans at CCAMS Games
1. Support the team in a positive fashion.
 2. Unless you are a participant in the game, stay off the playing surface at all times.
 3. Avoid coaching from the stands. It sends two messages to the child, one from the parent, one from the coach. Don't put the child in a bind.
 4. Booing and profanity are prohibited.
 5. All locker rooms are closed to the public before and after the game.
- H. Clear Creek Amana Coaches' expectations of Student Athletes
1. Maintain passing grades.
 2. Have pride in yourself, your school, and your squad.
 3. Be a leader.
 4. Be loyal to the coach.
 5. Be able to receive constructive criticism.
 6. Keep a positive attitude throughout the season.
 7. Be on time for practice and use time efficiently.
 8. Stay healthy by eating wisely and getting enough sleep.
 9. Cooperate with your teammates.
 10. Have confidence in yourself, your squad, and your abilities.
- I. Clear Creek Amana's expectations for coaches
1. Know capability of team and never settle for less.
 2. Have a positive attitude.
 3. Be able to have fun.
 4. Treat all players fairly—no favoritism.
 5. Be dedicated and enthusiastic.
 6. Be a leader and motivator.
 7. Be able to give constructive criticism.
 8. Don't use drugs and keep alcohol consumption to moderate levels. No alcohol should be consumed before working with students.
 9. Be knowledgeable about the sport.
 10. Be punctual for practice.

Seventh and Eighth Grade Athletics

All athletes must have a physical examination each school year before they are permitted to practice. Physical forms are available from the coaches or the office. Rules for Extra-curricular Participation" is included in this handbook.

Middle School Band and Chorus

The Middle School students will be able to participate in band and chorus. Middle school students may withdraw from band or chorus at the end of the trimester with prior written permission from a parent/guardian. Middle school

students desiring to drop band or choir during the semester should have their parents schedule a meeting between the director, the principal, the student and the parent. At the meeting the issues related to dropping performance music will be discussed and an attempt at consensus will be made. If problems with a student's behavior occur, the parents will be notified. If problems continue, the student may be dropped from the band or chorus program.

School Dances

CCA Middle School students may attend three evening dances throughout the school year. All dances are from 7:00 – 10:00 p.m. unless prior notification.

The dances are sponsored by the CCA Middle School Student Council for CCA Middle School students only. Students may not bring a date or a friend to the dance unless the child is currently a student in good standing at the CCA Middle School.

Parents are responsible for transportation to and from the dance. If a student has had an in-school suspension or out-of-school suspension on the day of a school dance, he or she may not attend the dance.

If a child behaves inappropriately during a dance, a parent may be called and asked to pick up his or her child at that time.

Section VII: General Information

Breakfast and Lunch Programs

Hot lunches are available in all of the buildings of the district. We use a computer to keep track of our hot lunch program. Money may be deposited in a child's account in the office before school or at the beginning of first or second periods. Your registration form will be your receipt for your initial deposit into your child's hot lunch account.

Whenever possible, please send a check rather than cash. This gives us a way to verify deposits into the correct account and provides you with a guarantee that the money was received by the school. Please write your child's four-digit account code on the memo line of your check. Your check is your receipt. Lunch accounts will also be allowed to be paid on-line.

The computer will charge your child's account each time he or she has breakfast, morning milk, or lunch. There is no need to send money in multiples of daily prices. You can write a check for any amount and it will be credited to your child's account. When the account gets low, a memo is generated by the computer to be sent home.

Students are allowed to charge lunches until their family account reaches a negative balance of \$10.00. If the account goes below -\$10.00 and the student fails to bring a lunch from home, a peanut butter sandwich and a milk will be provided to the student. Milk will be charged to the student's account. As soon as parents have placed sufficient amounts to bring the child's account into the black, students may resume eating the school-provided hot lunch. Middle School students often borrow money from one another if they are unable to charge.

All food purchased in the cafeteria must be consumed in the cafeteria during the lunch period in which it was purchased. Food or drink may not be taken to classrooms, outside or a locker. Students attempting to remove food from the cafeteria may be subject to disciplinary action.

Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period.

Prices for meals for grades 6 – 8 are:

Lunch cost	Breakfast cost	Milk cost
\$2.35	\$1.50	25¢

Computer Use in the Library and Computer Classroom

Macintosh computers have been purchased by the school and placed in the library, classrooms, and computer classroom for the school uses of students. These include: research; creation of stories, papers and essays using word processing software; manipulating information using databases and spreadsheets; creating graphics or art; creating multimedia presentations or using desktop publishing software. The computers are not to be used for playing games. In addition each student at Clear Creek Amana Middle School is assigned a ccaschools.org account. This account allows the student to create Google documents, email, Google spreadsheets, etc. If you do not want your child to have a ccaschools.org account you need to contact Mr. Fox so other arrangements can be made.

Field Trips

Periodically, field trips are planned and scheduled by teachers. Students will be given a field trip notification form to take home. The form will indicate date, time, place and other information regarding the trip.

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.

Passes

Any student who is in the halls or in a room other than the assigned room during regular class periods must have a pass from the teacher dismissing the student. Students without passes are subject to disciplinary procedures.

Special Events and Announcements

The school newsletter is given to Middle School students at the end of last period each Friday. It is printed on blue colored paper and is designed to inform parents of both Amana Elementary School and Clear Creek Amana Middle School students of events and issues. Please feel free to respond to the principal regarding items in the newsletter.

Please review the district newsletter, the Amana Society Bulletin, Marengo Pioneer Republican and the Clear Creek Leader for other special events and program announcements.

Telephone

Students will be allowed to use the office and library phones with permission to conduct school business; e.g., to make arrangements to stay after school with a teacher or to change arrangements with parents due to a change in the school schedule. Students will not be allowed to use the office and library phones to make social arrangements.

Students are allowed to bring their own cell phones to school. We just ask that the cell phones are off during school hours.

Section VIII: Appendices

Clear Creek Amana Middle School Staff List

To see a list of CCAMS staff members and their biographies please go to:

<http://www.cca.k12.ia.us/Middle/msfac.html>

