

**2009-2010  
WELCOME TO MIDDLE SCHOOL**



This handbook has been designed to help you take full advantage of the opportunities available in middle school. Answers to many of the questions you have about school life are found here. If you have other questions, feel free to ask your teachers, counselor, or the administrators.

Your success in middle school is what you make of it. Our goal is to provide you with the best possible education. We work closely with you and your parents to promote your intellectual, social, emotional, and behavioral growth. It is up to you to take advantage of the many opportunities for success available. As citizens of the school community you have a responsibility to follow the rules and procedures of our community. The character of a school is determined by the students in it, so it is our hope that you will respect and uphold the traditions of our community. We are looking forward to working with you and wish each of you success during your years at Carlisle Middle School.

The Middle School Staff

**Carlisle Schools**  
**Mission, Vision, and Belief Statements**

**Mission**

Character, Service, and Excellence in everything we do.

**Vision**

The Carlisle Community School District, in partnership with students, families, and our community is dedicated to:

- meeting the needs of all students.

- recognizing the uniqueness of all students.
- preparing students to lead productive, moral, responsible lives.

**Beliefs**

Education:

- meets the needs of all students by being current and relevant.
- prepares students to lead productive, moral, responsible lives.

Communities:

- are valuable sources of information and expertise in the education of our students.

Educators:

- are well trained and proponents of life-long learning.
- model desirable traits and serve as partners in learning for students and families.

Students:

- deserve a safe, caring environment where their needs are met.
- learn respect for themselves and others.
- need developmentally appropriate opportunities to learn and explore.
- are encouraged to strive for excellence in every endeavor.

**SCHOOL INFORMATION**

**Office Hours: 7:45-3:45**  
**Phone: 989-0833**

**2007-2008 Staff**

Keri Schlueter Principal  
Andy Seiler Dean of Students

**6<sup>th</sup> Grade**

Donna Fink	Science
Peggy Gruss	Social Studies
Holly Laffoon	Language Arts/Reading
Jane Pech	Language Arts/Reading
Adam Pickering	Resource
Norma Yates	Math

7<sup>th</sup> Grade

Barb Albrecht	Math
Sue Boll	Science
John Burriss	Language Arts/Reading
Thomalu Elliott	Language Arts/Reading
Jim Flaws	Social Studies
Molly Watters	Resource

8<sup>th</sup> Grade

Ron Anderson	Math
John Crippen	Social Studies
Liz Beydler	Resource
Sara Grieme	Language Arts/Reading
Mark McSweeney	Language Arts/Reading
Lacey Burrell	Science

Ben Barry	Counselor / Life Skills
Matt Berryhill	Core Content
Anthony Garza	Visual Art
Sarah Glann	Core Content
Kris Hill	Vocal Lessons
Dru McAnelly	Physical Education
Eileen Miller	Vocal Music
Amanda Mulholland	Spanish
Sam Oppel	Instrumental Music
Julie Thompson	Technology
Kelly Urban	Core Content
Megan Wilshusen	Wellness
TBD	ELP

Pam Brueggeman	Associate
Kathy Burk	Associate
Janice Clark	Associate
Rhonda Ermler	Secretary
Mary Fox	Associate
Linda Goodsell	Associate
Kelly Haase	Library Associate
Brianna Hahn	Associate
Gayle Mortimer	Reading/Math Lab
Barb Paddock	Associate
Julie Reed	Nurse/Secretary
Lynette Sullivan	Associate

**School Hours:** Normal school hours are 8:10-3:10. Breakfast will be served at Carlisle Middle School beginning at 7:45. Students not riding the bus or eating breakfast at school should arrive between 8:00-8:10. **Students will not be allowed to enter the building prior to 7:45, as supervision is not available.** Students arriving or leaving while school is in session must check in or out through the office.

Regular Schedule

<b>6<sup>th</sup> Grade</b>	
8:10-8:55	Period 1
8:58-9:38	Period 2
9:41-10:21	Period 3
10:24-11:04	Period 4
11:07-11:47	Period 5
11:47-12:18	Lunch
12:21-1:01	Period 6
1:04-1:44	Period 7
1:47-2:27	Period 8
2:30-3:10	Period 9

<b>7<sup>th</sup> Grade</b>	
8:10-8:55	Period 1
8:58-9:38	Period 2
9:41-10:21	Period 3
10:24-11:04	Period 4
11:04-11:35	Lunch
11:38-12:18	Period 5
12:21-1:01	Period 6
1:04-1:44	Period 7
1:47-2:27	Period 8
2:30-3:10	Period 9

<b>8<sup>th</sup> Grade</b>	
8:10-8:55	Period 1
8:58-9:38	Period 2
9:41-10:21	Period 3
10:24-11:04	Period 4
11:07-11:47	Period 5
11:50-12:30	Period 6
12:30-1:01	Lunch
1:04-1:44	Period 7
1:47-2:27	Period 8
2:30-3:10	Period 9

## PROCEDURES

### **Academic Assistance and Monitoring**

Success in academics is the number one priority at Carlisle Middle. Students are expected to complete all work assigned in classes. Teachers will mail home mid-quarter progress reports for any students who have incomplete work or grades below a C. Parents may monitor student grades more frequently by accessing them on our website. [www.carlisle.k12.ia.us](http://www.carlisle.k12.ia.us)

Teachers provide help to students in a variety of ways and we recommend students make use of the assistance available. Please visit directly with the classroom teacher to make arrangements for academic assistance. *Students who do not make satisfactory progress will be considered for retention.*

### **Attendance**

Regular attendance by all students is encouraged. When a student is absent, the educational benefit of regular classroom instruction is lost and cannot be entirely regained even with extra out-of-school instruction and work. Frequent absences from school are detrimental to students achieving the maximum benefits of the educational program. Students often establish patterns in school that follow them into future years. **Students must attend school at least half day to participate in extra-curricular events scheduled that day. Students must attend school the entire day to participate in scheduled field trips.**

- When a student *is absent* parents are to report the absence to the office by 9:00 A.M. The office will attempt to contact parents who have not called by 9:00 A.M. to confirm the reason for the absence.
- When an *absence is known in advance*, the student needs to complete an assignment sheet and return it to the office prior to the absence.

- Students will be allowed to leave during school hours **only** under the circumstances listed below. In all cases, such approval **must** come prior to the student leaving school.
  - Parent has given prior approval.
  - Parent comes to school and takes the student.
  - Principal or designee gives approval.
- In cases of illness at school, the student should report to the nurse's office. If the nurse verifies the illness, a parent will be contacted for permission to leave school. Should the nurse be unable to locate the parent, the situation will be referred to the principal.
- In all cases in which the student is allowed to leave school during the day, he/she **must** use the office sign-out sheet to indicate time and destination.
- Students absent more than 3 consecutive days for illness will be required to obtain documentation that they have been examined by a doctor.

Students who are *unexcused* from school are considered truant. These guidelines will be followed for truancy.

**First truancy:** one day suspension

**Second truancy:** two- three day suspension

**Third truancy:** three-five day suspension

**Fourth truancy:** up to ten day suspension or possible recommendation to the Board of Education for expulsion.

Students who are in school, but *unexcused* from a class are also considered truant. These guidelines will be followed for students unexcused from class.

**First occurrence:** one-half day suspension

**Second occurrence:** one day suspension

**Third occurrence:** two day suspension

**Fourth or more occurrence:** three day suspension

### ***Backpacks/Bags***

For safety and the elimination of non-educational items in classrooms, backpacks, bags, and purses **will not be** allowed in classrooms. Backpacks and bags are to remain in lockers during the school day, with the exception of PE. Purses may be taken to the restroom.

### ***Bicycles/Skateboards***

While biking to school is discouraged for safety reasons, the school recognizes that some students depend on bicycles as a means of transportation. Bicycles are not to be ridden on school property between the hours of 7:30 A.M. and 3:30 P.M. Bicycles ridden to school should be walked on school property and stored near the community entrance.

**Skateboards are not allowed on school property at any time.**

### ***Computers and Technology***

Each student will begin the school year with access to the computer network. Students are responsible for keeping their passwords unknown and undetectable. Any student trying to log in under another name will be removed from the network. There will be no warning, removal will occur with the first offense. Students are to use computers for educational purposes only. Anyone found using school district equipment inappropriately will be subject to disciplinary measures. This could include removal from the network, detentions, suspensions, or expulsion, depending on the seriousness of the violation.

### ***Drill Procedures (Fire and Tornado)***

Procedures to be followed in the event of fire or tornado are posted in each classroom. At least two fire and two tornado drills will be conducted each semester.

### ***Family Night***

The school limits activity participation on Wednesdays. All students will be dismissed from the building by 6:00 P.M.

### ***Field Trips***

Throughout the year students will be bused to various activities during the school day. These include leadership retreats, PBS celebrations, and trips to supplement classroom instruction.

### ***Food and Beverages***

The lunchrooms are the only places where students may eat. **Pop and Energy drinks are not allowed as a drink with student meals.** No food or beverage may be consumed in the classrooms, gymnasium, hallways, and other parts of the school buildings without permission. *Open beverage containers are not allowed in hallways or lockers.* Food and open beverage containers will be confiscated. **Gum chewing is not allowed at Carlisle Middle School.**

### ***Health Records/Health Testing***

By keeping adequate health histories the staff is better able to evaluate, understand, and be responsive to students' individual needs. Parents are asked to send a note or call the nurse regarding any developments concerning a student's health. This would include hospitalizations, medications, allergies, injuries, surgeries, medical conditions, as well as any other information that would be pertinent to the student's attendance and performance. During the school year, vision checks will be conducted on all middle school students. Parents will be notified about the results of the vision test only if the student does not pass the test. This is a screening process only, and does not identify all vision problem.

### ***Honor roll***

Honor roll is awarded at the end of each quarter. Students earning a GPA of 3.0 or better will be recognized on the honor roll.

### ***Insurance***

Students participating in extracurricular athletics shall be required to have health and accident insurance. The student shall provide written proof of such insurance or

participate in the insurance program selected by the school district. Students, whether they are or are not participating in extracurricular athletics shall have the opportunity to participate in the health and accident insurance plan selected by the district. Cost of the insurance plan shall be borne by the student's family. Participation in the insurance plan is not a contract with the school district, but rather a contract between the insurance company and the student.

### ***Library Media Program***

The mission of the Library Media Program is to ensure that students and staff are effective users of ideas and information by access to information, instruction in use of information and cooperation between educators to meet the individual needs of the Carlisle students. The LMC gives students and staff access to a multitude of print and non-print resources and services. Media Center hours are 7:45 AM to 3:30 PM, Monday through Friday. Students may check out two books and may keep them for two weeks as needed for assignments unless they have overdue items. Reference materials are checked out for 24 hours. Students must have a pass to enter the library.

### ***Lockers***

Students are provided a locker for the storage of textbooks, supplies, and coats. Lockers will be assigned each year. Lockers may be opened by school authorities during periodic inspections with 24 hour notice, at parent direction, or upon reasonable suspicion. Students are responsible for the locker and expected to maintain the good condition of their lockers; nothing which cannot be removed without damage should be hung. Tape may not be used on the outside of lockers. All belongings should be fully inside the locker prior to shutting the door – no items should hang outside the locker.

*To open your locker:*

1. Turn the dial at least two complete turns to the right, stopping at the first number.
2. Turn the dial to the left one complete turn, passing the first number of the combination and stopping on the second number.
3. Turn the dial to the right and stop on the third number. Pull the handle up and towards you.

### ***Elevator***

Students with special needs (either short or long term) will be allowed to use the elevator, if they adhere to the following guidelines:

1. A pass to use the elevator will be issued by the school nurse or office personnel.
2. A maximum of one designated student may ride along to assist with school books and supplies.
3. The elevator may only be used for a school related purpose.

### ***Lost/Damaged Textbooks***

Students are responsible for those textbooks assigned to them and will be charged for any books damaged or lost. The amount due for lost or damaged items will be determined by the classroom teacher or media specialist.

### ***Lunch Accounts***

Each student will be assigned a four-digit number to be used to access his/her family's food service account. Money may be deposited in the family account until 9:30 each morning in the office. The student will complete a deposit slip containing student name, family name, and the one to three digit family account number. Deposits may also be made online using the PaySchools program. Cash is required to purchase items from the ala carte line.

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

Students who have an excused absence will be expected to make up the work missed. For each day a student has been absent, he/she will be allowed *two days* in which to complete the work. This time may be extended by the teacher. **It is the student's responsibility to check with teachers for make-up assignments on the day they return.**

Students who have advance notice of an absence should notify the office prior to the absence to receive a work collection form. As much work as is reasonable should be completed prior to the absence.

### ***Late Work***

Homework is a necessary part of the educational program. In order for students to be prepared for the next day's class, homework needs to be completed on time. As a general guideline, half credit will be given for late or incomplete assignments turned in within the designated time frame. Considerations may be made based on type of assignment or extenuating circumstance. Classroom teachers will provide additional information concerning late work.

### ***Nurse***

The school nurse administers first aid if a student becomes ill or is injured at school. However, she is not permitted to diagnose, so see your physician in regard to illness and injury occurring away from school. When a student becomes ill or is injured at school a parent or the designated emergency contact will be called to arrange for the student to go home. **Students needing to see the nurse must obtain a pass from the classroom teacher before going to the nurse.**

Any prescription or over the counter medicine brought to school by a student must be taken to the nurse. Inhalers are prescribed medication. A student is required to leave his/her inhaler with the nurse unless we receive a written recommendation from a physician that the inhaler is to remain with the student. This written documentation

must be on file with the nurse. Medication shall be administered by the school nurse, or in the nurse's absence by a person designate as her substitute. Prescription and non-prescription medications will be administered **only** under the following conditions:

- with written directions from the physician
- with authorization from parents
- if the medication is contained in a bottle labeled with the name of the student, name of the medication, the time and duration it is to be given, the name of the physician, and the name and address of the pharmacy

The nurse recommends the following guidelines to decrease the chance of spreading illness to others at school. Students displaying any of the following symptoms should not attend school:

- had a temperature of 100 degrees or more in the past 24 hours
- vomited in the past 8 hours
- had diarrhea in the past 8 hours
- has a bacterial infection (strep throat, etc.) that has not been treated with antibiotic for 24 hours
- constant cough that would disturb the student and the class
- a communicable disease (chicken pox, impetigo, pink eye, etc.) and has not received written authorization from a doctor or school nurse for readmission to the classroom
- an ailment that would override the student's ability to learn

### ***Planners***

Each student is provided with a student planner at the start of the school year. Students are expected to have their planners with them at all times to record daily assignments and for use as a hall pass. Replacements for lost planners are available in the office at a cost of \$5.00.

### **Telephone Use**

A telephone will be available in the commons for student use. Students will need permission from the office to use it. Any calls made by students during the school day should be made by a school phone with permission of school personnel.

### **Visitors**

Parents are encouraged to visit at any time. Students especially enjoy having parents join them for lunch. Parents wishing to attend class with their child should make arrangements prior to the visit. Non-parental visitors may not attend classes with students. All visitors need to stop in the office upon entering the building.

### **Weather Notices**

Announcements of school closings and early dismissals due to weather will be made over radio and television stations WHO Channel 13 and 1040 AM, KRNT 1350 AM, KCCI Channel 8, KGGO 94.9 FM, and WOI Channel 5. Every attempt will be made to notify the stations by 7:00 A.M. *Please do not call the school.*

### **Weather Conditions**

In case of early dismissal because of weather conditions, there will be no middle school afternoon or evening activities or practices.

### **Withdrawal from School**

Prior to the student checking out, parents are requested to inform the office of the intended withdrawal. Two or three days prior to your departure the student needs to obtain a check-out sheet in the office to present to each of his/her teachers. The teachers will indicate if the student is cleared for transfer. This sheet should then be checked in at the office.

## **BEHAVIOR**

The main purpose of Carlisle Middle School is to provide students with an atmosphere for learning. We assume that students come to school to get an education and we expect students to show responsibility, respect for others, and common sense in their behavior at school. We further expect our students to follow the rules and guidelines of the school and staff. CMS participates in a Positive Behavior Supports program (PBS), which models and rewards appropriate behavior. Those who misbehave should face the consequences with honesty and cooperation.

### **Academic Honesty**

Academic dishonesty can be divided roughly into two broad categories: plagiarism—misrepresenting someone else's work as one's own; and cheating—attempting to violate the academic rules of the classroom by deceiving the teacher. Plagiarism involves verbatim use of material from a published source or from another student's work previously submitted for credit in a class. Cheating is exemplified by the copying of another's answers, the use of crib notes during an exam, or the sharing of information to obtain or give an unfair advantage on an exam. Plagiarism and cheating diminish the quality of the educational experience for all and reduce the value of honestly earned grades.

Academic honesty will be required of all CMS students. Accordingly, we establish the following guidelines for CMS students and staff. Academic dishonesty will be divided into instances in which a staff member simply suspects that cheating may have taken place and those in which there is substantive evidence of or witness to cheating. Within those categories the following actions are suggested, depending upon the weight of the academic activity

involved and the number or severity of the episodes in question:

Substantiated:

**Cheating on an exam**

- lose credit for exam

**Cheating on an assignment**

- redo assignment or substitute for partial credit
- lose credit for assignment

**Plagiarism**

- rework assignment replacing plagiarized material for partial credit
- lose credit for assignment

Suspected:

**Cheating on exam**

- general verbal warning to the class
- pointed warning to individual(s) in question
- change seating
- require student(s) to retake exam

**Cheating on assignment**

- verbal warning
- rework the assignment or a substitute assignment

**Plagiarism**

- rework, paraphrasing suspect material

**Bus**

Bus services are a privilege. Proper behavior on the bus is a must to ensure the safety of all. Students riding buses are required to observe the rules of conduct as set forth by the school and drivers. Misconduct on the bus will result in disciplinary action. Repeated misconduct will result in the student losing the privilege of riding the bus. Please be aware that cameras may be placed on the bus to monitor student behavior.

**Dress**

There is a connection between academic performance, students' appearance and students' conduct. Students are expected to

adhere to reasonable levels of cleanliness and modesty and are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

The administration at Carlisle Middle School will interpret the dress code in the best interests of the entire student body. **Students will be required to change if dressed inappropriately.** Good judgment on the part of the student and parents should be the primary guide for proper dress at school.

**General Guidelines for Dress at Carlisle Middle School include:**

- Each student should wear attire that will not draw undue attention. This attire must ensure adequate coverage of the person so not to be excessively revealing, disruptive, or distracting.
- Students must wear shoes.
- Hats, caps, bandannas, pajamas, sunglasses, writing on the body, chains, and studded/spiked jewelry are not allowed at school.
- Students must maintain a state of cleanliness.
- Pants are not to be worn in a manner that might reveal under-garments or fall to the floor. Half shirts, halter tops, boxer shorts, spaghetti straps, or other clothing which reveal undergarments or the back are not to be worn.
- Skirts, shorts, and skorts must be at a length that allows students to sit and bend with modesty. The measurement standard used is that when your arms are held relaxed at your side, your fingers should not touch your leg skin.
- Clothing or other apparel with profanity, sexual innuendoes, alcohol/drug endorsements, or gang related insignias, portrayed on them are never acceptable in school. Apparel should not violate the Multicultural, Non-Sexist Policy of the district.

- Students making public appearances in academic or extra-curricular areas must follow guidelines established by the teacher, coach, or sponsor.

Students in violation of this policy will be sent home or be required to change at school to an acceptable standard. Students refusing to adhere to this policy and/or continued violations of this policy will be subject to disciplinary action.

### ***Electronic Equipment***

Cell phones are allowed at CMS, but may only be used during non-school hours. Picture phones are not to be taken into the restrooms or locker rooms. CD players, I-Pods and other electronic devices are not to be used in the building without permission.

**All electronics, including cell phones, should be turned off and stored out of sight upon entering the building.** Cell phones may be accessed at dismissal for the day. Laser pointers are never allowed at CMS.

Violations will result in removal of the electronic device from the student. If a staff member at CMS asks a student to hand over their electronic equipment it will be done without argument. The equipment will be brought to the Dean's office for safe keeping and returned at the end of the day to the student. Repeated offenses will result in discipline.

Discipline for use of a cell phone is listed below. This includes making a call, sending a text, the phone ringing, the phone making any type of noise, looking at pictures, taking pictures, or using the internet.

- First offense:** Detention; phone held for the day
- Second offense:** Parent pick up of phone
- Third + offense:** Half day suspension & parent pick up of phone

### ***Fighting***

**Fighting will not be tolerated on the Carlisle Middle School campus or school buses.** Fighting is defined as an exchange

of physical blows (hitting, slapping, pushing, shoving).

**First offense:** one to three days of suspension

**Second offense:** three to ten days of Suspension

**Third offense:** ten day suspension with possible recommendation of expulsion to the Board of Education

Consequences may be differentiated based on level of involvement. Students who instigate fights, but are not actively involved submit themselves to the same penalties as those who are involved in the fight.

This includes:

- Students who spread rumors
- Students who provide encouragement for others to fight
- Students who carry information between other individuals who subsequently fight

**Any assault or threat of physical harm may be cause to suspend a student. Administration has the authority to make a recommendation to the Board of Education for expulsion.**

### ***Prohibited Items***

In the interest of maintaining the health, safety and good order of the school environment, students shall not have prohibited items in their possession on school ground, on school vehicles, or while attending or participating in school activities or events. Prohibited items are such things as tobacco products, lighters/matches, alcoholic beverages, controlled substances which have not been validly prescribed, "look alike" tobacco, apparatus used for the administration of controlled substances, weapons, explosives, toy weapons or explosives, poisons, stolen property, pornography, or other devices or materials which are intended to interfere with school order. Carlisle Schools will follow federal mandates in this area.

- Violation will result in the suspension of those involved with such materials, with the possibility of expulsion.
- Appropriate law enforcement agencies may be notified.
- Additional consequences may apply for students involved in extra-curricular activities.

**First offense:** three day suspension  
**Second offense:** five day suspension  
**Third offense:** ten day suspension with possible expulsion

### ***Public Displays of Affection***

Students who engage in public displays of affection will be warned the first time. Parents will be called upon a second offense. Additional offenses can result in loss of hall privileges, detention or suspension.

### ***School Safety***

General expectations for safety include:

- Students are NOT to leave the building without permission.
- All Middle School doors, except the main entrance will be locked throughout the day.
- All visitors **must** stop by the office to sign in/out and receive a visitor's sticker.
- Book bags and coats are to be left in lockers.
- For safety reasons, do not trade lockers. If there is a concern, please contact Mr. Seiler.

### ***Tardy Penalty***

The Carlisle Middle School staff promotes the life skill of promptness. Tardiness occurs when students are not in their designated areas by the end of passing time. If students are tardy to school in the morning, they must report directly to the office. Detention will be assigned according to the time of arrival and circumstances. Students tardy one hour or more will be considered absent for one-half day. Each

student will be allowed two tardies per quarter to school without receiving an office referral and detention. These two tardies may be used for delays caused by such things as transportation issues, over sleeping, or other avoidable or unavoidable situations. Excessive tardies may result in suspensions or referrals to the truancy officer.

Tardies within the school day will be addressed by the classroom teacher and may result in detentions or loss of privileges. Excessive tardies may be referred to the office for discipline.

### ***Detention***

Office detention is assigned or approved by a building administrator. Office detention will be held every morning from 7:45-8:05 and afternoon from 3:20-3:45. Students will be allowed 2 days to serve an assigned detention, unless different arrangements have been made in advance with administration.

- ✓ Reporting late for detention will not be allowed.
- ✓ Failing to serve detention in the allotted time may result in additional or alternate discipline.
- ✓ Students will be expected to read or work on assignments while serving detention.
- ✓ All students are responsible for arranging their own transportation to and from school for detention.

## **ACTIVITIES**

Extra-curricular activities are often considered the “other half” of the educational process. Participation in activity programs greatly enhances students’ ability to stay in school, avoid harmful substances,



graduate, and be successful in life. Carlisle Middle School offers a variety of activities for students.

### **Eligibility to Participate in Activities**

- Students desiring to participate in athletics are required to have a physical and provide proof of insurance before being allowed to participate.
- In order to participate in an extracurricular practice or event, students must attend school at least half day on the day of the activity. Students are required to contact either the principal or her designee if situations arise that make attendance impossible and a decision will be made regarding student participation in the particular activity.
- Students with incomplete work or who are failing two or more courses on Friday of each week will be *ineligible to participate in extra-curricular activities the following week*. Students may participate in practices while ineligible. Eligibility to participate in summer activities will be based on the student's grades at the end of fourth quarter.

### **Socials / Dances**

The school may sponsor socials each year. Socials are for Carlisle Middle School students only. *Students who bring visitors will be asked to leave the social and attempts will be made to notify parents.* Middle School students are not allowed to attend high school dances.

## **DISTRICT POLICIES**

### **Bullying/Harassment**

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations, and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report

students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor, or principal; and
  - write down exactly what happened, keep a copy, and give another copy to the teacher, counselor or principal including:
    - ✓ what, when, and where it happened
    - ✓ who was involved
    - ✓ exactly what was said or what the harasser or bully did
    - ✓ witnesses to the harassment of bullying
    - ✓ what the student said or did, either at the time or later
    - ✓ how the student felt
    - ✓ how the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political belief, socioeconomic status, or familial status includes conduct of a verbal or physical nature that is designed to embarrass,

distress, agitate, disturb or trouble persons when it:

- places the student in reasonable fear of harm to the student's person or property
- has a substantially detrimental effect on the student's physical or mental health
- has the effect of substantially interfering with the student's academic performance
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities

### **Good Conduct Policy**

The objective of the Good Conduct Rule is to establish and provide for the enforcement of specific standards for all students attending Carlisle Middle School who are involved in extra-curricular and/or co-curricular activities. It is the philosophy of Carlisle Community Schools that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the

entire calendar year, both during the regular school year as well as all vacation periods.

This rule shall govern the following activities: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, Student Council, all co-curricular clubs, all honorary and elected offices, state contests, and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is observed by a staff member or a law enforcement official, the student admits the violation, or the violation is supported by substantial evidence. This investigation shall not be limited by any formal rules of evidence or procedure.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- ITEM 1. possession, use, or purchase of tobacco products, regardless of the student's age;
- ITEM 2. possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]);
- ITEM 3. possession, use, purchase, or attempted sale/purchase of illegal drugs or simulated substances, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- ITEM 4. engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor

offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

ITEM 5. exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. This could include group conduct.

### **I. Penalties:**

Any student involved in activities who, after a meeting with the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

#### **A. Athletics:**

##### **1. First Offense within the Student's High School Career**

The student will be suspended from 25% of the competitions in the current extra-curricular activity season (including any post season competition) or no fewer than three events. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student shall attend all practices or rehearsals

but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a first offense from a loss of eligibility of 25% of the competitions in an activity season to 15% of the competitions in an activity season or no fewer than two events.

##### **2. Second Offense within the Student's High School Career**

The student will be suspended from 100% of the competitions in the current extra-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not

more than 48 hours after the occurrence, may receive a reduced penalty for a second offense from a loss of eligibility of 100% of the competitions in an activity season to 50% of the competitions in an activity season or no fewer than five events.

The complete policy, including the appeal process, is available upon request.

**The same Good Conduct consequences will be in effect for middle school student activities.**

### ***Equal Education Opportunity***

Enrolled children in the Carlisle School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. The Board of Education encourages students to participate in school activities and programs for their physical and mental well-being. Equal opportunity, in compliance with the state and federal laws, shall apply to the programs and activities offered by the school district.

- The Board supports the delivery of the educational program and services to students free of discrimination on the basis of race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and school district personnel in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.
- Inquires regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to: Compliance Officer- Title IX, Title VI and Section 504, Carlisle Community School District, 430 School Street, Carlisle, Iowa 50047; or by telephoning (515) 989-3589; or by writing to the director of the

Region VII Office of Civil Rights, Department of Education, Kansas city, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

### ***Expulsion***

Expulsion is the removal of a student from the school environment, which includes, but is not limited to classes and activities. It shall be within the discretion of the Board of Education to discipline a student by using an expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the Board's records.

When a student is recommended for expulsion by the Board, the student shall be provided with:

- Clear notice of the reasons for the proposed expulsion
- The names of the witnesses and an oral or written report on the facts to which each witness testifies
- An opportunity to present a defense against the charges and witnesses on the student's behalf
- The right to be represented by counsel
- The results and finding of the Board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with the following procedures:

- The IEP team will conduct a manifestation determination to determine whether the student's behavior is caused by the student's handicap or by inappropriate placement. Discussions and conclusions of the meeting will be recorded
- If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures

- If the handicap and a change in placement cause the misconduct, a change must be made pursuant to the placement procedures used by the school district
- If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

To ensure that the student receives due process, student suspensions or recommendations for expulsions will be made when:

- A student makes serious or repeated infractions of school rules
- The student's behavior interferes with the educational environment or normal operation of the school

The administrator shall conduct an informal investigation of the charges against the student, giving:

- Oral or written notice of the allegations against the student
- The basis in fact for the charges
- The opportunity to respond to the charges

### ***Corporal Punishment, Restraint, and Physical Confinement and Detention***

State law forbids schools 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. This is outlined in the next section.

State law also places limits 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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### ***Physical Restraint***

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student to prevent a breach of discipline or to stop a continuing breach of discipline. The degree of reasonable physical force employed will depend on the situation and should be moderate so as not to cause permanent physical harm to the student. Physical restraint may be used:

- to protect a person, including the person using the physical restraint from physical injury
- to obtain possession of a weapon or other dangerous object
- to protect school property or the property of others from serious damage
- to remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or school property

### ***Retention***

Students will be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the certified staff and the building principal. When it becomes evident a student in grades kindergarten (K) through eight (8) may be retained in a grade level for an additional year, the parents will be informed. It shall be within the discretion of the superintendent to retain students in their current grade level, subject to review by the board.

### ***Search and Seizure***

School property is held in public trust by the board. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under the jurisdiction of the school district. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, personnel, or visitors on the school premises. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### ***Student Records***

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives students who are 18 years old or parents or guardians if they are not, certain rights regarding their educational records. The law requires that schools receiving federal funds must:

- Allow the parents or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone by a substitute for that person.
- Give the parents or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
- Obtain written permission from the parents or eligible student before revealing the records to other persons.
- Notify parents or eligible students of their rights under this law.

There are some exceptions to the above. School personnel may show or turn over records without permission to:

- other officials of the school
- officials of other schools in which the student seeks or intends to enroll
- certain federal, state and local authorities performing functions authorized by law
- individuals or organizations in connection with a student's application for or receiving financial aid
- court or law enforcement officials, if the school is given a subpoena or court order
- also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to the student's health or safety or that of others
- finally, "directory" type information may be released without permission. Directory information is defined in the District as student's and parent's name, address, and telephone number; student's date and place of birth, major field of study, extra or extracurricular activities engaged in, weight and height of members of athletic teams, dates of school attendance, degrees and awards received.

**Eligible students and all other students' parents have until October 1**

**to request non-release of student directory information.**

The law also contains other exceptions and conditions. If you have any questions about the Act, you may wish to contact the Family Educational Rights and Privacy Act Office at the address below. This office will also respond to official complaints; however, you should first take all possible steps to enforce your rights by dealing with the school directly.

Family Policy Compliance Office  
U.S. Department of Education  
Room 3017- F.B.-6  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

***Substance Abuse Policy***

The use or possession of alcoholic beverages or any controlled substance by any student on any public school property or while attending any school-related function is prohibited. No student shall be intoxicated or simulate intoxication. No student shall use, sell, distribute, buy, receive, be under the influence of, or in possession of a controlled substance, any simulated controlled substance, or any substance believed to be of potential abuse.

Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

This prohibition shall include students going to or returning from school functions. The parent or guardian of the student shall be notified of each offense by phone or, if necessary, by registered letter. A conference shall be held with the parent or guardian, the student, the suspending party, and the superintendent.

**First offense:** Any student in violation of the foregoing policy, at a minimum, will be suspended 3-5 days or be referred for an

evaluation by a board-approved substance abuse/dependence agency. The superintendent may increase the penalty and/or recommend expulsion to the board. Any student violating this policy by simulated drug use or possession will be given a 1-5 day suspension at the discretion of the administration.

**Second offense:** Any student in violation of the foregoing policy for a second or subsequent offense shall be suspended until evaluation and/or treatment is performed by a board-approved substance abuse/dependence agency. The superintendent may recommend expulsion to the board.

***Corporal Punishment, Restraint, and Physical Confinement and Detention***

State law forbids schools 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 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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

***Homeless Students***

Homeless students attending Carlisle Schools may be eligible for additional supports and assistance. Chapter 33 of Iowa

Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- (1) A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- (2) A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (3) A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- (4) A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs (1) through (3) above.

Please contact your school counselor or principal if you meet any of the above criteria.