

**Chamberlain Middle School**  
**Grades 6-8**  
**2019-2020**  
**Staff Handbook**



**Mission:** Motivate...Educate...Empower

**Vision:** Provide a quality education that empowers students for success

Approved by the Chamberlain School Board of Education: July 2019

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# **Welcome to Chamberlain Middle School!**

Welcome to the 2019-2020 school year at Chamberlain Middle School! This staff handbook has been designed for you to serve as a guide. It contains important information for the staff members of Chamberlain Middle School. Please read this material carefully. Staff should be familiar with the contents of this handbook and keep it handy for quick and easy reference. If you have suggestions for the improvement of this handbook, please notify the principal. The staff handbook will be updated every summer.

## **Chamberlain Middle School Expectations**

Be Respectful, Be Responsible, Be Safe, & Be on Time!

***Motivate... Educate... Empower***

We believe that the most promising strategy for achieving the mission of the CSD 7-1 is to develop our capacity to function as a professional learning community.

We envision a school district that:

- ✓ Works collaboratively to achieve a common purpose and goals;
- ✓ Seeks and implements researched-based strategies for improving student achievement
- ✓ Monitor each student's progress; and
- ✓ Demonstrates a personal commitment to the academic success and general well-being of all students.

## **COLLECTIVE COMMITMENTS**

In order to achieve the vision of a school district that functions as a professional learning community, the CSD 7-1 staff has made the following collective commitments:

- ✓ Align and utilize the South Dakota Content Standards to provide a guaranteed and viable curriculum for all students;
- ✓ Develop, implement and evaluate on a regular basis a School Improvement Plan that targets specific instructional areas and students identified by data analysis;
- ✓ Engage in meaningful, job-embedded staff development to enhance professional skills;
- ✓ Initiate individual and small group instructional programs to provide additional learning time for students;
- ✓ Provide parents with resources, strategies, and information to help children succeed academically;
- ✓ Utilize a variety of researched-based instructional strategies to promote success for all students; and
- ✓ Develop and implement effective local assessments and administer state assessments as directed.

## **NON-DISCRIMINATION POLICY**

The Chamberlain School District 7-1 does not discriminate on the basis of race, color, creed, religion, gender, national origin, age or disability in admission or access to, or treatment or employment in its educational programs and activities. Inquiries regarding Title VI, Title IX or Section 504 should be directed to Superintendent of Schools, 1000 Sorenson Drive, Chamberlain, SD 57325. Phone (605) 234-6867. Complaints may also be filed with: US Department of Education (816) 880-4202 Office of Civil Rights (816) 891-0552 10220 North Executive Boulevard, 8th Floor Kansas City, MO 64153-1367

## **FERPA STATEMENT**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. A copy of the policies and regulations may be obtained in the building principal's office or the superintendent's office of the Chamberlain School District 7-1. Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent of Schools of Chamberlain School District 7-1, 1000 Sorenson Drive, Chamberlain, SD 57325 or the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202- 4605.

## **AHERA REGULATION**

The facilities of the Chamberlain School District CMS/CHS Staff Handbook Page 8 8/15/2018.19 have been inspected during the last seven-year period, the last being, 2015. All areas of concern regarding friable asbestos in the buildings have been corrected by removal or encapsulation for the protection of our students and others who work in, or have access to, the district buildings. Non-friable asbestos containing materials have been properly sealed to prevent alteration or destruction. A complete report of inspection information, testing results for the presence of asbestos, and corrective actions taken in each building is available to any interested district citizen through either the office or building of the school involved, or in the administrative office for the entire school district facility arrangement. If you wish further information or have questions about the district compliance with AHERA regulations as directed by the Environmental Protection Agency of the federal government, please contact Chamberlain School District Administrative Offices, 1000 Sorenson Drive or phone 234-4477.

## **SEXUAL HARASSMENT**

The Chamberlain School District 7-1 acknowledges and endorses laws against sexual harassment. The district forbids any manner or form of infringement on the rights of others between and among the students and/or adults connected with the operation of the school district. Any student or employee who believes that they have been the object of physical or verbal harassment by another student or employee shall file a grievance with the appropriate administrator. Students or employees accused of sexual harassment of others shall be reported to the appropriate legal authorities and, if found guilty, shall be subject to expulsion from school or termination of employment.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are used on school premises. They are not monitored on a constant basis and may be periodically inoperable.

## **STUDENT SCREENING**

Student Screening Vision screening is usually done for grades Kindergarten, 1st, 3rd, 5th, 7th, and 9th yearly. Other students will be screened upon request of teacher or parent. We will use the Lions Club Vision screeners when scheduling allows. Hearing screening is usually done for grades Kindergarten, 1st, 3rd, and 5th yearly. Other students will be done upon request of teacher or parent. If a parent or guardian does not want a child screened, they must call the elementary office or high school office at the beginning of the school year.

## **POLICY ON GANG ACTIVITIES**

A gang as defined in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying symbol, and whose members individually or collectively engage in or whose members engage in a pattern of gang activity. Gang Activity means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the gang.

No student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership in or affiliation with any gang.
- Shall commit any act or omission or use any communication, either verbal or nonverbal (gestures, handshakes, written symbols, etc.) showing membership in or affiliation with any gang.
- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - Soliciting others for membership in a gang.
- Request any person to give consideration for “protection” or otherwise intimidating or threatening any person.
- Committing any illegal act or violation of school district policies Inciting another person to act with physical violence upon any other person.

A student found in violation of this policy may face suspension and/or expulsion pursuant to established discipline policies of the Chamberlain School District 7-1. Due Process and Grievance Policies will be afforded the student in all cases regarding the enforcement of this policy. Yearly notification of students of the existence of this policy is required.

## **HIGHLY QUALIFIED TEACHERS**

Parents may request information regarding the professional qualifications of their children's classroom teachers. The district will provide a response to the parents' request in a timely manner. The request can be made to the Building Principal or Superintendent. Parents must be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified. If a parent makes a request for this information, the district will provide: Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under "authority to act" status. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. Whether the child is provided services by paraprofessionals and, if so, their qualifications. The notice and all information provided to parents will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **DUE PROCESS**

All students and district employees are guaranteed due process rights as set forth by SDSL 13-32-4. Chamberlain School District 7-1 is in compliance with the standards established by the Board of Education. Those standards are:

Adequate notice of charges made Reasonable opportunity to prepare for and meet the charges will be given.

An orderly hearing adapted to the nature and circumstances of the situation will be conducted

A fair and impartial decision will be rendered Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

## **GRIEVANCE PROCEDURE FOR PARENTS, STUDENTS, AND OTHER PATRONS OF THE DISTRICT**

### **STEP 1- INFORMAL**

If a person has a grievance, they should first discuss the matter with the person who is directly responsible for the grievance in an effort to resolve the problem informally. Grievances (complaints) directed to the school board, administration, supervisors or other staff should be rerouted to include this informal step.

If the informal meeting fails to solve the situation, the grievance shall be filed with the immediate supervisor on a form supplied by the administration. The immediate supervisor will provide copies to both parties and seal one in an envelope to be delivered to the superintendent.

### **STEP 2 - FORMAL**

PRINCIPAL/IMMEDIATE SUPERVISOR: Once a grievance form has been filed, a meeting shall be scheduled within five school or working days. If more than one school or supervisor are involved, they all will be asked to participate. At the meeting both sides will present their side of the story. The principal/supervisor shall render a decision and its rationale in writing to both sides within five days.

### **STEP 3 - FORMAL**

SUPERINTENDENT: If either side is not in agreement of the decision, STEP 2 will be repeated with the superintendent.

### **STEP 4 - FORMAL:**

SCHOOL BOARD: In the event of this formal appeal, the Superintendent will schedule a Grievance Hearing with the School Board within five working or school days unless there are extenuating circumstances. The resolution offered by the School Board shall be the district's final decision.

# CHAMBERLAIN HIGH/MIDDLE SCHOOL FACULTY AND SUPPORT STAFF

## Administration, Counseling, and Support Staff

Superintendent	Debra Johnson	234-4477
Business Manager	Michelle Willrodt	234-4478
Principal 9-12	Jeff Steckelberg	234-4467
Principal 6-8	Amanda Goodrich	234-4467
Counselor 6-12	Chelsey Tyrell	234-4467
Title Director	Tami Brown	234-4463
Special Education Director	Calico Hunjah	234-4467
Activities Director	Bill Kurtz	234-4462
Technology Director	Nathaniel Winter	234-4467
Public Health Nurse	Bridget Steckelberg	234-4463
School Secretary	Marlo Natwick	234-4467
Cafeteria	Lunchtime Solutions	234-4460

<b>Staff</b>	
<b>Name</b>	<b>Assignment</b>
Brownell, Jessie	Special Education
Carruthers, Tom	7/8 Title Math
Chilson, Lonna	Special Education (Speech)
Donovan, John	7 <sup>th</sup> Grade Science, 6 <sup>th</sup> Grade Science/Health, 6 <sup>th</sup> Reading
Duffy, Allison	7 <sup>th</sup> Lang. Arts/7 <sup>th</sup> Title L.A.
*****	CMS Performance Choir/CMS Music
Dyson, Melissa	8 <sup>th</sup> Lang. Arts/8 <sup>th</sup> Title L.A.
Geopano, Rosevel	Special Education
Graves, Justin	CMS Agriculture
Giese, Lucas	7 <sup>th</sup> Grade PE/Health
Gill, Amber	Special Education
Harbour, Hannah	6 <sup>th</sup> Grade Math/6 <sup>th</sup> Grad Title Math, 6 <sup>th</sup> Reading
Hartman, Kelsee	MS/HS Art
Hilson, Matthew	6 <sup>th</sup> & 7 <sup>th</sup> Grade Social Studies, 6 <sup>th</sup> Reading
Holmstrom, Theodore	7/8 Social Studies
Natwick, Marlo	Secretary
Nelson, Adam	7/8 Math
O'Grady, Peter	CMS Building Trades
Powers, Cadena	7/8 Science
Richter, Brenna	8 <sup>th</sup> Grade PE/Health
Schlaffman, Lisa	MS Computers
Schlenkers, Katie	CMS Band
Toupal, Kari	6 <sup>th</sup> Grade Language /6 <sup>th</sup> Grade Title Language, 6 <sup>th</sup> Reading
Wendt, Blake	CMS Algebra 1
<b>Paraprofessionals</b>	
Brownell, Char	Special Education
Clark, Kristi	Special Education
Hopkins, Sara	Special Education
Hamiel, Wade	Media Center
Titterington, Botany	Special Education
Titterington, Janet	Special Education
Todd, Linda	Special Education
Warejcka, Megan	Special Education
<b>Custodians</b>	
Goltermann, Jeff	
Graves, Evelyn	
Killion, Jim	

**CHAMBERLAIN SCHOOL DISTRICT 7-1**  
**LINE OF COMMUNICATION**

<b>GENERAL DISTRICT OPERATION</b>	
Board of Education	
Superintendent of Schools	Dr. Debra Johnson
High School Principal (9-12)	Jeff Steckelberg
Middle School Principal (6-8)	Amanda Goodrich
Elementary School Principal (K-5)	Rocky Almond
Activities Director	Bill Kurtz
Counselor, Grades 6-12	Chelsey Tyrell
Counselor, Grades K-5	Kayla DeJong

<b>HIGH/MIDDLE SCHOOL OPERATION</b>	
High School Principal (9-12)	Jeff Steckelberg
Middle School Principal (6-8)	Amanda Goodrich
Activities Director	Bill Kurtz
Counselor, Grades 6-12	Chelsey Tyrell

<b>ELEMENTARY SCHOOL OPERATION</b>	
Elementary School Principal (K-5)	Rocky Almond
Counselor, Grades K-5	Kayla DeJong
Middle School Principal (6-8)	Amanda Goodrich
Activities Director	Bill Kurtz
Counselor, Grades 6-12	Chelsey Tyrell

\*\*Persons assuming the authority for the operation of the district or any division of its operation shall coordinate and community all decisions with:

<b>SERVICE OPERATION</b>	
Building and Grounds Supervisor	Dave Hrdlicka
Director of Student Transportation	Foreman Services
Food Service Director	Lunchtime Solutions

## **SAFETY EXPECTATIONS**

A top priority for every school system is to provide a healthy and safe environment for students. A continuous consciousness must be part of the total job performance regarding a safe learning experience and a safe environment.

Numerous case studies are available that directly clarify school accountability regarding safety expectancies. The courts have taken a stand that says parents send their children to school to learn and/or experience activities and not to be involved in or subjected to injury because of risky practices of the school. Each individual in the school district needs to realize and be aware that being an employee of the school does not protect you from litigation as an individual, especially in cases where contributory negligence or overt negligence is determined.

Accidents will happen, even under sound safety practice. Too often a school employee finds themselves liable because of how they handled the situation after an accident took place. You are expected to know and practice the guidelines provided below and if you find yourself in a situation that is unique, try to remain calm and use common sense.

Guidelines to follow in order to provide safety practices to better prevent accidents:

1. Assess and be aware of the potential safety risks associated with the learning experience.
  - a. Examples: Type of science lab, welding projects, PE activities, kitchen labs, power tools, etc.
2. Make students aware of potential safety hazards and educate them to properly avoid risks.
3. Make it clear to students your concern for safety and make your expectations clear to them regarding their responsibility and accountability regarding proper behavior.
4. Address safety concerns frequently. Mentioning safety only at the beginning of the term is not sufficient enough; incorporate safety concerns frequently into your teaching strategies.
5. Report any dangerous activities or potentially dangerous situations to the office personnel.
6. Explain to your students what procedures will be followed if an injury or accident occurs.
7. The following are some basic examples (not all inclusive) of things which are to be avoided:
  - a. The throwing of any objects such as pencils, textbook, etc.
  - b. Students used to lift heavy objects
  - c. Students left unsupervised
  - d. Physical activities that appear to be in fun but are dangerous such as pushing/shoving
  - e. Jumping on someone's back, using equipment improperly, etc.
8. Make students aware of disaster and fire procedures for your teaching area.
9. Do not allow non-school (including alumni) to supervise or interact in any activities with students where there is propensity for injury.

## **HANDLING ACCIDENT/INJURY SITUATIONS**

If there is a serious injury, do not leave the injured person alone. This includes leaving them alone with other students, in most cases. Remain with the injured student, and have someone, another adult or student call or go for help, which ever best fits the situation. Try to remain calm as this will help to calm the injured person as well as other students. Remove remaining students or on-lookers from the area if needed. Keep the injured person warm and conscious if at all possible. Do not take action unless it is needed to stop excessive bleeding, to apply CPR, or to move the injured person from the immediate area because of exposure to further injury. DO NOT move the injured person if injury is to neck, back, or other body areas where the moving of the person may cause further injury. As soon as possible, and after medical help is called in the case of serious injury, notify appropriate school officials. Fill out accident report for all accidents/injury (minor or major).

## **MEDICATION ADMINISTRATION POLICY**

### **CHAMBERLAIN SCHOOL DISTRICT**

**MEDICATION:** All prescribed medications, all over-the-counter (non-prescribed medications) and all chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs, and vitamins\*, which purport to aid in a person's health or well-being or to treat illness or disease.

\*Chemical/homeopathic substances and compounds and natural remedies, herbs and vitamins are not tested by the US Food & Drug administration for safety or effectiveness and this lack of safety information limits their appropriate use at school. In accordance with the American Academy of Pediatrics Policy Statement – Guidance for the Administration of Medication in School, these substances are subject to the same restrictions and requirements in this regulation for prescribed medications.

**Self-Administration:** Taking of any medication without the intervention of a school nurse or qualified staff after receiving approval through this regulation.

**Emergency/Urgent:** An illness or allergic reaction that requires an immediate response that if left untreated may lead to potential loss of life.

**Qualified Staff Member:** A licensed nurse or unlicensed assistive personnel with a minimum of a high school education or the equivalent who has completed an approved South Dakota Board of Nursing Medication Administration Training Program for Unlicensed Assistive Personnel.

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#### **Transportation and Storage of Medication**

##### **Grade 6-12**

Students shall transport prescription medication and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins from home to the school nurse or a qualified staff member. The medication shall be in the original properly labeled container.

##### **Storage ALL Grade Levels**

The school nurse or a qualified staff member will promptly count all controls and document all medication received. The school nurse must be the second count on all controlled medications. All medications will be entered into campus by the licensed school nurse ONLY. Received medication shall be secured with only the school nurse and a qualified staff member allowed access to the medication. Controlled substances will be double locked. Any unused medication will be returned to the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication within 14 days of medication being discontinued, or by the last day of school, it will be disposed of properly by the school nurse.

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#### **MISUSE OF ALL MEDICATION**

Students are prohibited from transferring, delivering or receiving any medications to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medication.

## **ADMINISTRATION OF MEDICATION**

**For a student to ingest medication in a school setting, the applicable District Medical Consent form must be completed, signed and submitted to the school nurse.**

### **Staff Administration:**

Medication shall be administered by a school nurse or a qualified staff member. All medication administration by school staff will be properly documented in Campus.

### **Asthma or Anaphylaxis:**

Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school related event or activity if:

- The prescription medication has been prescribed for that student or indicated by the prescription label on the medication;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- A parent of the student provides to the school:
  - Written authorization, signed by the parent, for the student to self-administer; and
  - A signed statement from the student's physician or other licensed health care provider indicating that the student is capable of self-administration. The statement should also include the name and purpose of the medication, the prescribed dosage, the time and circumstances under which the medication may be administered, and the period for which the medication is prescribed.

### **Self-Administration:**

Prescription and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins:

- **Students in grade 6-12**
  - May possess and self-administer prescription medication (including chemical/homeopathic substances and compounds and natural remedies, herbs, and vitamins) while on school property or at a school related event or activity if signed statement by student's physician or other licensed health care provider is provided indicating that the student is capable of self-administration. The statement should also include the name and purpose of the medication, the prescribed dosage, the time and circumstances under which the medication is prescribed. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day.

### **Over-the-Counter (non-prescription):**

- **Students in grades 6-12**
  - May possess and self-administer over-the-counter (non-prescribed) medication if parental consent is updated annually on the School Enrollment Forms. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day.

## **ALTERNATIVE ACADEMIC PROGRAMMING**

Our educational system provides alternative learning options for students who meet the criteria for assistance. In most cases, a referral is necessary to initiate the formal process of developing an alternative plan for the student. Prior to making a formal referral, it is beneficial to communicate with educators about the student in question. Much is to be gained by informal discussions prior to making a referral. Referrals are encouraged when enough information has been obtained. Referrals are not to be used as a strategy to remove a student from a classroom for convenience of the teacher. Several persons may refer a student. Parents/guardian, teacher, advocates, principal, and the student are examples of persons who may refer a student. Initially, referrals are to be made to the principal. In most cases the immediate director of the program will be contacted. The director will coordinate the necessary procedures such as obtaining parental permission to allow the district to decide for further analysis, select IEP teams, and coordinate further multi-faceted testing, etc. Below are the types of alternative learning options for students who meet the established criteria:

<b>Special Education Director</b>	<b>Calico Hunjah</b>
<b>Teachers</b>	<b>Jesse Brownell, Amber Gill, Rosevel Geopano</b>
<b>Paraprofessionals</b>	<b>Sara Hopkins, Botany Titterington, Janet Titterington, Char Brownell, Linda Todd, Kristi Clark, Megan Warejcka</b>
<b>Title I Director</b>	<b>Tami Brown</b>
<b>Speech</b>	<b>Lonna Chilson</b>
<b>Guidance Counselor (6-12)</b>	<b>Chelsey Tyrell</b>
<b>School Psychologist</b>	<b>Hilary Callahan &amp; Erin Sibbel</b>

## **TEACHER ASSISTANCE TEAM (TAT)**

The TAT is a cooperative, school-based group of people that assists students, parents, and teachers in seeking positive solutions for concerns about individual students. The goal of the TAT is to help improve specific areas of skill deficits that are impacting educational performance. Often, students will improve with several weeks of intervention and further interventions will not be necessary. The TAT's role is to be a support and a resource to the parents and the teacher – not to replace or relieve the teacher of his or her responsibility for education the student.

The TAT addresses problems found through screening of all students or those brought up as concerns for parents, teacher, or other staff through a cooperative team effort. The TAT designs interventions for those students who show need for individual consideration through what is call the TAT intervention process.

While the TAT may refer a special education evaluation for a student who has a suspected disability or does not show a significant response to a TAT intervention in the regular education setting, the TAT is not a special education evaluation or service. The TAT encourages and supports teachers in implementing and documenting interventions before considering a referral to special education. The TAT may also assist in reducing the number of students facing retention.

## **Staff Procedures and Responsibilities to Ensure Implementation of FAPE**

1. Special education teachers will provide a copy of each student's present levels, goals, and services including behavior plans to all teachers and staff who work directly with that student within 5 days of the start of a new school year for existing special education students.
2. For students with current behavior plans, teachers and staff who work directly with the student will be informed in writing of any changes within 5 days after the meeting to amend the behavior plan.
3. Within 5 days after receiving student's records from previous school that includes a behavior plan, the special education teacher will inform teacher(s) and staff who work directly with the students about the plan and any subsequent amendments made to it.
4. Teachers and staff who work directly with the student will acknowledge on a signature page attached to the plan that they have received and read the IEP goals, services, and behavior plans and/or any amendments made. The signature page will be filed in the student's special education binder.
5. Special education teachers and staff are required to follow the behavior support plans as written. They will ensure data collection or progress monitoring has been completed as written in the plan.

## **INCLEMENT WEATHER**

Occasionally inclement weather prevents school from starting on time or even being held. Parents will be notified via the School Reach program if school is postponed or cancelled. Students and parents are urged to listen to the radio (KPLO - 94 FM, or KWYR - 1260 AM). Both KELO and KSFY television stations will also carry notices. In addition, please follow the Chamberlain School District social media pages (Cub Nation).

## **TRANSPORTATION**

School bus transportation is provided for students, grades 6-8th. To take advantage of this service, students are expected to follow school expectations. Discipline issues will be referred to the Principal. Repeated disobedience will result in the loss of the privilege to ride. Bus services are provided by Foreman Sales and Service. Please contact Foreman Sales and Services to inquire about specific pick up times for route riding students: Phone Contact @ 605-390-9880. All 6th-8th grade students are welcome to ride the bus up the hill from the Chamberlain Armory in the morning or ride down the hill afterschool to the Chamberlain Armory. Students should be at the Armory at 8:00am to catch the bus. No supervision is provided before 8:00 am so students should not be dropped off before. After school buses will arrive at the Armory around 3:20 pm and supervision is provided for 10 minutes on school property as students walk home.

## **SUPERVISION OF ACTIVITY/ATHLETIC EVENTS:**

All certified staff members will be required to provide general supervision at a minimum of two school district events and will be compensated \$25.00 for each event for the school year. The events in need of supervisors will be identified by administration and a list will be distributed at the Fall Pre-service. Staff members may volunteer, or they will be assigned a designated supervision post and be given specific guidelines to enforce.

## **DRILLS AND PROCEDURES**

**Lockdown Drill:** An emergency lockdown will be announced by intercom or other voice communication. If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact the office staff and provide as much information as possible. Fire evacuation alarms are not to be sounded.

### **Chamberlain School District will utilize three different types of lockdowns:**

- **Soft Lockdown:** Normal actions in the classroom, but no students leave the building
- **Sheltered Lockdown:** Normal function in the classroom, but no students leave the classroom.
- **Full Lockdown:** Students are moved to secure locations in classrooms. Doors locked, barricades set up, and student noise level is maintained at zero. The all clear will be issued from the office staff only.

### **Chamberlain School District will utilize ALICE:**

- **Alert:** Initial Alert may be a loud noise, intercom announcements, etc.
- **Lockdown:** May be your best option, and often your best first response. After door is locked, make an informed assessment of the situation and revise your response. If evaluation is not a safe option, barricade entry points. Prepare to evacuate or counter if needed.
- **Inform:** Communicate real time information on where the individual is located. Use clear and direct language using any communication means possible.
- **Counter:** If contact with intruder is UNAVOIDABLE, engage in acts that will disrupt the ability of the intruder to inflict damage or harm.
- **Evacuate:** Run from danger when safe to do so using non-traditional exits if necessary.

**General Procedure:** If the school is notified of an approaching tornado or disastrous storm, we will announce over the intercom that we are going to have a tornado drill and will ask teachers to close their windows and doors and to take their students to the designated areas. All students should kneel facing the wall, put their head down, and cover their head with their hands and arms. Be certain that they are not positioned in front of doors or near windows. You, as a teacher, are to remain with them and maintain order. No loud talking, pushing, shoving, sitting with friends, etc. Keep away from outside exits. An all-clear signal will be issued when everyone may return to their classroom.

The primary purpose of a tornado or disaster drill is to be certain that students get away from windows and areas where there might be falling debris from collapsing ceilings or walls in case of a tornado or other catastrophe.

**Fire and Disaster Drills** – Law requires fire and disaster drills throughout the school year. Students should be informed in each class of the proper route and procedures for each drill.

The classroom teacher is to explain the exit procedures for their classrooms. **EXIT PROCEDURE SIGNS AND MAPS MUST BE POSTED IN EACH ROOM.** Refer to map of school insert for escape routes for each classroom. During the first two weeks of school, run through a few practices so students know what is expected of them

When the alarm sounds:

1. Close doors, windows, and turn out lights upon leaving the room.
2. Prevent noise and talking. If an emergency exists, administrators, police, fire department, and/or ambulance crews may need to communicate.
3. Once outside, remain quiet and in class groups. This will allow teachers to check roll to determine if someone is still inside the building. Teachers are responsible to see that students move a minimum of 50 feet from the building.
4. Watch for and stay clear of any/all emergency vehicles.

## Class Schedule for Regular, Late Start, and Early Release:

<b>CLASS SCHEDULES FOR REGULAR, LATE START, AND EARLY RELEASE</b>			
<b>Period</b>	<b>Regular Schedule</b>	<b>2-Hour Late Start</b>	<b>Early Dismissal 12:30</b>
1	8:25-9:14	10:30-11:00	8:25-8:50
2	9:17-10:06	11:03-11:33	8:53-9:18
3	10:09-10:58	11:36-12:06	9:21-9:46
4	11:01-11:50	HS 4 <sup>th</sup> : 12:09-12:39 MS 4 <sup>th</sup> : 12:35-1:05HS	9:49-10:14
<b>Lunch/ Advisory</b>	MS Lunch: 11:53-12:16 MS Advisory: 12:19-12:45 HS Lunch: 12:22-12:45 HS Advisory: 11:53-12:19	HS Lunch: 12:42-1:05 MS Lunch: 12:09-12:39 (No Advisory Period)	<b>MS Lunch: 11:41-12:04</b> HS Lunch: 11:13-11:36
5	12:48-1:37	1:08-1:48	10:17-10:42
6	1:40-2:29	1:51-2:31	10:45-11:10
7	2:32-3:21	2:34-3:21	11:39-12:30 (HS) <b>11:13-11:37 &amp; 12:04-12:30 (MS)</b>
<b>Period</b>	<b>Early Dismissal 2:00</b>	<b>Early Dismissal 2:45</b>	
1	8:25-9:05	8:25-9:09	
2	9:08-9:48	9:13-9:57	
3	9:51-10:31	10:00-10:44	
4	10:34-11:14	10:47-11:31	
<b>Lunch/ Advisory</b>	MS Lunch: 11:17-11:41 MS Advisory: 11:44-12:06 HS Lunch 11:43-12:06 HS Advisory: 11:17-11:41	MS Lunch: 11:34-11:57 MS Advisory: 12:00-12:23 HS Lunch: 12:00-12:23 HS Advisory: 11:34-11:57	
5	12:09-12:44	12:26-1:10	
6	12:47-1:22	1:13-1:57	
7	1:25-2:00	2:00-2:45	

## **GENERAL OPERATIONS**

- **Announcements:** Teachers who have items for announcements should have the information emailed to the high school secretary by 8:45 AM.
- **Communications:** It is vital to the operation of the school and success of the staff member that everyone uses the computer and the network effectively. Internet communications during school time should be limited to business (educational) purposes. There is a telephone available in each teacher's classroom. The phones are set up for local calls and voice mail. Personal cell phones are not to be used when students are present.
- **Care of Campus:** At Chamberlain MS/HS we have an exceptional facility. We ask students to use their best judgment in taking care of the facility. Students are not to have food or drink items in the classroom without permission from the principal.
- **Lockers:** If a teacher has reason to believe that an illegal substance or item not condoned by school policy is located in a student locker, the principal should be notified so that a search can be conducted. **Teachers should not conduct a search of a student locker by themselves.** The same is true of book bags, coats, etc.
- **Mailboxes:** Staff member have an assigned mailbox in the workroom. Mail is delivered daily from the District Administration Office. There is also a location in the HS workroom for outgoing mail and intra-district correspondence. District mail should not be used for personal correspondence. Staff mailboxes should be checked daily.
- **Physical Injuries:** When a physical injury has occurred, the teacher should take appropriate steps to treat the injury and obtain assistance. The teacher must complete an Accident Report Form within 24 hours of the incident. The form may be obtained in the office.
- **Printing:** Teachers may print from their computers to various printers in the building, the most typical and secure usually being the workroom printer. Teachers should be restrictive of students trying to print out volumes of information, especially off the Internet. Students should be encouraged to take notes from the screen rather than printing out entire documents, which also tends to lead to plagiarism.
- **Professionalism:** Teachers, staff, and other members should model professional behavior and conduct themselves appropriately at all times. Professional dress and behavior will help convey a sense of importance of school and will affect how students perceive the staff. Unless there is some special reason (Building Trades, Ag Science, & PE) or activity planned, blue jeans are not appropriate attire (no shorts). Staff may wear blue jeans and Cub Spirit wear T-Shirts on the designated Fridays set forth by administration. No T-Shirts, blue jeans or shorts are to be worn at any other times during the school year.
  - **All staff should be in school on time.** The school day for all teachers begins at 8:00 a.m. and ends at 4:00 p.m., provided employee responsibility for instruction and supervision has ended. On days when a late start occurs due to weather, employees are expected to report to work 30 minutes before the designated starting time. On Fridays, and days of

early dismissal due to weather, employees may leave once instructional and supervision duties have been deemed completed by administration.

- **Specific criteria for leaving early:**
    1. Students are gone for the day.
    2. A parent or administrator does not need to meet with employee.
    3. Teaching area and materials are left in an orderly fashion for the following teaching day in case the employee may become ill or have an emergency and cannot be present.
  - Teachers are expected to be in their classrooms at the above noted times unless extra-curricular assignments or professional or departmental meetings conflict. Students must be supervised at all times. Do not allow students to be left alone in a classroom. If, for some reason, you must leave the building during school time, other than lunch break.
  - Although teachers are asked to supervise hallways when classes are changing, unless there is an emergency, teachers should be in their classrooms when the bell rings.
- **Security:** Teachers are responsible for security of their classrooms and others area of the building they are using (locker rooms, offices, workroom, labs, weight room, storage rooms, etc.). Doors should always be locked, and lights turned out when leaving a room. Students should never be left unattended, and valuables should always be secured. Money should never be left anywhere in a classroom. All money should be kept in the secure room in office. Large amounts of money should be deposited with the District Administration Office. Staff should never leave a computer unattended that they are currently logged on to. Passwords must be safeguarded, especially from students. If a teacher's password has been jeopardized, a new one must be assigned immediately.
    - Teachers who use the building at night or on weekends or holidays must be certain the building is secure when they leave. Do not let students into the building if they are unattended.
  - **School Property:** School equipment should not be taken from the campus without knowledge of the principal. Equipment is to be loaned to civic and charitable organizations only with approval.
  - **Staff Meetings:** Regular meetings will be held for all staff members. All teachers are expected to be in attendance unless arrangements have been made with the principal in advance.
  - **Staff Parking** Spaces are available for staff parking in the front of the school building. Please observe spaces reserved for visitors and handicapped. There is no parking behind the school (north side.) If items are being delivered to the shop the vehicle needs to be unloaded and moved immediately.
  - **Staff Workroom:** Teachers and staff may use the workroom, located off the main office, for a variety of purposes. The workroom contains the mailboxes, photocopier, and network printer as well as refrigerators, microwave, sink, etc. Space is available for reading or paperwork, in addition to eating and conversation. The staff restroom is also located off the workroom. Students are not allowed in the staff workroom.

- **Student Attire:** All staff are to monitor the school rules. Clothing promoting alcohol, drugs, sexual innuendoes, tobacco, racial slurs, obscene or questionable printing or slogans, which are in direct opposition to school goals, will not be permitted. See student dress expectations as written in the student handbook.
  - Any student that is in violation of the dress code policy will be sent to the office where they will be allowed the opportunity to wear a school issued shirt and or contact parents to have appropriate clothing brought to them.
- **Technical Assistance:** The Technology Director is available to assist teachers with problems with their computers, printers, or other technology. If a student Technology Aide is available, he/she can often solve the problem or answer the question.
- **Tobacco Free Facility:** Chamberlain High School is a tobacco free facility. No student, regardless of age, is allowed to use tobacco in any form (including “E” devices or vapes) on school property.

## **TEACHER PRACTICES & PROCEDURES**

- **Absences:** Personal leave, professional leave, or absences due to school activities should be planned for and approved in advance as per district policy. Use the appropriate Leave Request form or the Travel Authorization Request form. In case of the necessity to use sick leave, please notify the principal between 6:00 and 6:30 A.M. so arrangements can be made to find a substitute. Staff members should be certain that necessary items are available for a substitute to effectively conduct classes. Teachers should prepare a “Sub Folder” that might include such items as teaching schedule with times, locations, and course names, seating charts, designated lunch period and prep period, noon duty information, detailed lesson plans and instructions, names of students in each class that could assist and answer questions, etc. The Sub Folder should be left on the desk or in the teacher’s mailbox.
- **CMS Awareness:** Parent contact will be made by the teacher if a student is found to be failing a class or has an Incomplete in a class. It may be at any time during the grading period.
- **Closed Campus:** Students are to remain in school throughout the day and may not leave without permission from the office and following proper checkout procedures. If the parent/guardian wishes their son/daughter to be excused because of an appointment or other necessary reasons they must provide the school with notification prior to departure. This policy includes lunchtime and “free” periods. Students are counted absent for every period they are not present during the school day. Lunch is part of 4th period, so any student excused by parents to leave for lunch (other than seniors on open) will be marked absent for period 4.
  - Students are not allowed to drive vehicles for class purposes unless permission has been given by parents and the office.
- **Confidentiality:** Teachers must be aware of the confidential nature of much of the student information to which they have access. Discussions of a student’s abilities, test scores, handicapping conditions, etc. should only take place when there is a need to know and must not take place in open areas like hallways or workrooms where other people are able to overhear. Although student files are available in the office for teachers to review when necessary, they are not to be removed from the office at any time. Teachers should never discuss grades, attendance, or discipline of a student with another student or the parents of another student.

- **8th Grade Algebra I High School Credit:** 8th grade students may receive up to one high school credit for Algebra I. Students who would like to enroll in 8<sup>th</sup> Grade Algebra I must meet 3 of the 4 requirements:

- A Smarter Balanced score of 3 or 4,
- An A or B average in their 7<sup>th</sup> grade Math class,
- An 80% or better on their Algebra readiness test
- An NCE Score of 60 or above on the STAR Test.

In order to receive the high school credit, the student must demonstrate the following:

- ✓ Pass both semester tests with an 80% average or better,
- ✓ Demonstrate mastery of Algebra I learning objectives as required for HS students in Algebra I,
- ✓ Exhibit essential skills required for success in Geometry as 9th grade student.

The Algebra I grade will be recorded on the high school transcript, with the unit of credit included in the requirements for high school graduation. The letter grade will be included in the high school cumulative grade point average.

- **Grades:** Although teachers are encouraged to utilize their computers for record keeping, they should also maintain a hard copy of grades for security. Records should be easily understood by anyone looking at the grades. Teachers will use Infinite Campus to issue midterm, quarter, and semester grades. Teachers are to up-date grades and record at least one grade in CAMPUS a minimum of once/week. Missing assignment grades will be changed to “T” symbolizing turned in on campus, as soon (reasonably time) as assignment is turned in. If upon further review it is concluded the work is incomplete or not to standard the teacher can reassign “M” for missing to the assignment. Current grades for all students in all classes will be issued and disseminated to students and parents at midterm, as well as at the end of each quarter and each semester. Since HS semester grades are the official grades that determine if credit is issued, midterm and quarter grades are “running totals” of student grades to that point in the semester.
- **ID (Identification) Badges:** Each staff member will be issued two ID badges. Upon entering the building for the school day, staff members are required to wear an ID badge. ID badges may be removed at the end of the school day. An ID badge can be replaced, at the staff member’s expense.
- **Independent Study:** Independent Study is currently only offered in the subject area of Agriculture. It is offered for any CMS student wanting to participate in FFA, but who is unable to fit an agriculture class into their schedule. The student earns school credit for completing an individualized program of study aligned with their FFA competition categories. Both teacher and principal approval is required.
- **Lesson Plans:** Lesson plans should be completed for at least one week at a time. Lesson plans are to be turned in by 8:20 a.m. of the week they are to be implemented. Lesson plans should include topic of lesson, daily objectives, textbook pages/chapter & section for references, instructional method or activity to be completed, and materials to be used. The lesson plans need to be uploaded to the website created on [www.cubs.org/start](http://www.cubs.org/start)

- **Lunch:** Students are to bring a lunch from home or purchase a lunch at school and are responsible for cleaning up their eating area. Students are not to bring fast food or soda into the lunchroom. Students are to stay in the lunchroom/commons area until the bell rings.
  - Expectations of All Students in the Lunchroom:
    - ✓ Respect self and others.
    - ✓ Walk to and from the lunchroom.
    - ✓ No throwing anything.

Area where students are sitting will be cleaned up by students before being dismissed
- **Make Up Work:** Students have the right to make up assignments, tests, or other academic work missed when their absence is excused. Students have two days for the first day absent and one day for each consecutive absence thereafter. Work should be made up for absences due to school activities and preplanned absences before the student is gone or make arrangements with the teacher.
- **Master Schedule/ Scheduling of Events:** The school district master calendar is kept by the business office and is located in the administrative building. All school events, meetings, community use of school facilities, extra practices or rehearsals, etc. must be approved by the business office. From the business office, approval will be given and arrangements with other facilities/persons involved will be made. The master calendar is available online. When changes occur, the calendar will be updated.
- **Media Center:** Teachers may arrange for their class to use the Media Center with the media center para. Consideration should be given to how the Media Center is to be used by the class and how else the facility is being utilized at the same time. Coordination with other teachers may be necessary. Teachers should keep the media center para informed of research projects or outside reading assignments that will be required of students in their classes. Any special requirements or limitations for projects or assignments should be communicated.
- **Movies/ Video Clips:** Movies, video clips, etc. that are shown during school hours must be related to curriculum objectives or for approved activities. No “R” rated showings are to take place without permission from the principal and written parental permission from all students’ parents who are in the class.
- **Pledge of Allegiance:** The pledge of allegiance is to be given after the announcements. Students are expected to take part in this activity unless their religious or personal beliefs forbid participation. Students may sit in a respectful manner during the Pledge of Allegiance.
- **Record Keeping:** Teachers should maintain accurate and up-to-date records for such things as textbooks checked out by students (identified by textbook number), other materials and equipment used by students, inventories, etc. Teachers are to also maintain a record of student attendance that can verify the records kept in the main office when necessary.
- **Restrooms:** It is to everyone’s benefit to maintain clean and healthy restrooms. Appropriate hygiene products will be made available, and students have the responsibility to use them and the facilities properly. Cell phones should not be used in the restroom.

- **School Purchases:** All school purchases require a purchase order which has been approved prior to purchase. The various types of purchase order forms are available in the office. Staff are required to obtain a Purchase Order (PO) from administration prior to making a purchase.
- **Semester Grade:** The semester grade will consist of a combination of the two quarters within the semester (90% of the overall grade) and the semester test (10% of the overall grade). At the completion of each quarter, all missing assignments will become zeros.
- **Semester Tests:** Semester tests are given at the end of each semester. The semester test will be weighted as 10% of the semester grade. The last three days of each semester are set aside for final testing. Semester test days are open campus with students only required to be in school during their testing times. A master schedule will be set up to accommodate semester testing and will be posted in teacher classrooms. Semester tests will need to be taken on the assigned dates of the tests. No tests will be allowed to be taken before the scheduled dates. Any tests that do need to be made up will take place after the assigned testing dates. Students are eligible to be exempt from taking semester tests during second semester if they have missed five days or less of school (this includes medical /funeral absences) and have a “B+” (92%) average in each individual class (not cumulative). Teachers are to keep semester tests on file until mid-term of the next grading period.
- **Staff Members’ Children:** When children come into the school with their mother/father they must:
  1. Not detract from teacher prep time (8:00-8:30 a.m.)
  2. Not detract from teacher work time after school (3:30-4:00 p.m.)
  3. At no time should children enter a classroom when class is in session.
- **Student Field Trips:** All field trips must be cleared through the principal. Students are not allowed to drive vehicles for class purposes unless permission has been given through parents and the office. The person in charge of the group must check to make sure all students going have “yes” marked on their registration sheets for parental field trip permission. If a “no” is marked, further permission is required from the student’s parent if they are to go. Anyone directing a field trip must make sure all students comply to rules associated with advance make-up slips.
- **Student Missing Class Due to Activities:** There will be times when students will miss class or part of the school day due to a school activity. All coaches and activity directors are to provide an e-mailed list of students who will be missing, as well as the leaving time. The e-mail should be sent to all staff. This should be done at least three days in advance or as soon as possible.
  - **CMS:** The person in charge of the activity is to see to it that the students have advance make-up slips signed prior to leaving for the event. These should be collected by the person in charge of the activity and presented to the office before leaving for the trip. Students who fail to turn in or complete an advance make-up slip will not be allowed to leave school.
- **Student Passes:** A staff member, who wishes to have a student come to their room during a time when the student is not assigned to that room, should issue the student a pass. Likewise, a teacher who wishes to allow a student to use media center during study hall should issue the student a pass to do so. A pass is to be issued for the use of the restroom.

- **Telephone:** Students should limit the use of the telephone at school. Teacher must notify the office when sending a student to use the school phone. Repeated abuse of this privilege will result in loss of the privilege.
- **Visitors:** Arrangements for student visitors (discouraged) must be made with the principal at least one day in advance of their visit. All visitors to CHS & CMS must check in at the office to pick up a visitor's pass.

**ACADEMICS**  
**STUDENT SUPPLY LISTS**

<b><u>6<sup>th</sup> Grade</u></b>	<b><u>7<sup>th</sup> Grade</u></b>	<b><u>8<sup>th</sup> Grade</u></b>
<ul style="list-style-type: none"> <li>• Agenda Book (CHS Office \$3.00)</li> <li>• Earbuds</li> <li>• 5 pens (3 red, 2 blue)</li> <li>• Pencils</li> <li>• 1 zippered pencil bag</li> <li>• 5 college-ruled spiral notebooks</li> <li>• 1 pkg. loose-leaf paper</li> <li>• 5 <u>plain</u> double-pocket folders</li> <li>• 1 – 1-inch binder (Harbour)</li> <li>• Colored Pencils – Box of 12</li> <li>• 2 Elmer’s glue sticks</li> <li>• 2 Highlighter pens (different colors –1 per semester)</li> <li>• 2 large boxes of tissues</li> <li>• Erasers</li> <li>• Dry erase marker – black (low odor)</li> <li>• Old clean sock</li> <li>• 2 pkgs. Post-It flags</li> <li>• 1 pkg – 3x5 index cards (Hilson)</li> <li>• 1 basic handheld calculator</li> <li>• 1 - tub disinfectant wipes</li> <li>• Deodorant for PE</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Book (CHS Office \$3.00)</li> <li>• Earbuds</li> <li>• Pens</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Stylus for iPad</li> <li>• 5 notebooks</li> <li>• 5 two-pocket folders</li> <li>• Glue Sticks</li> <li>• 1 zippered pencil bag</li> <li>• Highlighters</li> <li>• 2 boxes Kleenex</li> <li>• 1 Three-ring binder - 1.5 in. – (Powers)</li> <li>• 1- tub disinfectant wipes</li> <li>• Deodorant for P.E.</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Book (CHS Office \$3.00)</li> <li>• Earbuds</li> <li>• Pens</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Stylus for iPad</li> <li>• 5 notebooks</li> <li>• 5 two-pocket folders</li> <li>• Glue Sticks</li> <li>• Highlighters</li> <li>• 1 pkg. 3x3 sticky notes</li> <li>• Zippered Pencil Bag</li> <li>• 2 boxes Kleenex</li> <li>• 2 - Three-ring binders - 1.5 inch – (Powers, Dyson)               <ul style="list-style-type: none"> <li>○ <b>Make sure notebooks fit inside binder</b></li> </ul> </li> <li>• 1 – tub disinfectant wipes</li> <li>• Deodorant for P.E.</li> <li>• \$3.00 for Science Fair Display Board – (Powers)</li> </ul>

## REQUIRED COURSES OF CMS STUDENTS

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Language Arts Math Science/Health Social Studies Reading Computers	Language Arts Math Science Social Studies Health Physical Education	Language Arts Math Science Social Studies Health Physical Education
ELECTIVE Courses		
Art Performance Choir Music Band Physical Education	Art Performance Choir Band Agriculture MS Computers Building Trades	Art Performance Choir Band Agriculture MS Computers Building Trades

## GRADING SCALE (ADOPTED 2019-2020)

Percent Grade	Letter Grade	GPA
100-99	A+	4.00
98-95	A	4.00
94-92	A-	4.00
91-90	B+	3.00
89-86	B	3.00
85-83	B-	3.00
82-81	C+	2.00
80-77	C	2.00
76-74	C-	2.00
73-72	D+	1.00
71-69	D	1.00
68-66	D-	1.00
65-below	F	0.00

## **GRADING POLICY**

The following guidelines are established to guide staff in determining grades for students:

- 1) Grading procedures shall be related directly to the stated learning goals.
- 2) Criterion-referenced standards shall be used to distribute grades.
- 3) Individual achievement of stated learning goals shall be the basis for grades. Effort, participation, attitude, attendance, and other behaviors shall be included in grades if stated as part of a learning goal.
- 4) Teachers may set due dates and deadlines for all marked work that will be part of a student's grade. Work handed in late if penalized shall be marked 93% of what is earned, which is equivalent to a letter grade deduction. All work is due and will be graded in the quarter it is assigned. A minimum grade of 66% shall be issued for a late assignment. Teachers may exempt students from penalties. Care should be taken to ensure that penalties do not distort achievement or motivation.
- 5) Students shall not be penalized only for absence. How make-up work is handled for grading purposes is prescribed in each school handbook. Absent students shall be given make-up opportunities for all missed work without penalty.
- 6) Work not submitted will be identified as M (Missing). Students are expected to complete all work and will be given opportunities to do so. Where credits are involved, an M means no credit for that assignment until the missing work is completed and the grade is updated. Teachers may choose to put an X (Exempt), this means the assignment is exempt which has no effect on the grade.
- 7) Grades shall be determined to ensure that the grade each student receives is a fair reflection of his/her performance. Grades shall be weighted carefully to ensure the intended importance is given to each learning goal and to each assessment.
- 8) Teachers shall properly record evidence of student achievement on an ongoing basis

## **CHAMBERLAIN MIDDLE SCHOOL HONOR ROLL**

Students must maintain a "B" average or higher.

## **STUDENT ATTENDANCE**

**Recording Attendance:** Teachers must record attendance with the office each period using prescribed procedures. This would normally involve identifying students who are absent or tardy on the classroom computer, which is linked to the office. If there is some problem with the network or the teacher's computer, written attendance information should be sent to the office periodically throughout the day.

Research is very clear on the impact positive attendance at school has on student achievement. For learning to occur at the required pace we expect students to be in school participating in their classes. Students can only miss up to 10 days per semester to be advanced to the next grade level. These absences include excused, unexcused and unknown. Please be aware of this expectation and plan vacations and trips accordingly. Any absent due to medical reason (Note from medical provider required), an absent related to a school function (field trip, competition, etc.), Funeral (with communication to the building Principal), or other pre-authorized reason approved by the Principal will be marked "Absent Exempt" and not count towards the 10-day limit.

## **STUDENT ABSENCE NOTIFICATION**

If prior arrangements have not been made, parents or guardians are to call the school office at 234-4467 on the day of an absence or the first day of an extended absence. If no phone is available, a signed note from the parent will be accepted. **THE NOTE OR PHONE CALL MUST BE RECEIVED IN THE OFFICE BY 4:00 PM OF THE FIRST DAY THE STUDENT RETURNS TO SCHOOL** or the absent will remain unexcused. The same procedure applies if it is necessary for the student to leave the school during the day. Parents must call for verification before the student checks out and leaves school, or the absence will be automatically recorded as "unexcused." When returning from or leaving for an appointment, the student must check in at the office. **STUDENTS ARE ALWAYS TO CHECK OUT IN THE OFFICE BEFORE LEAVING THE BUILDING. Attendance is essential to student success! Students can miss 10 days/semester without losing credit.**

## **MAKEUP WORK**

Students have the right to make up assignments, tests, or other academic work missed when their absence is excused. Students have two days for the first day absent and one day for each consecutive absence thereafter. Work should be made up for absences due to school activities and preplanned absences before the student is gone or plan with the teacher. **\*\*NOTE:** All students that have missed school regardless of activity, illness, etc. will be placed on the missing assignment list.

## **REQUEST FOR HOMEWORK**

Parents requesting homework for students who are missing school due to sudden illness need to contact the school before 10:00 am. This allows enough time for teachers to organize the materials and assignments they have missed.

## **MISSING ASSIGNMENT POLICY**

All students are expected to turn in their homework at CMS. All graded assignments are recorded on Infinite Campus. Parents can contact Nancy Hansen at 234-4460 and get them set up as a parent to have access to their child's record! If an assignment is not turned in it will be marked "M" in Infinite Campus which counts it as missing. If a student is missing assignments their teachers can issue detention and they can be required to work on missing work during the following intervention times:

- 1) Before school from 8:00-8:20am.
- 2) During the student's lunch period.
- 3) During the advisory time.
- 4) After school from 3:25-4:00 p.m. (We will strongly suggest that any student involved in an extra-curricular activity not attend practice until the assignments are turned in).
- 5) Be assigned to the after school academic program from 4:00-5:00 pm.

**\*\*NOTE: All students that have missed school regardless of activity, illness, etc. they will be placed on the Missing Assignment list.**

## **AFTER SCHOOL ACADEMIC PROGRAM**

Chamberlain Middle School will offer an afterschool academic room where any student in grades 6<sup>th</sup>-8<sup>th</sup> are welcome to stay and complete daily assignments or missing assignments from 4:00-5:00 pm, Monday-Thursday. Students who stay are welcome to ride the 5 pm PAWS bus down the hill to the front doors of the Chamberlain Elementary building. We invite any student who needs assistance on homework to stay after and work with a certified teacher! (All teachers are available to work with students from 3:21-4:00 pm before the academic program starts).

## **ATTENDANCE COMMUNICATION FROM THE SCHOOL**

The school secretary will make phone contact attempts with any CMS student who is not present at school without prior notice. Attendance will be monitored regularly with teachers taking attendance each class period and administration running reports weekly. If attendance continues to add up for any student, we will follow the plan below:

- **5 Absences:** A letter will be issued by administration for awareness purposes and the outcomes which are possible if attendance continues to add up and not improve. A period breakdown of absences will be provided in the letter. Parents are welcome to follow up by phone after receiving the letter.
- **10 Absences:** Parents are contacted to inform them of the number of days missed and the expectation for students to miss 10 or fewer days to progress to the next grade level. If a meeting is needed it will be scheduled. The student will be put on an attendance contract for the remainder of the semester.

**Truancy can be filed on students who miss 10 or more school days in a semester. Truancy is filed by the building principal and parent contact is made.**

## **TARDIES**

A student that is not present for any part of the first or 15 minutes of any class will be counted “tardy.” After 15 minutes the student will be counted absent (Unexcused). Students will be allowed three tardies per semester in their classes. For every tardy after the third, the students will be issued a 30-minute detention to be served after school. Habitual tardiness (Tardy #7) will be referred to the principal. When a student has reached 7 tardies, the student will be given In School Suspension. At tardy #10, the student will be issued OSS, and the 10 tardies will be counted as 1 full day of unexcused attendance on their record and can be counted towards truancy.

## **SKIPPING**

Students in school but not in class will be considered skipping which will be recorded as an unexcused. If a student is skipping and reported to the office, a grade reduction may occur on the assignments or assessments missed. The student skipping will also be expected to turn in any new assignments or take the assessment as required by all other students. (also see Conduct and Discipline).

## **CHEATING POLICY**

Any student in violation of cheating on an assignment at CMS will have the following consequences:

- 1) ISS for a length of 1 to 3 periods depending on the occurrence. (Office handles)
- 2) The student will be required to redo the assignment with the teacher, either before or after school, at a time set up by the teacher. (Teacher handles)
- 3) The student will be given 50 percent credit upon successful completion of the assignment. (Teacher handles)
- 4) If a student fails to come in and complete the assignment, teachers can leave the assignment missing as well as mark it as cheating through Infinite Campus. (Teacher handles)
- 5) Parent Notification will take place. (Teacher handles)

## **CLASSROOM RULES AND DISCIPLINE**

Each teacher should have clear rules and consequences established for student behavior in their classroom. These rules should be kept to a minimum and be simple to clearly understand and communicate. If appropriate, students may help establish the rules and consequences. These rules cannot supersede those of the school. Consequences should be appropriate to the infraction. They must be clearly communicated to every student and may be posted in the classroom. The goal of discipline is to induce the student to change undesirable behavior, not simply to punish. Discipline should be fair, consistently enforced, and appropriate to the situation.

**Infractions:** These rules apply on school property and at school activities. In addition to the following infractions, other behavior, which is inappropriate, disruptive, or unsafe, will receive appropriate consequences.

- **Alcohol/Tobacco/Drug Policy:** Possession or use of tobacco products, matches, lighters, or mood-altering substances is prohibited and may not be brought onto school property.
- **Bullying Policy:** Bullying is repeated, and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. **Need to report a potential bullying situation? Please click the link below and utilize the google form.**  
[https://docs.google.com/forms/d/e/1FAIpQLSdFkqj26fk41Q99VpHiWyEfEDoKrcZxWmbdNAPL75nwx\\_ob6Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdFkqj26fk41Q99VpHiWyEfEDoKrcZxWmbdNAPL75nwx_ob6Q/viewform)
- **PDA Policy:** Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building, on school grounds before or after school, and at school activities. Holding hands is permissible but other demonstrations of affection are not. Any student violating the PDA Policy will have the following consequences: 1st Occurrence – Detention Repeated Violations – ISS for a length of 1 to 3 periods depending on the occurrence.

**Consequences:** Students who misbehave, break school or classroom rules, disrupt the learning of others, are a threat to the safety and security of themselves or others are subject to the following consequences.

- **Detention:** Students first offense detention will be assigned by the classroom teacher for up to 30 minutes of time. The staff member will issue a Detention Slip to the student stating the time, date and location of the detention. All detentions issued will be served with the issuing teacher except the following exceptions:
  1. If the student is on the list for missing assignments, detention will be at 4:00pm and served with the assigned detention supervisor.
  2. If assigning teacher has after school commitments, detention will be served with the assigned detention supervisor.

- **Morning detentions** 7:30-8:00am or lunch detentions will be served with issuing staff member.
  - **Detention Expectations:**
    1. Students will report to assigned detention by the time written on the detention slip.
    2. All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the detention teacher or detention supervisor.
  
- **Office Referrals:** Students accumulating three office referrals will be assigned either In-School or Out-of-School suspension, depending upon previous incidents and will be handled by administration.
  
- **In-School Suspension (ISS):** Students may receive ISS for more severe misconduct or habitual misbehavior. Students spend from one class period to a full day working independently in an isolated area. Credit is given for completed schoolwork and assignments handed in the following day.
  - **In-School Suspension Expectations:**
    1. All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the ISS supervisor or Administrator.
    2. Time will be used to work on academic course work.
    3. Failure to comply with these expectations will result in further intervention aligned with discipline levels. A meeting will be required with parents/guardians before the student can earn admittance back into their normal school environment/schedule.
  
- **Out-Of-School Suspension (OSS):** Students may receive OSS for very severe misconduct or habitual misbehavior. OSS is considered an unexcused absence. Students on OSS will be given minimum a 73% credit for assignments turned in from missed school days. ***For the duration of the OSS the student may not be on school property, attend school functions, nor participate in co-curricular athletics or activities.***
  
- **Expulsion:** The School Board may expel a student for flagrant acts of misbehavior.

**Corporal Punishment** – The use of corporal punishment, defined as “any act of physical force on a pupil for the purpose of punishing that person,” is not acceptable in the Chamberlain School District and will not be tolerated as disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations:

- 1) self defense
- 2) protection of others from physical injury
- 3) protection of property of the school or others
- 4) removal of a student who has refused to comply with requests to refrain from disruptive behavior
- 5) restraint or control of a student who is out of control

By law (SDSL 13-32-2) physical force may be used by the superintendent, principal, supervisor, and teachers and their aids and assistants. This authority extends to any person delegated to supervise children who are authorized to attend a school function away from school premises and to school bus drivers. All employees, authorized by law, using physical force to control a student will document the incident in writing, with copies given to the principal and superintendent by the close of the following school day. The superintendent will keep the Board apprised of unusual or extreme incidents of the use of physical force.

## **STUDENT ACTIVITIES**

Membership and participation in co-curricular athletics and activities can have a very positive effect in the development of appropriate constructive attitudes for future citizenship. It is important for participants to be aware of the rules and regulations pertaining to CHS activities. All cocurricular athletics and activities are subject to these policies.

**SPORTSMANSHIP:** Enthusiasm and pride in our co-curricular athletics and activities programs play a vital role in their success. Keep in mind that the participants are doing their best and as spectators we should do the same to support a positive climate of hard work and sportsmanship. Officials are in a difficult position. They are trained professionals doing their best, and no matter the call one team or the other may disagree. All players and spectators should be humble in victory and gracious in defeat.

## **BEHAVIOR EXPECTATIONS AT SCHOOL ACTIVITIES**

- When games or other school activities are in progress, all students are to be seated in the bleachers or other seating that may be provided.
- Students are asked to stay in the gym or designated area when games or other activities are in progress. If a student leaves the facility, they will be asked to leave school property and will not be admitted again without paying admission.
- Adequate time to buy concessions and use facilities will be provided before the game, at half time, between games and when the activity is not in progress.
- Students will not be allowed to be in the lobby or otherwise occupy this area while activities are in progress.

***ELIGIBILITY POLICY/ ACTIVITIES COACHES/ADVISORS: See Activities Handbook***

CHS School Discipline Matrix				
Inappropriate Behaviors	Consequences			
<b>Class One</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
1. Classroom Disturbances 2. Insubordination/Disrespect 3. Unacceptable Behavior 4. Profanity/Graffiti 5. Inappropriate Dress 6. Technology Violation 7. Missed Detention 8. Three tardy marks 9. Skipping (In building/ additional consequences) 10. Parking Violations	Teacher Intervention with documentation shared with the office. Detention.	Teacher intervention or office referral w/ ISS	Parent contact and in-school suspension (ISS)	Parent contact and in-school suspension (ISS) or Out-of-school suspension (OSS)
1. Cell Phone Violation	Phone will be confiscated, and the student may pick it up at the end of the period either from the teacher or administration. Student will be issued a detention to be served with the teacher.	Phone will be confiscated, and parent/guardian may pick it up at the end of the day. Student will be issued a detention to be served with the teacher.	Phone will be confiscated, and parent/guardian may pick it up at the end of the day; student will also serve a one-hour detention with administration. *Offenses refer to the entire school year, not based on quarters or semesters	
<b>Class Two</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
1. Skipping & leaving building w/o permission (Additional consequences) 2. Severe offensive profanity/graffiti 3. Falsifying information 4. Significant Insubordination/Disrespect 5. Tardy marks of 6+ 6. Accumulated Detention 7. Public Display of Affection 8. Cheating/plagiarism (Additional consequences)	Parent contact and in-school suspension (ISS)	In-school Suspension	ISS or OSS	Parent contact and out-of-school suspension (OSS)
<b>Class Three</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
1. Skipping & leaving campus w/o permission (Additional consequences) 2. Bullying/Cyberbullying/Harassment 3. Vandalism 4. Theft 5. Disruption of education	Parent contact and in-school suspension (ISS)	Parent contact and out-of-school suspension (OSS)	Parent contact and OSS	Up to 10 days OSS or possible long-term suspension
<b>Class Four</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
1. Fighting on school property or at school sponsored activity 2. Physical Assault 3. Making threats towards staff or students 4. Using Profane gestures or swearing at staff member 5. Gang Activity 6. Possession or use of tobacco on or at school property 7. Possession or use of alcohol on or at school sponsored activities. 8. Possession of drug paraphernalia/electronic vaping device on school property or at school sponsored activities.	Parent contact and out-of-school suspension (OSS)	Parent contact and OSS	Parent contact and out-of-school suspension (OSS) up to 10 days and possible long-term suspension	Parent contact long term OSS.
<b>Class Five</b>	<b>Each Incident</b>			
1. Alcohol Consumption/Possession/Distribution on or at school sponsored activities. 2. Drug Consumption/Possession/Distribution on or at school sponsored activities. 3. Arson 4. Weapons Use/Possession/Distribution on or at school sponsored activities. 5. Dangerous Threats	Referral to Law Enforcement Authorities (SRO) and either suspension, long term suspension, or recommended expulsion from school.  Suspensions: 1-10 days Long term suspensions: 10+ days Expulsion: Remainder of school days			

**\*Administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, or the situation.**