

Chamberlain Middle School
Grades 6-8
2020-2021
Student/Parent Handbook



Mission: Motivate...Educate...Empower

Vision: Provide a quality education that empowers students for success

Approved by the Chamberlain School Board of Education: July 2020

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Welcome to Chamberlain Middle School!

Welcome to the 2019-2020 school year at Chamberlain Middle School. We have a very excited staff who are ready to help every student achieve their highest levels of success. The mission of the Chamberlain School District is to Motivate, Educate, and Empower! At the Middle School we are dialed in and focused on providing each student with a well-rounded education which develops the skills essential to success not only as they transition to Chamberlain High School, but also as they continue to be lifelong learners as adults. We encourage each of you to get involved in your classes, as many extra-curricular activities you can, and take ownership in your personal growth as a student. We look forward to having an awesome school year!

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.

**Parental Involvement:
Title I, Part A
Chamberlain School District
Chamberlain Middle School
School-Parent Compact**

The **Chamberlain Middle School** and **the parents** of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2019-2020 school year.

School Responsibilities

The Chamberlain Middle School will:

- **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
- Teachers will utilize textbooks, Accelerated Reading, the Achievement Series, and supplemental materials to ensure that all students master the South Dakota State Standards for their grade level. Teachers and staff will provide an environment conducive to learning, provide meaningful and appropriate homework activities, maintain open lines of communication with the student and his/her parents, and demonstrate professional behavior and a positive attitude.
- **Hold parent-teacher conferences two times per year during which this Compact and the Parent Involvement Policy will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held two times during the school year. The first conference will be held shortly after mid-term of the first quarter and the second conference will be held shortly after mid-term of the third quarter.
- **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports to parents at mid-term of each quarter and at the end of each quarter. Teachers will provide parents with student deficiency reports, throughout the school year, when the need arises. Parents will have continuous access to the DDN Campus Parent Portal which will include their child's daily assignments and grades for each subject area.
- **Provide parents reasonable access to staff.** Staff will be available for consultation with parents before and after school. They may also be available during their planning time. Teachers will try to find a time to meet with a parent at the convenience of the parent.
- **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows: Parents are continuously invited to visit their child's classroom. Individual classroom programs encourage parents to volunteer and participate in their child's class.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- See that my child is punctual and attends school regularly.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Attend school regularly.
- Conform to rules of student conduct.

The Chamberlain School District will:

- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and explain the Title I, Part A requirements.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and in a language that parents can understand.
- Provide to parents, in a timely manner, about Title I Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
- Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

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	Dr. Justin Zajic
Business Manager	Michelle Willrodt
Asst. Business Manager	Sara Rasmussen
Administrative Assistant	Donna Dominiack
CHS Principal 9-12	Jeff Steckelberg
CMS Principal 6-8	Jesse Johnson
CES Principal K-5	Rocky Almond
Counselor 6-12	Chelsey Tyrell
Title Director	Tami Brown
Special Education Director	Calico Hunjah
Activities Director	Bill Kurtz
Technology Director	Nathaniel Winter
Public Health Nurse	Bridget Steckelberg
School Secretary	Marlo Natwick

CMS Staff	
Teachers	Assignment
Brownell, Jessie	Special Education
Geopano, Rosevel	Special Education
Mueller, Mitchell	Special Education
Carruthers, Thomas	6 th Math
Nelson, Adam	7 th & 8 th Math
O'Conner, Cole	7 th /8 th Title Math
Hasz, Joi	CMS Algebra I
Toupal, Kari	6 th English Language Arts
Duffy, Allison	7 th English Language Arts
Dyson, Melissa	8 th English Language Arts
Donovan, John	6 th & 7 th Science
Powers, Cadena	7 th & 8 th Science
Binder, Alanna	6 th & 7 th Social Studies,
Mogck, Dalton	7 th & 8 th Social Studies
Giese, Lucas	6 th & 7 th PE/Health
Richter, Brenna	8 th PE/Health
Graves, Justin	CMS Agriculture
Willoughby, Joni	CMS Music
Hartman, Kelsee	CMS Art
O'Grady, Peter	CMS Building Trades
Schlaffman, Lisa	CMS Computers
Schlenkers, Katie	CMS Band
Paraprofessionals	
Butzin, Chuck	Special Education
Hopkins, Sara	Special Education
Hamiel, Wade	Librarian
Titterington, Botany	Special Education
Titterington, Janet	Special Education
Todd, Linda	Special Education
Warejcka, Megan	Special Education
Custodians	
Kramer, Jerry	
Graves, Evelyn	

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:

Special Education Director	Calico Hunjah
Teachers	J. Brownell, M. Mueller, R. Geopano, B. Swenson
Paraprofessionals	S. Hopkins, B. Titterington, J. Titterington, C. Brownell, L. Todd, K. Clark, M. Warejcka
Title I Director	Tami Brown
CMS Teachers	A. Duffy, T. Carruthers, K. Toupal, M. Dyson
Speech	L. Chilson
Guidance Counselor (6-12)	C. Tyrell

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.

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).

GENERAL OPERATIONS

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

CLASS SCHEDULES FOR REGULAR, LATE START, AND EARLY RELEASE			
Period	Regular Schedule	2-Hour Late Start	Early Dismissal 12:30
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 th : 12:09-12:39 MS 4 th : 12:35-1:05HS	9:49-10:14
Lunch/ Advisory	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)	MS Lunch: 11:41-12:04 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) 11:13-11:37 & 12:04-12:30 (MS)
Period	Early Dismissal 2:00	Early Dismissal 2:45	
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	
Lunch/ Advisory	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	

STUDENT SUPPLY LISTS

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

ARRIVAL TO SCHOOL

No students in grades 6th-8th grade are to be dropped off at school prior to 8:00 am unless approved arrangements have been made with a specific teacher. The school district staff report for supervision duties at 8:00 am and no students can be on campus without supervision. The arrival time of 8:00 am is the expectation for all bus students who ride from the Armory up the hill as well. When 7th and 8th grade students arrive to school they are to be in the commons area with teacher supervision. 6th grade students will be required to put their items in lockers and report to their first period classroom for supervision.

COMMUNICATION WITH YOUR STUDENT

If you need to get in touch with your student, please feel free to call the main office at 605-234-4467 and leave a message with the secretary. Parents and Guardians are asked to leave all messages for students before 3:00 pm. All CMS bus students leave at 3:10 pm and we need as much time to share the message with the student as possible. ***Please be reminded that no CMS students are allowed to have their cell phone on their person during the school day (In lockers on silent).*** Sending a text message to their phone will not be a guaranteed way of communication. Call the office and we will help share the message!

CLOSED CAMPUS

Chamberlain Middle School 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. Students are counted absent for every period they are not present during the school day. If a student is checked out for lunch, they will be marked absent for 4th period. This absent will count against the student as any other absent would. Students can miss a set number of days and then the district will file truancy. Students are not allowed to drive vehicles for class purposes unless permission has been given by parents and the office.

BUS 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.

BUS (Fan Buses)

Fan buses may be set up for "major events" (Homecoming Week, District, Region events, etc.) Thirty (30) students need to be signed up and pay at the time of sign-up. No money will be taken when the bus loads. A minimum of two staff members need to chaperone the bus. The fan bus option will be set up by the CSD Activities Director.

LUNCH

Students are to bring a lunch from home or purchase a lunch at school. The lunch period is a regularly scheduled class. Students will be escorted to lunch by teachers. A student may not leave the multipurpose room without approval of the supervisor. All food is to be eaten in the multi-purpose room and should not be taken out. The school board has adopted a policy which does not allow borrowing meals or running any negative balance on a meal ticket. Students must have sufficient credit balance in their account to purchase a meal. Please contact the CHS office for information regarding the free and reduced lunch program 605-234-4467.

Lunchroom Expectations

- ✓ Stay in line until served.
- ✓ No saving seats.
- ✓ No walking around and visiting with other students.
- ✓ No more than eight students/table.
- ✓ Stay at tables when finished eating.
- ✓ Teachers will dismiss students from the lunchroom.
- ✓ Quiet when returning to classrooms.

CARE OF CAMPUS

The school building and equipment have been provided at taxpayers' expense. Each student will take care of all school use property and will be required to pay for damage (including iPads and Chromebook). Students may be suspended or expelled if school property is willfully destroyed and may be required to cover the expense to replace or fix the property to its original condition. Each student is responsible for keeping the building clean. This includes properly disposing of litter and refraining from marking furniture, walls, and restrooms.

At CMS we have an exceptional facility. We ask students to their best judgment in taking care of the facility. MS students will be allowed only containers for water. No other beverages will be allowed by students in the MS. All beverages can be checked by teachers, SRO, or administration at any time. No food items will be allowed in classrooms without permission from the principal/classroom teacher.

LOST AND FOUND

There is a lost and found area located in the CHS office. Lost articles may be claimed by properly identifying them. All items left in the lost and found after school is completed in May will be donated to the local facility.

PARKING

Student parking is restricted to the west parking lot. Students are to enter and leave the parking lot using the west driveway. Students are only allowed in the parking lot during school hours with permission from the office. All students are required to sign out in the office if leaving the building for any reason, and we limit students from going to their vehicles during the school day. Please park appropriately in spaces provided. Appropriate disciplinary action will result for parking improperly, unsafe driving, etc.

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. The office also requires the reason for making the phone call before a student will be given permission to use the phone. The telephone is not to be used between classes. Repeated abuse of this privilege will result in loss of the privilege.

CELL PHONES

Cell phones are to be turned off and in lockers from 8:25 a.m.-3:21 p.m. phones need to be in lockers on silent. Students will be allowed to check phones between class periods. No social media or other apps will be allowed to be checked or used between class periods. At any time, if a student is in possession of a cell phone during the school day, in a classroom or not, the phone will be turned over to the adult addressing it, who will turn the phone directly into the office. It is the student's responsibility to pick the phone up from the office at the end of the school day. Repeated violations will require an office referral and may lead to the student checking the cell phone each morning and picking it up from the office. A meeting with parents and administration will take place before the phone is returned and the discipline matrix will be followed. No electronic devices with the ability to record or capture photos or video are permitted in restrooms or locker room areas.

ELECTRONIC DEVICES/GAMES/MISC

Items such as MP3 players or reading devices may only be used by students when given permission from the classroom teacher. See discipline matrix to for information on technology violations are handled. Electronic devices are to be handled just as cell phones are in the middle school. Students must have the devices shut off and in their lockers during class hours. The school is not responsible if devices are stolen or damaged.

TEXTBOOKS

At the beginning of each school year the student is issued textbooks, or equivalent of a textbook needed for each class. These items become the responsibility of the student and must be paid for if they are damaged or lost.

READING BOOKS

Students will be required to have an appropriate recreational reading book with them in all classes.

MEDIA CENTER/LIBRARY

The library/media is available for student use from 8:00AM-3:25PM. On occasion, the media center/library may be closed due to the number of classes using the facility at that time or the type of instruction taking place. Students are responsible for all lost materials, returning books on time and paying fines.

LOCKERS

Students should report any damage to lockers at the time of issue. Lockers are the property of the school and provided for student use. The school is not responsible for lost or stolen items. School personnel may search lockers when there is reason to believe that they may contain tobacco, drugs, weapons, alcohol, or other illegal or stolen items.

LOCKER POSTERS/SIGNS: No locker posters will be allowed on the outside of CMS student's lockers. The posters are able to be hung on the inside if students wish.

BOOK BAGS/BACK PACKS

Book bags and back packs are to be kept in lockers during the school day.

DRESS CODE

Students are encouraged to “dress for success” as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment. To encourage student respect for an educational environment, students shall maintain a reasonable standard of cleanliness and pleasant personal hygiene, as well as, wear apparel that is not disruptive to the educational process. Questionable apparel will be addressed by a teacher or may be brought to the attention of administration. An administrator may request a change in attire when a student’s dress is not appropriate.

To promote a positive and safe learning environment, all students need to follow these dress and grooming guidelines:

- Students may not wear clothing or accessories with words, pictures, or symbols which are obscene, vulgar, abusive, discriminatory, or depict and/or promote alcohol, chemicals, tobacco, drugs or any product that is illegal for use by minors.
- Students may not wear clothing or other items or display grooming in a manner that represents, promotes and/or dictates threats, hate groups including gangs or supremacist groups, obscenities, vulgarity, racism, sex, sexual innuendo, or violence
- Students may not wear any headwear, coats, or trench coats in the building during the school day without permission from school administration.
 - ❖ This includes wearing hoods from hooded sweatshirts during the school day.
 - ❖ A student wearing a hood or any other inappropriate headwear during the day will be treated as an Inappropriate Dress/Dress Code Violation and will be issued a detention by the teacher/office.
- Students may not wear pants in a sagging manner (below the hips).
- Students may not wear chains that hang down or are used as belts.
- Students may not wear clothing, accessories, or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others: spikes/sharp objects.
- Students may not wear immodest clothing as it is too informal for the school setting.
 - ❖ This includes clothing that exposes undergarments, is see through or transparent, or inappropriately exposes the body.
 - ❖ This includes bare midriff (crop top/belly shirts/tube tops), muscle shirts, spaghetti straps, pajamas, slippers, loungewear, or extreme mini-skirts and shorts.
- Students may not wear sunglasses during the day.
- Footwear is to be worn at all times.

Violation of the dress code will be handled in the following manner:

1. Students will be asked to put away or remove the offending item(s). It may be necessary to call a parent/guardian to provide alternate clothing items.
2. Students may be given an alternate item of clothing to wear for the day.
3. Violations will be considered as Inappropriate Dress/Dress Code Violations and consequences will be aligned with the CSD Behavior Matrix.

FIRE, TORNADO OR DISASTER DRILLS

Law requires periodic fire and disaster drills to be conducted throughout the year. Teachers will go over proper fire and disaster procedures at the beginning of the school year. Each classroom has emergency exit maps posted indicating the route to be taken when evacuating the school. Students must stay with their class as they leave the building as well as when outside the building.

VISITORS

Arrangements for student visitors (discouraged) must be made with the principal at least one day in advance of their visit. All visitors to CMS must check in at the office to pick up a visitor's pass. Students visiting Chamberlain Middle School can not be under suspension or disciplinary action at their home school.

REMAINING IN CLASS

Students are to remain in classes for the entire period. Time between classes and the lunch break are to be used for bathroom breaks, drinks, etc. If a student asks a teacher to use the bathroom, get a drink, etc. before class begins, the teacher may give permission. However, if class begins and the student is late for class, a tardy can be issued. Emergency situations will be handled by classroom teachers. Teachers are accountable for all students that leave their room.

STUDENT PASSES

The Chamberlain Middle School requires all students to use their agenda as a hallway pass for any reason they need to leave the classroom. Students need to fill the agenda pass section out with time, date, and details on where they are going before having the teacher sign. Students in the hallway without the agenda which is filled out may be issued detention. Students should take the most direct route possible to their destination, and always return to their original classroom before the bell rings.

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. No electronic devices with the ability to record or capture photos or video are permitted in restrooms.

SCHOOL DANCES

In the event of a CMS dance, the following policy has been established to help students have an enjoyable and safe event:

- CMS dances are reserved for CMS students only. No guests will be permitted.
- Students are to follow the general school rules, including policies concerning electronic devices, dress code and behavior
- Students are to treat all adult chaperones courteously and follow the instructions they are given.
- Music and musical lyrics will be appropriate for middle school-aged students.
- Students are expected to dance appropriately. Any inappropriate moves will not be tolerated.
- Chaperones will be present to monitor all areas.
- Fights or excessive horseplay will not be tolerated.
- There will be no running or walking the hallways.
- Bathrooms are to be used for their intended purposes.

- Backpacks/bags will be placed in a safe place with a chaperone attendant.
- Cell phones are not permitted. Please leave them in a bag or at home.
- Students are to stay in the building until they are ready to leave the dance. They may not leave and re-enter the building. Students are to remain at the dance until its completion unless they are leaving with their parent/guardian.
- Students who are absent the day of the dance may not attend.
- Since dances are a privilege, a student loses the privilege of attending the dance if they are not in good standing.
- For all dances and activities, it is the student and parent's responsibility to know when the event ends. Parents or guardians are required to pick their child up within 15 minutes of the ending time.

ACADEMICS
REQUIRED COURSES OF CMS STUDENTS

6 th Grade	7 th Grade	8 th 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

AFTER SCHOOL ACADEMIC PROGRAM

Chamberlain Middle School will offer an afterschool academic room where any student in grades 6th-8th 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).

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.

MISSING ASSIGNMENT POLICY

All students are expected to turn in their homework at CMS. All graded assignments are recorded on Infinite Campus (Contact Nancy Hansen and she can get you set up as a parent to have access! 605-234-4460). 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:

- ❖ Before school from 8:00-8:20am.
- ❖ During the student's lunch period.
- ❖ During the advisory time.
- ❖ 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).
- ❖ 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.**

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)

CHAMBERLAIN MIDDLE SCHOOL HONOR ROLL

Students must maintain a "B" average or higher.

CMS AWARENESS

Parent contact will be made by the teacher if a student is found to be failing a class, has an incomplete or missing assignment. It may be at any time during the grading period.

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.

8TH GRADE ALGEBRA I HIGH SCHOOL CREDIT

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 8th 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 7th 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.

ATTENDANCE

ATTENDANCE EXPECTATIONS

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.

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.**

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.

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 not present for any part of the first 5 minutes of any class, any period, will be counted "tardy." After 5 minutes the student will be counted absent. When a student has earned five cumulative tardies, the student will be issued detention. If a student reaches fifteen cumulative tardies, the student will be issued either In-School Suspension (ISS) or Out-Of-School Suspension (OSS), depending on previous incidents. Students that reach more than fifteen cumulative tardy marks, may be issued detention, ISS, or OSS.

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).

STUDENT MISCONDUCT AND PROGRESSIVE DISCIPLINE

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.

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/1FAIpQLSdFkqj26fk41Q99VpHiWyEfEDoKrcZxWmbdNAPL75nwxob6Q/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: Possession or use of tobacco products, matches, lighters, or mood-altering substances is prohibited and may not be brought onto school property. 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.

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			
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Class One 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	
Class Two 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)
Class Three 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
Class Four 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.
Class Five 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	Each Incident			
	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.**

MEDICATION ADMINISTRATION POLICY

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.

Transportation and Storage of Medication

Grade K-5

The parent/guardian must deliver the medication to the school and deliver the medication to the school nurse or qualified staff member. All medication MUST be in the original properly labeled container.

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.

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.

A school nurse or qualified staff member may administer an epinephrine auto-injector to any student during school hours if the school nurse or qualified staff member believes that the student is experiencing anaphylaxis, and in accordance with the standing protocol provided by the health care provider that provided the non-student specific prescription, regardless of whether that student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.

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 maybe 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 grades K-5**
 - May NOT self-administer prescription medication while on school property, with the exception of parent/guardian approved insulin administration supervised by the school nurse or qualified staff member,
- **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.
 - **Students in grades K-5**
 - May NOT self-administer over-the-counter (non-prescribed) medication, with the sole limited exception being cough drops with parent/guardian written consent/permission on the School Enrollment Form. Possession is limited to the number of cough drops necessary during school hours and PAWS.
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MEDICATION RULES

It is the policy of the Chamberlain School District 7- 1 that the giving of medicine to students during school hours be closely monitored and be reported to the office by parents. When medication is to be administered at school, it must be in a container affixed with a label from the pharmacy or physician. It must have the student's name, medication name, dosage and schedule of administration, the date prescribed and the physician's name. The parent needs to make a request that the medications be administered and fill out the authorization form available in the office. Administration of medications will be limited to school personnel who have received the medication administration course. No medication can be kept in the student's locker or desk. On a case by case basis, and with the approval of school nurse, some students may carry his/her own medications for the day with them. Students may carry inhalers and cough drops with them. It is suggested that medications be administered at home if at all possible. For example, if medication is three times a day; can be given before school, after CMS/CHS Staff Handbook Page 13 8/15/2018.19 school and at bedtime. If medications are four times a day or specified by physician to be given during school hours, it can be given at a time during school hours.

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.

SCHOOL NURSE

A school nurse will be available when needed. If a student wishes to see the nurse, he/she should stop in the office.

If the nurse sends a student home for illness or injury, they should not return to school for the rest of the day. If sent home for fever, follow fever guidelines.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

FEVER:

Any student with a fever of 100.0 or greater, should not return to school until they are fever free for 24 hours. This is WITHOUT the use of fever reducing medications.

VOMITING:

Vomiting 2 or more times in 24 hours. Student should stay home for 24 hours after last time they vomited.

DIARRHEA:

2 or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.

STREP THROAT:

Keep child home until he is free of fever and on antibiotics for 24 hours.

PINK EYE (CONJUNCTIVITIS):

May return to school after 24 hours of treatment.

IMPETIGO:

Keep child home until cleared by provider to return to school.

SCABIES:

Keep child home until after treatment is started.

RINGWORM:

Child may return to school once treatment is started.

MRSA:

Keep child home until cleared by provider to return to school.

FLU (INFLUENZA):

Keep child home until there is no fever without using fever reducing medications for 24 hours. This usually takes 5-7 days.

CHICKENPOX:

Keep child home until all the bumps have scabbed over and no new bumps appear for 2 days.

IMMUNIZATIONS

All students must have on file in the office evidence of receiving two doses of MMR (measles-mumps-rubella) vaccine.

South Dakota Codified Law (SDCL 13-28-7.1) requires that any child entering school in this state, shall, prior to admission, be required to present the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunizations against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations.

Immunizations **REQUIRED** for Kindergarten Entry in South Dakota:

- FOUR or more doses of DTaP with at least ONE dose after the age of 4
- FOUR or more poliovirus, with at least ONE dose after the age of 4
- TWO doses of MMR
- TWO doses of Varicella

Immunizations **REQUIRED** for 6th grade Entry in South Dakota:

- ONE does of Tdap vaccine IF child is 11 years old or older
- ONE dose of Meningococcal vaccine IF child is 11 years old or older

If immunizations could not be given due to age, it is **REQUIRED** to get them after child turns 11.

Failure to complete necessary immunizations may result in exclusion from school until the requirements are met. Exclusion from school for failure to complete health requirements does not exempt a child from mandatory school attendance. Truancy procedures will be followed.

IMMUNIZATIONS FOR TRANSFER STUDENTS

Any student transferring to the CSD, will need to have immunizations updated, or be in the process of getting immunizations updated before starting school. This will be verified by the CSD nurse.

IMMUNIZATION EXEMPTIONS:

If you choose **NOT** to get your child vaccinated due to religious or medical reasons, please contact the school nurse, 234-4460, to fill out the state form for exemptions. All medical exemptions will require a doctor's signature.

HEAD LICE (PEDICULOSIS) or NITS (EGGS):

Head lice are often a fact of life for school-aged children. While inconvenient, they are not a health hazard or a sign of poor hygiene; they are not responsible for the spread of any disease. The presence of head lice is the cause of much emotion and unnecessary absence from school which, may negatively affect academic performance. Research indicates children rarely catch lice at school. The vast majority of cases are spread by direct head-to-head contact with friends and family members who play or live together. Chamberlain School District operates on a no exclusion evidence-based policy. This means that a student suspected or confirmed to have head lice or nits shall remain in school and will not be isolated or otherwise be subjected to restrictions to his/her activities.

CSD does not conduct mass screening per the recommendation of the National Association of School Nurses and the American Academy of Pediatrics. Therefore, parents need to take responsibility and check their children on a regular basis.

If a child is identified as having head lice or nits, the parent/guardian shall be informed either by phone or letter and will be given information and guidance on how to treat and manage the condition.

If a child has a severe case of head lice, they will be sent home immediately to begin treatment. They may return to school after treatment has been started.

If a student has repeated infestations of live lice or viable nits and there is no apparent adequate follow through by parent/guardian, the nurse will consult with the principal to determine appropriate action based on the individual student's situation.

At the discretion of the school nurse or at the request of the school principal, letters will be sent home with student's in K-5th if a classmate has been identified as having head lice or nits. The student that has been identified as having head lice or nits will remain confidential.