

CHS/CMS

Student Handbook

2018-2019

Handbook available on the CHS website
<http://chamberlain.k12.sd.us/chs>

WELCOME TO CMS & CHS

Welcome to the **2018-2019** school year at CMS & CHS. Our veteran staff, along with several new faces, are ready to help you achieve your academic goals. We hope this year is both educational and enjoyable. We encourage each of you to get involved in your classes and our extensive program of activities to make the most of your school experience.

SCHOOL EXPECTATIONS

1. **C-Choose your attitude!** Be Positive, pay attention, and respect the needs of others.
2. **U-Understand your purpose!** Take charge of your education and be actively engaged in the lesson while being undistracted.
3. **B-Be here!** On time, prepared with work completed, and ready to contribute to the lesson.
4. **S-Succeed!** Dream big, set goals, and drive daily decisions on reaching those goals. Allow yourself to be helped and help others.

CSD MISSION

Provide a quality education that empowers students of success.

CSD VISION

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 High School
School-Parent Compact**

The **Chamberlain High 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 2018-2019 school year.

School Responsibilities

The Chamberlain High 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 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 Policies will be discussed as it relates to the individual child's achievement.** 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.

Parent Responsibilities

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

- Making sure that homework is completed.
- 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 and responding, as appropriate.
- Serving, to the extent possible, on the District wide Curriculum Committees, the State's Committee of Practitioners, or other school advisory or policy groups.
- 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 daily and ask for assistance when needed.
- 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.
- Attend school regularly.
- Conform to rules of student conduct.

The Chamberlain School District will:

- Involve parents in the planning, review, and improvement of the school's Targeted Assistance Title I Program, 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 to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents, and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information 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 of an 11th grader 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.

If you have any questions, please call Tami Brown, Title I Director at 605.234.4460. Thank you!

**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 2018-2019 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.

TABLE OF CONTENTS

School Expectations.....	2
CSD Mission/Vision.....	2
Collective Commitments.....	2
Title Compact CMS/CHS.....	3-6
School District Policies.....	4 & 5
Grievance Procedures.....	9
Staff Members.....	9
Student Supply List.....	10
Alternative Academic Programming.....	10
Class Schedule.....	11
General Operations.....	11-15
Study Hall/Free Period.....	11
Closed Campus.....	12
Bus Transportation (CMS).....	12
Lunch.....	12
Care of Building.....	12
Care of Campus.....	12
Deliveries.....	12
7th-8th Halls.....	12
Lost and Found.....	13
Media Center.....	13
Medication Rules.....	13
School Nurse.....	13
Immunizations.....	13
Messages.....	13
Parking.....	13
Telephone.....	13
Cell Phones.....	13
Textbooks.....	13
Book.....	14
Electronic Devices/Games/Misc.....	14
Lockers.....	14
Locker Posters/Signs.....	14
Book Bags/Back Packs.....	14
College Day.....	14
Make Up Work.....	14
Dress.....	14
Fire, Tornado, or Disaster Drills.....	14
Visitors.....	14
Restrooms.....	14
School Dances.....	15
Prom.....	15
Homecoming Parade.....	15
Student Passes.....	15
Remaining in Class.....	15
Semester Tests (CHS).....	15
Academics.....	15

Missing Assignments.....	15
Cheating Policy.....	15
Graduation.....	15
Early Graduation.....	16
Commencement.....	16
Honor Graduates.....	16
Regents' Scholar.....	16
Transcripts.....	16
Grading Scale.....	16
Honor Roll/Weighted Classes.....	16
Independent Study.....	17
8th AlgI 7 & 8 Classes/Standards for Passing.....	17
Attendance.....	17
Absence Notification, Request for Homework, WEAP.....	17
Excused Absences, Sat. School.....	18
Unexcused Absences, Tardy, Skipping.....	18
Student Misconduct and Progressive Discipline.....	18-20
Student Activities.....	20
Behavior Expectations at School Activities.....	20
Eligibility Policies.....	<i>see Activities Handbook</i>

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, 8 th 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

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

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

Requesting 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 re-routed 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

High School Office	Office Number	234-4467
Principal 9-12	Jeff Steckelberg	234-4467
Principal 6-8	Rick Pearson	234-4467
Counselor 6-12.....	Chelsey Tyrell	234-4467
Title Director	Tami Brown.....	234-4463
Public Health Nurse.....	Bridget Steckelberg	234-4463
Lunch Room	Lunch Time Solutions.....	234-4460
Superintendent	Debra Johnson.....	234-4477
Business Manager.....	Holly Nagel	234-4478
Activities Director.....	Danny Hutcheson	234-4462
Technology Director	Nathaniel Winter.....	234-4467
SPED Director	Karla Burke	234-4467

Staff		
Name	Assignment	Room
Carlson, Phil	HS Band	A2
Carruthers, Tom	7/8 Title Math	E5
Chilson, Lonna	Special Education	E6
Cox, Carrie	Chemistry/Physics	D2/3
Donovan, Amy	English	C10
Duffy, Allison	7 th Lang. Arts/7 th Title L.A.	E7
Dunaway, Jesse	Vocal Music	A1
Dyson, Melissa	8th Lang. Arts/8th Title L.A.	E8
Graves, Justin	Agriculture Science	B3
Giese, Lucas	PE/Health	E3
Gieseler, Susie	Title Language Arts/Speech	C7
Goltermann, Sandi	Special Education	E11
Hartman, Kelsee	MS/HS Art	D7
Kurtz, Bill	Social Science	B3
Larson, Bobbi	Special Education	C11
Longhenry, Amanda	MS/HS Life Science	D4
Long, Renee	English	C9
Nelson, Adam	7/8 Math	E4
Neuharth, Valerie	7 th & 8th Social Studies	E1
Richter, Brenna	PE/Health	E3
Pazour, Kelli	Math	D1
Powers, Cadena	7/8 Science	E13
Rademacher, Jeff	Math	C3
Schlaffman, Lisa	MS Computers	E9
Schlenkers, Katie	CMS Band	A2
	Sub	C5
Catoe, Walker	Social Science/Government	B4
Ten Eyck, Tom	Science	D5
Toering, Jerry	Math	D6
O’Grady, Peter	Building Trades	F1S/B6
VanderLey, Carissa	Social Science	B8

Waterbury, Brenda	English/Theatre	C8/C6
Wendt, Blake	MS/HS Math	E2
West, Sandy	Business Education	B9
Brownell, Jessie	Special Education	E10
Winter, Garry	Computer Science	C2
Donovan, John	CMS Science	F6
Hilson, Matthew	CMS Social Science	F7
Harbour, Hannah	CMS Math	F8
Toupal, Kari	CMS Language Arts	F9
Para-Professionals		
Brownell, Char	Special Education	
Hope, Marj	Special Education	
Hopkins, Sara	Special Education	
Hamiel, Wade	Media Center	
Titterington, Botany	Special Education	
Titterington, Janet	Special Education	
Todd, Linda	Special Education	
Sherri, Knippling	Online Learning	
Carlson, Phil	9 th -12 th Instrumental Music	A2
Schlenkers, Katie	6 th /7 th /8 th Instrumental	A2
Schlaffman, Lisa	Technology	E9
Hartman, Kelsee	Art	D7
Custodians		
Killion, Jim		B2
Graves, Evelyn		B2
Pazour, Zienta		B2
Secretary		
Natwick, Marlo	School	Office

Student Supply List

7th & 8th Grade

Ear buds (headphones)
6-12 Pens
12-24 pencils
Stylus for tablet
Agenda Book (HS Office \$3.00)
6-spiral notebooks One-subject
6-two pocket folders
2- 3 ring binders (1.5 inch)
Highlighter markers
2-Kleenex (for advisor class)
Set of 12 colored pencils
Glue Sticks
Calculator w/sq root button
100 4x6 note cards

9th-12th

12-24 Pens
24 Pencils
College rule Notebooks
Folders w/pockets
Scientific Calculator
Daily Planner (HS office \$3)
12 Colored Pencils
100 index cards
2 boxes Kleenex (for advisory)
Advanced Bio Supply
Notebook (1 subject or more)
1-inch binder or larger
100 Lined Notecards

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 make arrangements 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.....Karla Burke
Teachers..... B. Larson, J. Brownell, S. Goltermann, J. Richardson
Paras..... M. Hope, S. Hopkins, B. Titterington, J. Titterington, C. Brownell., W. Hamiel, S. Knippling
Title I Director.....Tami Brown
Teachers.....A. Duffy, T. Carruthers, K. Toupal, H, Harbor, M. Dyson, K. Pazour, J. Rademacher
SpeechL. Chilson
Guidance Counselor.....C. Tyrell (6-12)

Odysseyware

Odysseyware is a computer based classroom program that allows students to work independently at their own pace on a variety of course offerings. Courses will need to be started at the start of semesters. This will allow students to take courses for: Credit Recovery, Summer School, Classes not offered at CHS, and courses that the student has failed in the past.

Accelerated Education Program (AEP)

CHS provides an educational opportunity for students who have needs that cannot be addressed in a traditional classroom setting. Our goal is to create a school experience that affords each student the opportunity to achieve academic success. Chamberlain High School Alternative Classroom serves grades 9-12.

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, or use the school web page <http://chamberlain.k12.sd.us> and go to cancellations.com.

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	

STUDY HALLS/FREE PERIODS: All freshmen, sophomores and juniors with an open period will be assigned to Study Hall.

Seniors who have a GPA of less than 3.0 in the previous grading period (unweighted), or any "D" or "F" will be assigned to Study Hall during any open period. Senior students with an earned open period that display inappropriate behavior may lose this privilege via administration.

Seniors who are not in Study Hall and have earned an "open" may spend this period in the commons or media center. Students with open periods are not to be in the halls. Only Students who have open periods at the start or end of the school day may arrive at school in time for their first class and should leave after their last class.

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.

BUS TRANSPORTATION: (CMS): School bus transportation is provided for students, grades 7/8 only. In order 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: Phone Contact @ 605-390-9880

BUS (Fan Buses): Fan buses may be set up for "major events" (Homecoming Week, District, Region events.) 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.

LUNCH: (CMS): 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 multi-purpose room without approval of the supervisor. All food is to be eaten in the multi-purpose room and should not be taken out. If food is brought in from outside eating establishments, it will be eaten in the CMS commons area. 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.

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

Consequences if expectations are not followed:

- Moved to different area in lunch room.
- Lunch in the office (ISS Room)
- Detention

LUNCH: (CHS): 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 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.

Seniors: A senior is designated as someone who has met the requirements of credits earned and is on track to graduate at the end of the current school year. Seniors who earn the open privileges stated under the general operations will qualify for open campus lunch. Seniors on the list will have the responsibility to leave campus at the start of lunch period and return to campus by 5th period. Parent/guardian consent forms will be required at the start of each school year. Students will be required demonstrate responsible, appropriate management of this accommodation. No outside food will be brought back into the building during the lunch period.

CARE OF BUILDING: The school building and equipment have been provided at taxpayers' expense. Each student will take care of all school property and will be required to pay for damage. Students may be suspended or expelled if school property is willfully destroyed. Each student is responsible for keeping the building clean. This includes properly disposing of litter and refraining from marking furniture, walls, and restrooms.

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. **HS** Students will be allowed to have beverage containers with screw on lids which seal the liquid in the container. No pop/soda will be allowed. Staff can ask the student to put the beverage in their locker. All beverages can be checked by teachers, SRO, or administration. No food items will be allowed in classrooms without permission from the principal.

MS students will be allowed only containers for water. No other beverages will be allowed by students in the MS.

MS & HS: No food items will be allowed in any classroom without permission from the principal.

DELIVERIES: Balloon and flower deliveries are placed in the office.

7th-8th STUDENTS: We request that Middle School Students not arrive at school prior to 8 am unless arranged with a specific teacher. Between 8 am and 8:25 am students are to be in the **commons area or classroom with teacher supervision**. Students are not allowed to walk the hallways, loiter in the office or other rooms.

Students in the halls during class time must have a pass(agendas). Running, shouting, or blocking the halls is not allowed. All MS students must either ride the bus to CES at 3:10 p.m. or be picked up by 3:30 p.m.

MS students will have an after school academic program available Monday-Thursday until 5:00 pm. The students will be assigned to a room supervised by a certified teacher to assist in homework. A 5:00 bus will be provided to give MS students a ride down the hill to the elementary for pick up.

LOST AND FOUND: There is a lost and found area located in the office. Lost articles may be claimed by properly identifying them. Money should be kept with the student at all times.

MEDIA CENTER (LIBRARY): The library is available for student use from 8:00 AM – 3:30 PM. On occasion the Media Center may be closed to regular student use because of 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. Policies and rules for the computer lab also pertain to use of the computers in the Media Center. **CMS** student's library time will be scheduled with teachers.

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

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.

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.

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

MESSAGES: Messages for students will be given each day. Parents are asked to leave a message before 3:00 PM to ensure it can be given before school is out.

PARKING: Student parking is restricted to the west parking lot. All student vehicles will be required to display a school issued parking permit on the driver's side, lower corner, of the windshield. The permits will be issued to students with schedule at the start of the school year. If a student drives multiple vehicles to school extra permits can be issued through the office. 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. 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. (**CMS**—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: HS: Students in grades 9-12 will be allowed to have cell phones with them throughout the school day, but not out during class time. This includes using a phone to play music during class time. HS students have access to their computers to play music if allowed by the individual teacher. If a student has their phone out they will be asked to put it away. The second offense will result in a detention issued and served with the teacher. Any misuse beyond the second offense will be turned over to the office and a written referral will be turned in. Administration will follow discipline matrix for consequences.

MS: 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. At any time, if a student is in possession of a cell phone during the school day in a classroom or not between classes the phone will result in confiscation of the device by the

teacher, 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. A meeting with parents and administration will take place before the phone is returned and the discipline matrix will be followed.

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.

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

ELECTRONIC DEVICES/GAMES/MISC High School: 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. **Middle School:** 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. **FOR BOTH HS & MS:** The school is not responsible if devices are stolen or damaged.

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: Locker posters and signs designated for sports/activities will be allowed on the outside of lockers during the particular season. No other locker posters/signs will be allowed on the outside of lockers.

BOOK BAGS/BACK PACKS: Book bags and back packs are to be kept in lockers during the school day.

COLLEGE DAY: CHS Juniors and Seniors are allowed two college day visits per school year with verification from the college. This absence does not count as an attendance point. An advanced make-up slip must be signed and all work can be made up following the same protocol as missing school for a school activity.

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.

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

DRESS: Students' standard of dress should conform to the standards generally accepted by the community. During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Cleanliness, neatness, safety, and non-disruption of the learning process is our primary concern. Suggestive themes, such as alcohol, tobacco, drugs, sex, violence, or relate to gangs will not be permitted.

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. The principal will have discretion as to the appropriateness of all dress.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

1. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs.
2. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
3. Students may not wear immodest clothing, which includes clothing that exposes undergarments, is see through or transparent, or inappropriately exposes the body.
4. Footwear is to be worn at all times.
5. Students may not wear pants in a sagging manner (below the hips).
6. Students may not wear or carry hats, caps, head wrap, bandanas, or other head apparel including hoods during the school day.
7. Students may not wear chains that hang down or are used as belts.
8. Students may not wear clothing or accessories with spikes/sharp objects.
9. Students may not wear sunglasses during the day.

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. Multiple violations shall be handled as insubordination

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 CHS & CMS must check in at the office to pick up a visitor's pass.

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.

SCHOOL DANCES: (CHS): School dances are for current CHS students only, with the exceptions of Homecoming and Prom. CHS students may bring high school age or older dates (age 20 or younger) that are not CHS students to the dances at Homecoming and Prom by registering them in advance in the office. Students may not return to a school dance after they have left the building. There will be no admissions to a school dance 45 minutes after the event begins. **(CMS):** Student visitors will only be allowed to attend a middle school function (example-dance) if given permission by the principal.

PROM: Only students with junior or senior status are allowed to invite guests (under 21) to prom.

Prom Attire:

No tennis shoes of any kind, no blue jeans, no t-shirts, and no hats outside (Cowboy hats/Military attire is allowed). Refer to the district dress code policy before purchasing a dress. All two piece dresses cannot expose excessive mid-drift areas. Please remember we want CHS students to be viewed in positive light by the community. Tickets to prom will be sold at a cost of \$30.00/ person.

HOMECOMING PARADE: Drivers of all vehicles must hold a valid state driver's license.

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, phone calls from the office, etc. If a student asks a teacher to use the bathroom, phone, 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:

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. Students should take the most direct route possible to their destination, and always return to their original classroom before the bell rings. It should not be necessary for students to

go to their lockers during a class period. Students should visit their lockers between classes periodically to get all required books and materials needed for upcoming classes.

SEMESTER TESTS: (CHS): 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). Seniors who scored proficient or higher on their SMARTER Balance exam will be issued a voucher to be exempt from one final first semester. The expectations stated above will apply to the SMARTER Balance incentive as well.

ACADEMICS

Missing Assignment Policy

All students are expected to turn in their homework at CMS/CHS. A centralized location for staff to track missing work is set up (the list) and will be utilized on a daily basis to run the missing assignment program. If a student is on the list **teachers can issue detention and** they can be required to work on missing work during the following intervention times: 1) Before school from 8:00-8:20, 2) During the students lunch period, 3) During the homeroom time, 4) after school from 3:25-4:00 p.m. (students will not be allowed to participate in extracurricular practices until after 4:00 if missing assignments).

****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/CHS 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)

Graduation and Grade Promotion Requirements: Current seniors must earn a minimum of 23 credits including all required courses, or successfully complete an individualized educational plan, to graduate from Chamberlain High School. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in their high school program. Requirements are:
STATUS MINIMUM REQUIREMENTS REQUIRED CREDITS/COURSES

Sophomore	5.5	Language Arts	4.0 credits
Junior	12	Social Science	
Senior	17	- Geog/WICult/His	1.0 credit
Graduate	23	-US History	1.0 credit
		-Government	1.0 credit
		Mathematics	3.0 credits
		Science	3.0
<u>Required Courses</u>			
		Health or Phy/Ed	.5
		Economics or Pers. Fin.	.5
		Computer Science	.5 credit
		Fine Arts	1.0 credit
		Business or Voc/Tech	.5 credit
		Other Electives	8.0 credits

All students will be required to take a math class through their junior year. None of these credits can be repeats.

Early Graduation: Students who will meet the graduation requirements, in less than four years, by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the principal no later than the end of the semester prior to graduation. This letter must be signed by the student's parents and have the approval of the guidance counselor, and the principal. The student may be graduated early with board approval. Any student, who graduates early, will have the option of taking part or not taking part in the graduation ceremony.

Commencement: All requirements for graduation must be met prior to or on the day of scheduled commencement exercises before a student will be allowed to participate in the ceremony. All school equipment must be returned and any fines or money owed to the school must be paid prior to participation in the ceremonies. **As per school board policy no mortar board will be decorated for the graduation ceremony.

Honor Graduates: Students who have a GPA of 3.5 or better (on a weighted scale) will be considered an honor graduate.

Regents' Scholar Diploma: Students taking 4 years of English, 4 years of Math, 4 years of Science, 3 years of Social Studies; and 2 years of Foreign

Language while maintaining a 3.0 average and no grade below a C will be eligible to receive a Regent's Scholar Diploma.

Transcripts: Students may request copies of their official transcripts in the office. Expect processing such requests to take a minimum of one day

Grading Scale and GPA Table

Percent Grade	Letter Grade	General Classes	Weighted Classes
100-99	A+	4.00	4.83
98-96	A	4.00	4.50
95-94	A-	4.00	4.17
93-92	B+	3.00	3.83
91-89	B	3.00	3.50
88-87	B-	3.00	3.17
86-85	C+	2.00	2.83
84-82	C	2.00	2.50
81-80	C-	2.00	2.17
79-78	D+	1.00	1.83
77-75	D	1.00	1.50
74-73	D-	1.00	1.17
72	F	0.00	0.00

CMS Awareness reports are to be sent out when a student is found to be deficient in a class (D or F) or has an Incomplete in a class. **CHS** A 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.

CHS & CMS Honor Roll

A Honor Roll: Students must maintain an "A" average.

B Honor Roll: Students must maintain a "B" average.

Weighted Classes:

Advanced Math
Advanced Bio
Physics
AP English (11th & 12th)
On-line AP Courses
AP Government/Honors Government
Calculus

General Classes

See Registration Handbook and Course Guide

Independent Study

Independent Study is designed to give a Junior or Senior student the opportunity to take a course that does not fit their regular schedule and/or a course needed for graduation. The student earns school credit for completing an individualized program of study not possible through the regular class schedule at CHS. An Independent Study takes one class period and earns .5 credits per semester. An Independent Study cannot count as one of the classes to meet minimum requirements, i.e. juniors and seniors must take at least six regular classes. Both teacher and principal approval is required and independent studies are only utilized as last chance options.

8th Grade Algebra I High School Credit

Students taking Algebra I in the 8th grade may receive up to one high school credit if they demonstrate the following; pass the exit exam with an 80% or better, demonstrate mastery of Algebra I learning objectives as required for HS students in Algebra I, and 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.

7TH GRADE

Language Arts
Social Studies
Science
Math 7
Physical Education
Health
Advisory
Algebra 1/2

8TH GRADE

Language Arts
Social Studies
Science
Math 8 or Algebra I
Physical Education
Health
Advisory
Computers

STANDARDS FOR PASSING (CMS)

CMS grade students must have a 73% average in order to be promoted to the next grade. This average will be determined by using the five core courses the students are enrolled in each semester.

ATTENDANCE

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, BUT THE NOTE OR PHONE CALL MUST BE RECEIVED IN THE OFFICE BY 4:00 PM OF THE FIRST DAY THE STUDENT RETURNS TO SCHOOL. The same procedure applies if it is necessary for the student to leave the school during the day. Parents must call or supply written verification before the student checks out and leaves school, or the absence will be automatically recorded as "unexcused." Students will need an advanced make-up slip from the office to leave class for an appointment during the school day (these slips are issued in the office after notification is received from the parent). Advanced make-up slips are to be turned into the office before a student leaves the building. 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.**

REQUEST FOR HOMEWORK: Parents requesting homework need to call the school office by 10:00 AM.

WITHDRAWAL FOR EXCESSIVE ABSENCES POLICY (WEAP): (CHS): A student who accumulates more than 10 attendance points in one or more for-credit classes during a semester will be withdrawn from those classes with grades recorded as "F" and a resulting loss of credit. If one or more of these classes are at the start or end of the school day, the student is not to be on school property during those time periods. If one or more classes are in the middle of the student's daily schedule, he/she will be assigned to study hall. A student who accumulates more than 10 attendance points during a study hall period will be permanently assigned to study hall and further absences or unexcused tardies will be dealt with through the school discipline policy, starting at Stage 3. The following procedures for notification of absence status will be enforced, although rapid accumulation of absences may preclude some steps. After a student has received absences from a class during a semester totaling:
Five absences – A letter will be issued by the administration for awareness purposes and the outcomes which are possible if attendance marks continue to add up. A period absent mark breakdown will be included and allow for parents to follow up with further questions.
Eight Absences – Parents/Guardians will be contacted to inform them of

the situation and a meeting will be scheduled if possible. Students will have the option to make up attendance time by serving time with the classroom teacher after school, attending Saturday school sessions, or creating another plan with administration. **An attendance contract will be created and required to be signed by parents and student at the meeting**

Ten absences – Ten absences –The attendance will be reviewed by the administration and a decision will be made based on the districts WEAP policy. Contact will be made with parents/guardian & truancy will be filed in cooperation with the districts SRO.

Students 17 and under- 70 total Absences/10 full days– Truancy charges may be filed based on individual situation. The count is based on semesters.

WEAP — The weaping of a student will be handled on an individual basis. If a student is weaped the student will be withdrawn from the class(es) and a failing grade(s) will be recorded. A letter of this action will be mailed to notify parents.

Appeal – If the parent or student wishes to appeal, they may contact the (1) Principal (2) Superintendent, and (3) School Board as per due process (see Grievance Procedures).

EXCUSED ABSENCES: Each excused absence counts one attendance point. At the point of ten absences and the issuance of an Attendance Contract, exception can be made for medical or funeral related absences from school. Make-up credit will be given when class work or assignments are completed in the allotted make-up time, which is two days for the first day missed and one day for each additional day missed. 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 ABSENCE WILL BE RECORDED AS UNEXCUSED. Examples of excused absences include: Personal illness excused by parents prior to the student's return to class. Medical appointments including, doctor, dentist, counselor, etc. Professional appointments including, court ordered appearances, attorney, etc. that could not be scheduled outside of the regular school day. Serious illness or death in the immediate family. Days missed for school activities do not count attendance points, and therefore do not apply towards the WEAP Policy. Days missed for family/relative funerals do not count as attendance points, and therefore do not apply toward the WEAP Policy (maximum 3 days/year in-state, 2 additional days/year out-of-state.)

SATURDAY SCHOOL: A student may choose to attend/or be assigned a Saturday School to decrease the number of accumulated attendance points. Saturday School will take place at least one Saturday per quarter at CHS from 8:30-2:00 pm. Time will be monitored by a staff member and students will be required to document work completed during the time. Students will earn period attendance points for the full 5 hours.

UNEXCUSED ABSENCES: Each unexcused absence counts as one attendance point. Credit recovery for class work or assignments will be given. Some unexcused absences may result in other disciplinary action. Examples of unexcused absences include: Suspensions, truancy and absences unaccounted for by the school or home or leaving school without properly checking out.

TARDY: A student 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. Students will be allowed three tardies per semester. For every tardy after the third, students assign detention before or after school. Habitual tardiness (six tardies) will be referred to the principal. When a student has reached seven tardies, the student will be given ISS or OSS, depending on previous incidents. 10 tardies will count as one period attendance point, meaning it will be counted as one full day of unexcused absent 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).

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.

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.

CMS/CHS School Discipline Matrix				
Inappropriate Behaviors	Consequences			
Class One	1st Offense	2nd Offense	3rd Offense	4th Offense
<ol style="list-style-type: none"> Classroom Disturbances Insubordination/Disrespect Unacceptable Behavior Profanity/Graffiti Inappropriate Dress Cell Phone Violation Technology Violation Missed Detention Three tardy marks Skipping (in building) Parking Violations 	Teacher Intervention with documentation shared with the office.	Teacher intervention or office referral w/ ISS	ISS	ISS or OSS w/ mandatory parent conference
Class Two	1st Offense	2nd Offense	3rd Offense	4th Offense
<ol style="list-style-type: none"> Skipping & leaving building w/o permission Severe offensive profanity/graffiti Falsifying information Significant Insubordination/Disrespect Tardy marks of 6+ Accumulated Detention Cheating/plagiarism 	Parent contact and in-school suspension (ISS)	In-school Suspension	ISS or OSS	Parent contact and OSS w/ mandatory parent conference
Class Three	1st Offense	2nd Offense	3rd Offense	4th Offense
<ol style="list-style-type: none"> Bullying/Cyberbullying/Harassment Vandalism Theft 	Parent contact and in-school suspension (ISS)	Parent contact and OSS	OSS w/ mandatory Parent Conference	Up to 10 days OSS or possible long-term suspension
Class Four	1st Offense	2nd Offense	3rd Offense	4th Offense
<ol style="list-style-type: none"> Fighting on school property or at school sponsored activity Physical Assault Making threats towards staff or students Using Profane gestures or swearing at staff member Gang Activity Possession or use of tobacco on or at school property Possession or use of alcohol on or at school sponsored activities. 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	Each Incident			
<ol style="list-style-type: none"> Alcohol Consumption/Possession/Distribution on or at school sponsored activities. Drug Consumption/Possession/Distribution on or at school sponsored activities. Arson Weapons Use/Possession/Distribution on or at school sponsored activities. 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.

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

PURPOSE: 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 co-curricular 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: See Activities Handbook

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