

CENTER POINT-URBANA HIGH SCHOOL

# Student & Guardian Handbook



2018-2019

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Center Point-Urbana Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Jon Hasleiet, [202 West Main St, Urbana, Iowa, 319-849-1102, jhasleiet@cpuschools.org](mailto:jhasleiet@cpuschools.org). The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## CPUHS MISSION STATEMENT

*The mission of the Center Point-Urbana High School is to develop positive and productive individuals interested in life-long learning by providing a caring environment, a challenging curriculum, and a dedicated staff.*

**C**aring Community

**P**ositive Attitude

**U**pstanding Citizen

## To CPU Students,

The purpose of attending school is to improve your mind and body; to prepare for life beyond high school; and to become productive citizens in our democracy.

We want you to enjoy your school years and set goals for yourself. We hope you will become an active participant in school life so that your years at CPU are meaningful and memorable.

The atmosphere of a school is determined by the student body. School should be a place where all students want to attend and feel safe. There are basic guidelines and rules, which we have that all students are expected to follow.

## To CPU Parents/Guardians,

Our schools function most effectively with your support and cooperation. Please visit the school and its personnel any time. If during academic hours, contact the person you wish to meet with and please register in the office. Our phone number is 319-849-1102 or you may email me at [rlibolt@cpuschools.org](mailto:rlibolt@cpuschools.org) if you need to communicate with us.

We ask that you continue to monitor your child's educational progress. See that your child dedicates time for studying. Monitor your child's progress by using Powerschool on a regular basis. There is a link on the school's webpage at [www.cpuschools.org](http://www.cpuschools.org). If you need a login and/or password, you may contact our secretary at [cfisher@cpuschools.org](mailto:cfisher@cpuschools.org).

Work with us to foster respect and honesty. We want our schools to be a safe place for all students.

Have a great year!

Rob Libolt, High School Principal

## PHILOSOPHY OF CENTER POINT-URBANA HIGH SCHOOL

The Center Point-Urbana High School commits itself to the goal of educating the young people in this school district. We recognize that the school district encompasses a wide range of economic, social, religious, and family backgrounds and we are committed to offering the most complete program possible for our students. It is our goal to educate our students in such a way that they are prepared to choose among a wide variety of post-high school options, which will prepare them for a productive life. We believe that academic development as well as pride in academic excellence, is our priority as an educational institution. We further believe that academic development is but a part of living a happy and productive life. We strongly encourage the development of a positive self-image as well as a compassionate concern for those people surrounding each of us: students, teachers, family, or members of the community. We believe that we share with all schools an obligation to fulfill the general educational aims, which include the development of independent thinking, the building of ethical character, health, worthy home membership, worthy use of leisure time, and an appreciation of the fine arts. To achieve these aims, we commit ourselves to determining and fulfilling the individual needs of each and every student.

### BELIEFS

#### ***We believe that...***

- *education is a partnership of school, home, and community.*
- *respect is a cornerstone for learning.*
- *diversity in individuals should be accepted and nurtured.*
- *education thrives best in a positive, friendly environment.*
- *an open community promotes understanding.*
- *what is best for students is best for education.*

### RELATIONS

#### ***-Philosophy***

"Over 400 people living under one roof requires cooperation, patience, empathy, trust, and respect. Respect for self, property and others. This means treating each other with the dignity each human being is to be accorded. This is not always easy to accomplish. Perhaps it is the weather, a relationship, a sub-par performance in class or some activity; whatever, there will be difficult moments. However, if we show the true class each person possesses by stopping, thinking, and then controlling our frustrations through proper channels, it will be an enjoyable atmosphere. It can be done! You are the students who can have a relaxing, enjoyable, learning and positive atmosphere within which to spend a majority of your time this year. Be a leader; make the right choice for a positive atmosphere versus a restrictive, closed atmosphere. The *CHOICE* is yours."

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## CREDITS FOR CENTER POINT-URBANA GRADUATION

4 Year Graduation = 58 Credits

\*For specifics check the registration handbook online at [www.cpuschools.org](http://www.cpuschools.org) under the high school counselor.

Means for Achieving Credit =

- A. Credit is given for satisfactorily completing a course.
- B. Credit is not granted for an "F" or withdrawal. Required courses, which are not completed successfully, must be retaken for successful completion.

## RECOGNITION FOR GRADE POINT AVERAGE ACHIEVEMENT

### A) Report Card Grade Definitions:

- "A" - Excellent achievement
- "B" - Above average achievement
- "C" - Average achievement
- "D" - Below average achievement
- "F" - Unacceptable achievement

### B) Honor Roll (quarters)

The grade point average is based on the following system:

- "A" = 4.00
- "A-" = 3.67
- "B+" = 3.33
- "B" = 3.00
- "B-" = 2.67 etc.

(Grade point average is based upon all courses' grades during that term.)

- 1) Honor Roll grade point averages are computed by adding the grade points of the courses and dividing by the number of courses.
  - a. **Highest Honor Roll** = Students receiving a 4.0 on the 4.0 scale for a term.
  - b. **Principals Honor Roll** = Students receiving 3.75 to a 3.99 on the 4.0 scale for a term.
  - c. **Black and Gold Honor Roll** = Students receiving 3.50 to a 3.74 on the 4.0 scale for a term.
- 2) Class Rank: All courses are included except for grades of "S" when figuring grade point average and class rank. The rank is based on your position in the class. The 4.0 grade point scale is used for ranking. Grade point averages and class ranks may be requested by all students at any time from the school counselor. New grade point averages and class ranks will be recorded at the end of each quarter.

### C) Academic Recognition

1. **Gold Cord**: Students receiving a 3.75 and above for a 4 year grade point average on honor's class points scale.
2. **NEW Purple Cord**: Students receiving a 3.5 to 3.749 for 4 year grade point average on honor's class points scale.
3. **TOP Honors**: The five students with the best grade point average as based upon the honor's scale will be recognized at commencement. Our school has chosen to recognize several outstanding students rather than one or two students who often place academically higher by just one thousandths of a grade point.

## **SILVER CORD PROGRAM...NEW**

The purpose of the Center Point-Urbana Silver Cord Program is to instill within students the importance of community service, and encourage students to be accountable for investing in their own education and in their community on a regular basis during their school years.

What is the Silver Cord Program? The Silver Cord of Service Award is a distinguished volunteer service award available to all Center Point-Urbana High School students. The Silver Cord Program recognizes students for their community service during their high school years. To qualify for this award, students must complete a minimum of 40 hours of community service/volunteering during every year of high school, for a total of at least 160 hours on or before April 30th of their senior year. Silver Cord of Service Award recipients will receive a special honor cord to wear during graduation as recognition of their outstanding achievement. This is a self-directed program. The student is responsible for turning in all of their hours.

Recognition: Graduating seniors meeting the requirements of the Silver Cord Service will be recognized at Senior Awards Night with a Silver Cord. Graduates will wear Silver Cords at Commencement and recognition will be noted in the commencement program. Silver Cord Service Commendation recognition at graduation is a celebration of approval and praise, an award for those who have achieved, and encouragement for future graduates.

How does a student document their hours? Documentation forms can be found at the above link, on the Counselor website, or in the Student Services Center. Students should fill out and submit the approval form for each individual volunteer activity prior to volunteering. Students should submit the completed form with all documentation and signatures within 2 weeks of completing the activity. For students volunteering over the summer approval for the volunteer work must be granted prior to the end of the school year. All summer volunteer hours must be submitted by September 15th of the next school year.

How can a student check their submitted hours to view their progress? All students that have submitted hours can stop in the Student Services Center for updated hours. There will also be a list on the bulletin board with the service hours to date. This list will be updated monthly.

What dates does the Silver Cord Program run? The calendar year for the Silver Cord runs from May 1st to May 15th of the following year. Students may volunteer during the summer and volunteer hours must be submitted by September 15th. All Silver Cord Award Forms must be in by April 30th of the current year to count towards hours for that year.

## **SILVER CORD AWARD FORM**

The Silver Cord Award Form is available on the Counselor website, or in the Student Services Center.

- Pre-approval is required by the Student Services Center before beginning the volunteer activity.
- Completed forms, with required signatures, must be submitted to the Student Services Center within 2 weeks of the conclusion of the volunteer activity.
- Forms are due April 30th. No forms will be accepted after this date until the following school year

## **DEFINING ACCEPTABLE/NON-ACCEPTABLE SERVICE ACTIVITIES**

### Acceptable Service Activities:

Service activities must meet a clear need for a nonprofit (501c3) or government agency. Examples include but are not limited to: schools, local or state government agencies, church, parks, charity programs, community events or community organization. Exemptions from this are senior living communities, nursing homes, and child care centers.

- Volunteer projects must be supervised by an adult who is employed by the service

organization or is an established volunteer recognized by the organization. Family members and/or fellow students are not eligible to serve as the supervisor or verify volunteer hours.

- Each year 10 of the 40 volunteer hours can come from community service within your neighbor. For example, helping a neighbor shovel, mow, rake leaves, etc. These must be approved prior.

#### Non-acceptable Service Activities:

- Court-ordered Community Service
- Service provided directly to a for-profit institution or organization
- Service/time for which you are being financially reimbursed or compensated
- Travel time to and from the service site
- Sleeping or personal recreation time during service hours
- Hours completed during class time unless approved by school administration.
- Student aides receiving credit are not allowed to count this as Silver Cord service time
- Service provided in conjunction with an academic course or other school-based organization (for example: NHS, Ambassadors, AVID)
- Service hours used to satisfy a requirement/obligation for any agency, program or organization of which you are a member

#### Religious Service:

- In order to be applicable to a student's Silver Cord of Service Award hours, an activity may NOT be directly involved with the rituals, services or ceremonies of any specific religious organization.
- Acceptable examples of religious activities include: teaching Sunday or Vacation Bible School, leading youth groups, babysitting during religious services and/or participating in mission trips.
- Non-acceptable examples of religious activities include: singing in the choir, candle lighting, reading from religious texts and/or altar service

#### Important Guidelines

- All volunteer hours must be unpaid
- All volunteer hours must be recorded outside of school hours
- An Adult Supervisor, NOT Parent/guardian(s), must sign the Silver Cord Award Form

### **MODIFIED BLOCK: Grading & Credits**

Grades and credits will be loaded from the Power Teacher Gradebook to "History" (onto the area for the transcripts) each time a student has completed "1 (One) credit". So this means....

- Full block course, one term in length, the grade and 1 credit will be uploaded into history at the end of the term (9 weeks)
- Full block course, two terms in length, a grade and 1 credit will be uploaded into history at the end of the first 9 weeks (term) and then a grade and 1 credit will be uploaded into history at the end of the second 9 weeks (term)
- Period course (42 minute course) for 1 semester, the grade and credit will be uploaded into history at the end of the semester.
- Period course (42 minute course) for 2 semesters, a grade and a credit will be uploaded into history at the end of the first semester and then a grade and a credit will be uploaded into history at the end of the school year (second semester).



Notes:

- We do not award .5 of a credit if a student drops at the end of a term in the case of a period based course. This is why students may not drop a period based course at term, unless the situation is approved by Mr. Libolt.
- For Kirkwood College courses, grades are sent to us at semester time only. Credits and grades for these courses will only be awarded at the semester.
- Only when a course is pulled into “history” may a student become ineligible for failing the course. For example, choir would receive a grade and credit at the semester and so that is when eligibility would be figured.

**Honor Roll:**

- Honor Roll will be calculated at the end of each quarter.

## **DROP & ADD COURSES**

- A. Courses may be changed the **first two days** of the quarter.
- B. There is no penalty if courses are dropped/added during this time if conditions in “C” are met.
- C. Process for adding/dropping

**DROP/ADD COURSES:**

1. Reason
  - Inappropriate placement in class
  - Other educationally-related reason
2. Approval
  - Teacher, when appropriate
  - School counselor
  - Principal, when appropriate
3. Inappropriate drop
  - Later than the stated time for adding/dropping courses
  - Inappropriate reason
  - Taking fewer than a full schedule
  - Semester elective courses may not be dropped at the term except under the conditions of C.1.

**NOTE:** An inappropriate drop results in a “W/F” withdrawal from the course with a grade of “F” for the class.

## ***2018-2019 Bell Times: Modified Block Schedule***

<u><b>REGULAR DAY</b></u> <i>Lockers 8:00</i> <i>Warning Bell- 8:15</i>  <b>Block 1:</b> 8:20-9:48 <b>Period 1:</b> 8:20-9:02 <b>Period 2:</b> 9:06-9:48  <b>BULLETIN:</b> 9:52-9:55  <b>Block 2:</b> 9:55-11:23  <b><i>STORM Lunch:</i></b> 11:27-12:17 A-Period: 11:27-11:52 B-Period: 11:52-12:17  <b>Block 3:</b> 12:21-1:49 <b>Period 5:</b> 12:21-1:03 <b>Period 6:</b> 1:07-1:49  <b>Block 4:</b> 1:53-3:21	<u><b>9:00 A.M. DAY</b></u> <i>Lockers 8:45</i> <i>Warning Bell- 8:55</i>  <b>Block 1:</b> 9:00-10:18 <b>Period 1:</b> 9:00-9:37 <b>Period 2:</b> 9:41-10:18  <b>BULLETIN:</b> 10:22-10:25  <b>Block 2:</b> 10:25-11:43  <b><i>STORM Lunch:</i></b> 11:47-12:37 A-Period: 11:47-12:12 B-Period: 12:12-12:37  <b>Block 3:</b> 12:41-1:59 <b>Period 5:</b> 12:41-1:18 <b>Period 6:</b> 1:22-1:59  <b>Block 4:</b> 2:03-3:21	<u><b>2 HOUR LATE START</b></u> <i>Lockers 10:00</i> <i>Warning Bell- 10:15</i>  <b>Block 1:</b> 10:20-11:18 <b>Period 1:</b> 10:20-10:47 <b>Period 2:</b> 10:51-11:18  <b><i>STORM Lunch:</i></b> 11:22-12:12 A-Period: 11:22-11:47 B-Period: 11:47-12:12  <b>BULLETIN:</b> 12:16-12:19  <b>Block 2:</b> 12:19-1:17  <b>Block 3:</b> 1:21-2:19 <b>Period 5:</b> 1:21-1:48 <b>Period 6:</b> 1:52-2:19  <b>Block 4:</b> 2:23-3:21
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<u><b>EARLY DISMISSAL 12:45 (PTC's)</b></u> <i>Lockers 8:00</i> <i>Warning Bell- 8:15</i>  <b>Block 1:</b> 8:20-9:19 <b>Period 1:</b> 8:20-8:48 <b>Period 2:</b> 8:51-9:19  <b>Block 2:</b> 9:22-10:21  <b>Block 3:</b> 10:24-11:23 <b>Period 5:</b> 10:24-10:52 <b>Period 6:</b> 10:55-11:23  <b>Block 4:</b> 11:26-12:25  <b>BULLETIN:</b> 12:22 (No bell)  <b>9-12 Lunch:</b> 12:25-12:45	<u><b>ASSEMBLY:</b></u> <i>Lockers 8:00</i> <i>Warning Bell- 8:15</i>  <b>Block 1:</b> 8:20-9:38 <b>Period 1:</b> 8:20-8:57 <b>Period 2:</b> 9:01-9:38  <b>BULLETIN:</b> 9:42-9:45  <b>Block 2:</b> 9:45-11:03  <b><i>STORM Lunch:</i></b> 11:07-11:57 A-Period: 11:07-11:32 B-Period: 11:32-11:57  <b>Block 3:</b> 12:01-1:19 <b>Period 5:</b> 12:01-12:38 <b>Period 6:</b> 12:42-1:19  <b>Block 4:</b> 1:23-2:41 <b>Assembly:</b> 2:45-3:21
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BELL CHANGES due to Assembly / Pep Rally / Events will be emailed, posted on the weekly calendar and office windows when necessary.

## HARASSMENT/BULLYING

High school is the final transition to adult life. It is the school's goal to prepare students for a constructive citizenship. The school's zero tolerance for violence is a promise to all its students that this is a safe environment for all. Problems will be solved through dialogue and not violence - period.

### BULLYING BEHAVIOR DEFINITION

When looking at the totality of the circumstances, bullying creates an objectively hostile school environment.

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

Bullying occurs when one of the above conditions and all of the following conditions are met;

- An **intentional act that is unwelcome** or **awareness** that the behavior could cause fear, distress or harm that is verbal, physical or psychological/relational.
  - Fear, distress or harm could be defined as but is not limited to:
    - Directly; hitting kicking, shoving, spitting, taunting, name-calling, using degrading comments, threatening or obscene gestures.
    - Indirectly; spreading rumors, getting another person to bully someone, causing another person to be socially isolated.
- A **repetition over time** of the behavior or **a single incident** of physical injury or physical aggression that could lead to physical injury.
- A real or perceived **imbalance of power**.
  - This imbalance of power may be physical (e.g. physical size), or psychological (intellect, ability, or popularity), socio-economic or group size.

Cyber-bullying occurs when all of the following conditions are met;

- Information is sent to **more than one person** and/or one person **repeatedly**.
- An **intentional act that is unwelcome** or **awareness** that the information could cause fear, distress or harm.

## **BULLYING INVESTIGATION**

Students and staff are required to cooperate fully and directly answer any questions that are asked of you. If one chooses not to cooperate, they may subject to disciplinary action.

During this interview, or at any point during this investigative process, if the staff or student provides untruthful or inaccurate statements, they may subject yourself to disciplinary action, up to and including suspension. They may not make false complaints.

The bully investigator may take disciplinary action against anyone who is found to have retaliated against a student or staff member who has filed a formal complaint or provided statements during a complaint process. An act of retaliation would result in disciplinary action.

The student or staff member is allowed to discuss this investigation with members of their immediate family, a designated adult staff contact persons and the bullying investigator. The student or staff member is not allowed to discuss this investigation with anyone else. They are asked not to discuss this investigation with friends and other students. Even if they plan to name them as witnesses. Please let the bully investigator make contact with anyone I plan to interview. They are asked not to warn them that the investigator may be speaking with them. Discussions regarding this investigative process will be perceived as an attempt to influence and/or interfere with the investigation.

Parents and/or guardians may be contacted to let them know the bully investigator is interviewing their student regarding an alleged bullying complaint. After a founded allegation, parents will be contacted. A post-investigation summary form and safety plan will be provided to the target, the accused, and the parents/guardians of both.

## **ATTENDANCE POLICY**

### **NEW POLICY 2018-2019**

Attendance at school is an integral part of the learning experience. To receive the maximum educational benefit students should be in attendance at school every day. Students are expected to attend classes regularly and to be on time. In order for the staff to do the best possible job educating students the student must be in attendance. Regular attendance is a lifelong skill that instills a sense of responsibility and is important to every job. A successful educational program requires the cooperation of the parents, student, and staff. There is a strong correlation between good attendance and successful completion of school. Poor attendance lowers achievement and negatively impacts learning. Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence.

A student should not be absent more than 12 days per school year. Anything more than this will be considered excessive absence and may result in revocation of various privileges determined by administration.

#### **CHECK-IN**

All students who arrive to school after the start of the school day must check-in in the Main Office before going to class.

#### **ABSENCES**

1. If a student is to be absent for the day or part of the day, the parent(s) or guardian(s) should call the office before 9:00AM. If you leave a message on the answering machine, please identify your child's name, grade, and the reason for the absence. Telling us the homeroom teacher's name is not necessary at the high school level.
2. Any student who is absent any part of the school day (excluding field trips & excused appointments) shall not participate in any performance, rehearsal, game, meet, contest, or practice that calendar date, unless cleared with the principal prior to 3:00pm that day.
3. Any student who is absent any part of the school day due to medical appointment is expected to be in school at least half the day to participate in any performance, rehearsal, game, meet, contest, or practice that calendar date.
4. An absence will be recorded when a student is not present twenty or more minutes or is tardy.

#### **EXCUSED ABSENCE**

A student absence will be considered excused if a parent notifies the school with a phone call or in writing on the day of the absence or within 24 hours before or after the absence AND with the approval of school administration. The school principal will consider the following factors when determining if a student is excused:

- Medical documented Illness (From Doctor, School Nurse, etc.)
- Medical documented appointments (Physician, Dentist, etc.)
- Funeral
- Court documented appointments (Juvenile Court, DHS, etc.)
- School Sponsored Activities
- Religious Holiday
- College Visit (Must be approved through Student Services Center)
- Approval of building principal

## **REASONS NOT LISTED ABOVE ARE CONSIDERED UNEXCUSED**

School districts define what are excused and unexcused absences. The school makes the determination of whether an absence is excused. The principal (or designee) will make final determination, not the parent.

## **UNEXCUSED ABSENCE**

All absences not noted as excused are considered unexcused. The following will also be considered unexcused: students missing a class, arriving 20 minutes or more after the start of class without administrative permission, leaving 20 minutes or more before the end of class without administrative permission, or if the school is not notified of an absence within 24 hours of the absent.

## **TRUANCY**

Any day(s) beyond five, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism. If a student is of compulsory attendance age (through the school year they turn 16) truancy charges may be filed with local law enforcement. Ten or more absences in a class per quarter may result in the loss of credit.

Steps in the Attendance Process:

- Step 1: 5th unexcused day= Letter from school notifying parent/guardian that student has accumulated 5 unexcused absences.
- Step 2: 7th unexcused day= Meeting with school officials.
- Step 3: 10th unexcused day= Mandatory Administrative Attendance Hearing. Parent or Guardian will be served notice and a copy of the meeting request will be sent to the Linn County Attorney's Office. Withdrawal and loss of credit for the course will be reviewed.
- Step 4: Continued unexcused absences= Referral for legal action. Withdrawal and loss of credit for the course will be reviewed.

## **TARDY**

A student is tardy if they are not in the classroom when the bell rings. Tardies to class will be recorded by teachers in PowerSchool. Each tardy will count toward the student's total and tardies will be handled on a quarterly basis. Consequences for tardies are:

<b>Total Number of Tardies</b>	<b>Consequences</b>
0-2	No consequence; warning
3-6	60 minute detention
7+	60 minute detention; administrative meeting

### **ABSENCE IN ADVANCE**

Student planning is required for all pre-arranged absences. This would include field trips, athletic events, college visits, workshops, family vacations, and other similar circumstances. Students should complete the following steps when they are absent:

1. Complete an advanced make-up slip. These can be found in the Main Office
2. Check with a classmate to get note assignments
3. Meet with the teacher during STORM Lunch
4. Schedule a meeting with teacher (Steps 1-3 must be completed first)

### **MAKE UP WORK**

The responsibility rests with the student for arranging make-up work. Student should make contact with his/her teacher via class policy, before or after school, or during STORM Lunch. A student has two days for each day of an excused absence to turn in make-up work assigned, except when the absence has been more than three consecutive days. In this case, more time may be given dependent upon the individual case. The teacher and student will determine when make-up work will be done. Previously announced assessments must be taken on the first day the student returns to school. Previous assignments are due upon return.

### **MAKE UP ASSESSMENTS**

Students who miss classroom assessments or quizzes may be asked to make these up between 7:30 and 8:20 am, between 3:21 and 4:00pm, STORM Lunch, or by making arrangements with the teacher within the 2 days for excused absence.

### **COLLEGE VISITS**

Seniors will be permitted up to two (2) college visits per year. Juniors are permitted three (3) visits. Freshman and Sophomore are permitted one (1) visit a year. Students will notify the Student Services Center in advance of their scheduled college visit. Parent(s) or guardian(s) must call attendance and notify the school of the student's absence. If this procedure is followed, it will not count as a day absent from school.

## **ATTENDANCE STATUS**

### **PERFECT ATTENDANCE**

Perfect attendance is defined as no absences or tardies at any time. Exceptions may include postsecondary visits approved through the counseling office, funerals of immediate family members or other serious situations approved through the administration.

## STUDENT EXPECTATIONS

### BEVERAGES

Students will drink appropriate beverages at school. Water only allowed out of 1<sup>st</sup> floor commons area. Other beverages and food must be consumed and kept in the 1<sup>st</sup> floor commons area. Open containers or food in the hallways will be confiscated and NOT returned to the students.

- 1) If a student chooses to possess, drink, or be under the influence of alcohol at school, they may face severe consequences such as possible expulsion. He/she will forfeit all school rights and privileges for a length of time determined appropriate by school officials with re-admittance contingent upon professional and remedial assistance. The student will be suspended or expelled. Obviously, such acts will be in violation of the good conduct policy, which will affect the student's eligibility status.
- 2) **Students are not to bring beverages (examples: pop, juice, coffee or bottled water) into school or to school events, unless approved by principal, counselor or nurse.**
- 3) Vending machine beverages (water & flavored water) are available at school. Bottled water is permissible in class provided it was bought or filled from the school.
- 4) Classes which have a meal - the student may have a beverage purchased at the school or bought by the teacher/sponsor.
- 5) To avoid spills the containers must remain closed in the halls. Again, only beverages bought at school may be used. However, there may be instances where water is not allowed in a classroom at the teacher's discretion. Vending machine beverages other than plain water may be bought & consumed before or after school in the commons only.

### FOOD & GUM

**There should be no open food in the school's hallways.** Open food is allowed ONLY in the 1<sup>st</sup> floor commons area. Gum use during the day will be determined by the care taken by the student body. If wrappers and used gum are properly disposed of, gum will continue to be allowed.

### SUBSTANCE ABUSE

Students will use appropriate health substances.

- 1) If a student chooses to possess, use or be under the influence of controlled substance, hallucinogens or other illegal drugs on school property, or use any chemical for inappropriate reasons such as mood altering while under the jurisdiction of the school or at school related events, an administrative investigation will be conducted to determine if there has been a violation of this policy. If after reviewing the evidence, hearing the accused student's version, and after further investigation, the principal believes the accused student has violated school policy, the violation will be handled in the following manner.
  - A Law enforcement authorities will be summoned immediately. The student and the evidence will be turned over to those authorities.
  - B The school authorities will attempt at the same time to notify the parents by telephone.
  - C The student will be suspended for a period of up to three days by the principal and possibly an additional seven days by the superintendent. Depending upon the circumstances, the student may also be recommended to the board for expulsion the remainder of the semester or a calendar year.
  - D Under certain circumstances treatment or involvement in a drug education program may be required before the student's return to school.



## USE OF TOBACCO

Students will refrain from the use of tobacco or like substances in any form (example: coffee pouches) In conforming to the state law 279.9 Iowa Code which prohibits the use of and sale of cigarettes to children under 18 years of age, and the recommendation of physicians that smoking and chewing tobacco are injurious to health, the knowing possession or use of tobacco by a student in the building or on school grounds, or while under the jurisdiction of the school will result in possible suspension or expulsion. As of January 2008, **all CPU campuses were declared tobacco free**. This policy is for students, staff and visitors.

### As per board policy 502.7 - **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

- **1<sup>st</sup> Offense** – 3 days out of school suspension and discipline per violation of the good conduct policy mandated by the state
- **2<sup>nd</sup> Offense** – To be determined by the principal and also discipline per violation of the good conduct policy mandated by the state

## CHEATING OR PLAGIARISM

IF a student is caught cheating after an appropriate school investigation, he/she will receive an automatic “0” for that assignment or assessment. Additional consequences will be considered. If a student is caught cheating a second time in the same course, the student may be removed from the class with no credit and

will be reassigned to the principal’s office or designated area. In both situations, additional consequences up to and including expulsion may be considered. The degree of the cheating may result in consideration of code of conduct guidelines.

## HALLWAY BEHAVIOR

Pride in a school is built around the behavior of its students. Therefore, regulations regarding students in the halls are necessary. Students will be expected to follow these rules of hallway conduct.

1. Our halls are crowded between classes. Walk - never run. Keep your hands to yourself. Student “horseplay” will not be tolerated.
2. Close your lockers completely and quietly. **Lock it**. Remember that classes are in session.
3. Please keep the corridors clean. Use the wastebaskets.
4. The only appropriate display of affection for one’s girl/boyfriend is hand holding. “Intimacy” is defined as “personal and private.” As students are required by law to attend school, students should not have to watch personal affection between others. Some find it embarrassing and/or disgusting. Please respect the feelings of others.
5. Loud or disruptive noises are not acceptable.

## VALUABLES

It is the student’s responsibility to keep valuables safe throughout the day. Students are responsible for all valuables brought to school: such as, jewelry, watches, cash, purses, cell phones, i-pods, MP3 players, laptops, etc. The school strongly encourages students not to bring valuables to school.

**The school accepts no responsibility and is not liable for lost, misplaced, or stolen valuables.**

## PERSONAL APPEARANCE

Hair / Dress: Restrictions on a student's appearance or manner of dress will be determined where there is "clear and present danger to the student's health and safety, an interference with work, or the creation of classroom or school disorder, as a result of such appearance or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity or the coaching/directors guidelines.

The students of Center Point-Urbana High School shall be dressed and groomed in a fashion which is complimentary to the school and not distracting to other students or teachers. If a staff member feels that the attire is distracting or not school appropriate, students will be asked to change into appropriate attire immediately. The student can choose to change into something appropriate which they may have in their locker or they will be asked to go to the Student Service Center to get a change of clothes. If neither of these work, they will be asked to call a parent for permission to go home and change or the parent brings them something appropriate to wear.

\*All students, fans or participants, representing Center Point-Urbana High School in co-curricular activities should be neatly dressed when attending school functions.

Dress which is immodest and is NOT allowed are and NOT limited to:

- low cut tops showing cleavage or shirts showing your midriff
- shirts with holes
- pants with holes that reveal undergarments
- low cut pants and high cut shorts
- short skirts or dresses
- shirts with inappropriate advertising or slogans

**This list is for examples only and is not intended to be the comprehensive list.**

This list may change based on safety, modesty, fashion of the time and the needs of the school and its students. Specifically addressed clothing items are as follows:

- **No undergarments should be visible at any time.** Spandex is considered an undergarment in all classrooms other than gym class.
1. **Female clothing guidance:** Halter tops or tube tops should not be worn. When choosing a

shirt with straps, use the two finger width rule. *To know if the top is cut too low, use the palm method* – place the palm with fingers together at the base of your neck and if the shirt drops lower than your pinky finger, the top is not appropriate for school. Shirts exposing your midriff should not be worn. When choosing shorts, skirts, and dresses none should be revealing your buttocks at any time (standing, walking, sitting, or bending)

2. **Male clothing guidance:** Sleeveless underwear t-shirts are not allowed – only under another shirt/t-shirt. No midriffs showing. No undergarments showing.
3. **Coats are not to be worn in the building. Once you arrive put them in your locker. Bring a sweatshirt or sweater to wear if cold.**

Hats: No hats or caps are to be worn by the students while in the building during the school day or at indoor school events unless approved by the principal.

Billfolds: Fine gauge billfold chains or straps of less than 12 inches may be worn to school. Larger chains are not allowed as they may damage furniture, and are a hazard to the person wearing them as they may catch on doors, desks, etc. Also they could be used as a weapon in a confrontation. This privilege may be revoked school wide at any time by the administration.

## TELEPHONE USE

The phones in the school are for school business. Students will be allowed to use the phone in the principal's office for important business only. Repeated phone calls for other reasons will result in permission for calls having to be approved by the principal. Students will not be called from class to answer the telephone unless it is an emergency. Inappropriate telephone use may result in severe discipline.

## BAGS

### Back Packs/Book Bags/Purses

Due to the documented health problems, security concerns and hazards of tripping on these bags students may not wear these packs/bags in school unless approved by counselor or principal. These packs/bags may be used to carry books and school related items to and from school only and are to be kept in the student's locker during the day. **Purses that are carried around to hold personal items should be smaller in dimensions than a 8-1/2 x 11 inch piece of paper.** Larger items will be considered bags/packs and should be kept in the student's locker. Teachers also have the authority that if it is a distraction or safety hazard it will need to be left in your locker. Final discretion will be with the administration.

## VISITORS

Bringing visitors to school is discouraged because it does cause some disruption to the normal school function. Advance permission must be given by the high school principal before a visitor's pass will be issued.

## LEAVING THE BUILDING

While at school, students are the responsibility of the school and it is necessary to know where students are at all times. If for any reason a student needs to leave the building,

- i it is required that his/her absence be approved by a school authority.
- ii Students who are going on errands that will take them from the building must first check out through the principal's office and have a parent/guardian's permission.
- iii **Any student leaving the school without permission** may have an in-school suspension or out of school suspension or additional consequences as warranted by the principal.

## COPYRIGHT ADHERENCE

Students will abide by all copyright regulations when using music, written works, art, computer software, and any other resource, which may fall under copyright regulations. If a student is not sure or has a question, he/she needs to seek a teacher for guidance.

## PASSES

For a student to be in the hall during class times, it is required that they have a pass. Faculty members will monitor students in the hall by asking to see their passes. A student without a pass will be subject to disciplinary action.

## SKATE BOARDS

Skateboards are not allowed at school. They create a hazard on the roads and sidewalks at school.

## LANGUAGE

**CPU High School respects all its members' values by the language everyone uses.**

### **PHILOSOPHY:**

- All of CPU High School members deserve respect in the language used by all of its members.
- Acceptable language is that used which does not offend the values of any of its members.
- The entire school setting is covered by this philosophy. Any time of day and night or whether in a classroom, a hallway, a locker room, or at an evening school event – your language needs to be respectful of other individuals' values.

## ELECTRONIC DEVICES

(cellular phone, music devices, I-pods, I-pads, laptops, etc.)

**No electronic devices** are to be used during the day unless you have permission from a staff member, it's Storm Lunch OR before and after the school day bells. No electronics - including phones – are not to be used in the hallways or restrooms between or during class times. Any type of electronic device not educationally relevant to the classroom should never be brought to school by any student unless special permission is received from the principal or an individual teacher. If an individual teacher gives a student permission to use them in class, they must be put away before leaving the room. Two of several concerns are theft and disruption to the learning environment. The only exception to this policy is the crew of junior firefighters with pagers.

### **CELL PHONES, I-PODS, MP3, I-PADS, LAPTOPS:**

1. These devices are to be **shut off and put away before entering your 1<sup>st</sup> class.**
2. These devices can be with the student, but NOT IN USE or taken out during school hours unless approved by a staff member or during Storm Lunch when you are NOT assessing.
3. These items may be used during Storm Lunch unless you are in a tutorial/assessment.
4. These devices may be used in the building after the completion of the school day.

### **HERE ARE THE DISCIPLINARY ACTIONS WHEN CAUGHT WITH A CELL PHONE DURING SCHOOL HOURS...**

**FIRST OFFENSE** – 60 minute detention + Phone or electronic device held in office. Student may be pick it up at the end of the school day.

**SECOND OFFENSE** – 60 minute detention + Phone or electronic device held by principal  
Parent to pick up phone or electronic device

**THIRD OFFENSE** – 60 minute detention + Phone or electronic device held by principal  
Parent to pick up phone or electronic device

**FOURTH OFFENSE** – Phone or electronic device held by principal. Then a meeting will be held with the parent & student. Discipline upon the discretion of the principal.

**Any Disputes must be taken to the principal.**

## LOCKERS

Students have been assigned lockers for the storage of personal belongings. The locker assigned upon entering high school at CPU will be the same locker used until the student graduates or leaves the district. These lockers provide adequate room for coats, umbrellas, etc. As a result, **coats are not to be worn to classrooms.** Sweaters and sweatshirts are certainly warm clothing and are appropriate in the classroom.

**ACADEMIC LOCKERS** - Each student will be issued a locker with a lock at the beginning of the year.

- **No food or beverages are to be stored in the academic lockers – sealed or open.**
- **Lockers are to be locked at all times.** Students are not to leave their lockers unlocked for safety reasons.
- Detention may be assigned if a student leaves their locker open consistently and or has food or beverages in their locker.
- The school does not recognize any responsibility for items stolen from students.
- Students who damage their locks/lockers will be charged according to the replacement costs.
- *Students may not switch their lockers and under any circumstances.* Lockers are school property assigned by the school for student use.
- **Coats are to be stored in lockers and not worn to classes**
- Locker clean outs will occur on a periodic basis.
- Lockers may be searched any time per Iowa Code 808.A.

**GYM LOCKERS** - These lockers are for physical education and/or personal athletic storage.

- Only students who are out for school activities during that particular season or are currently in PE are allowed to use the locker rooms.
- Books, coats, keys, and other personal items needed throughout the day must be stored in your academic locker.
- **Students involved in activities/P.E. are reminded that these lockers may only be visited before school, during physical education class, and after school.**
- **You must return your locks to the P.E. Instructor within 3 school days when completed with class or done with a sports activity.**

\*The school reserves the right to have unannounced locker checks throughout the year.

\*Unannounced checks may occur at any time when there is a reasonable suspicion of a school regulation being broken.

**Absolutely NOTHING can be posted outside of the lockers unless approved by the office. There are to be no stickers applied anywhere in or out of the lockers. Any photos or other items (activity posters) that you wish to post inside your lockers may be done so on the inside of the door only. Magnetic strips are preferred for posting. All students are required to clean up their lockers at the end of the school year.**

## LOCKERS/OTHER SCHOOL PROPERTY

**Inspections:** Although school lockers and other school property are temporarily assigned to individual students, they remain the property of the school district at all times. The student has no expectation of privacy in any locker, desk, or other facility even though they are permitted to lock such school property assigned to them. Unannounced periodic inspections of all or a random selection of student lockers, desks and other school facilities may be conducted by school officials in the presence of the student or another person. Any contraband discovered during such searches shall be confiscated by school officials.

**Searches:** The contents of a student's locker and other assigned school property may be searched when a school official has a reasonable suspicion that such a search may yield evidence that the student has or is violating the law or a school rule and such a search would not be excessively intrusive. Such searches will be conducted in the presence of another adult witness, when feasible. Such a search may take place without the student being present provided the student is informed of the search either prior to or as soon as is reasonably practical after the search is conducted.

**Vehicles:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has a reasonable suspicion that the search will produce evidence the student has or is violating the law or a school rule and the search is reasonable related to the objectives of the search and is not overly intrusive. Refusal to allow a school official to search a vehicle on school property when reasonable suspicion exists may be viewed as an act, which defies authority. The administration will make the decision as to what the appropriate discipline shall be for the student.

## TRANSPORTATION

### **BUS:**

Bus transportation is provided for all Center Point-Urbana students living outside of Center Point and Urbana; therefore, transportation is available, if a student chooses not to drive or ride to school in a private vehicle. If riding on a school bus...once on a bus to school, a student will not be allowed off until they have reached the high school. After reaching the school, a student is to proceed into the school to start their school day. They are not allowed to leave the premises. Once on the bus to go home, a student will not be allowed off at another location without a note from a parent. Bus rules do apply as always.

- Any questions regarding bus transportation, please contact Tami Stark at extension 3118 or by email.

### **STUDENT DRIVERS:**

1. **It is a privilege for a student to use school parking.** All students are required to register the vehicle(s) they will be driving to and from school in the high school office within the first two weeks of school.
2. Vehicles parked on school property will not contain illegal substances or firearms
  - a. or any materials which would violate school guidelines or various laws.
3. 4. For the goal of providing safety and reducing possibility of students being injured due to automobile accidents, the school rule is that there shall be no driving or riding in
  - a. cars during the school day unless approved by a parent and/or the principal.
4. **Students will NOT be allowed to visit in their vehicles at any time during the school day without permission from the office. Come to class – PREPARED!** Abuse of this request will result in possible discipline and/or meeting with the principal.
5. **Students operating vehicles with a school permit are cautioned to strictly follow the rules governing the use of these permits. Students seen violating these rules will be reported to the law enforcement officers.**

**DRIVE AS IF PEOPLE'S LIVES DEPEND UPON YOUR ACTIONS!**

## RULES FOR PARKING – See MAP...

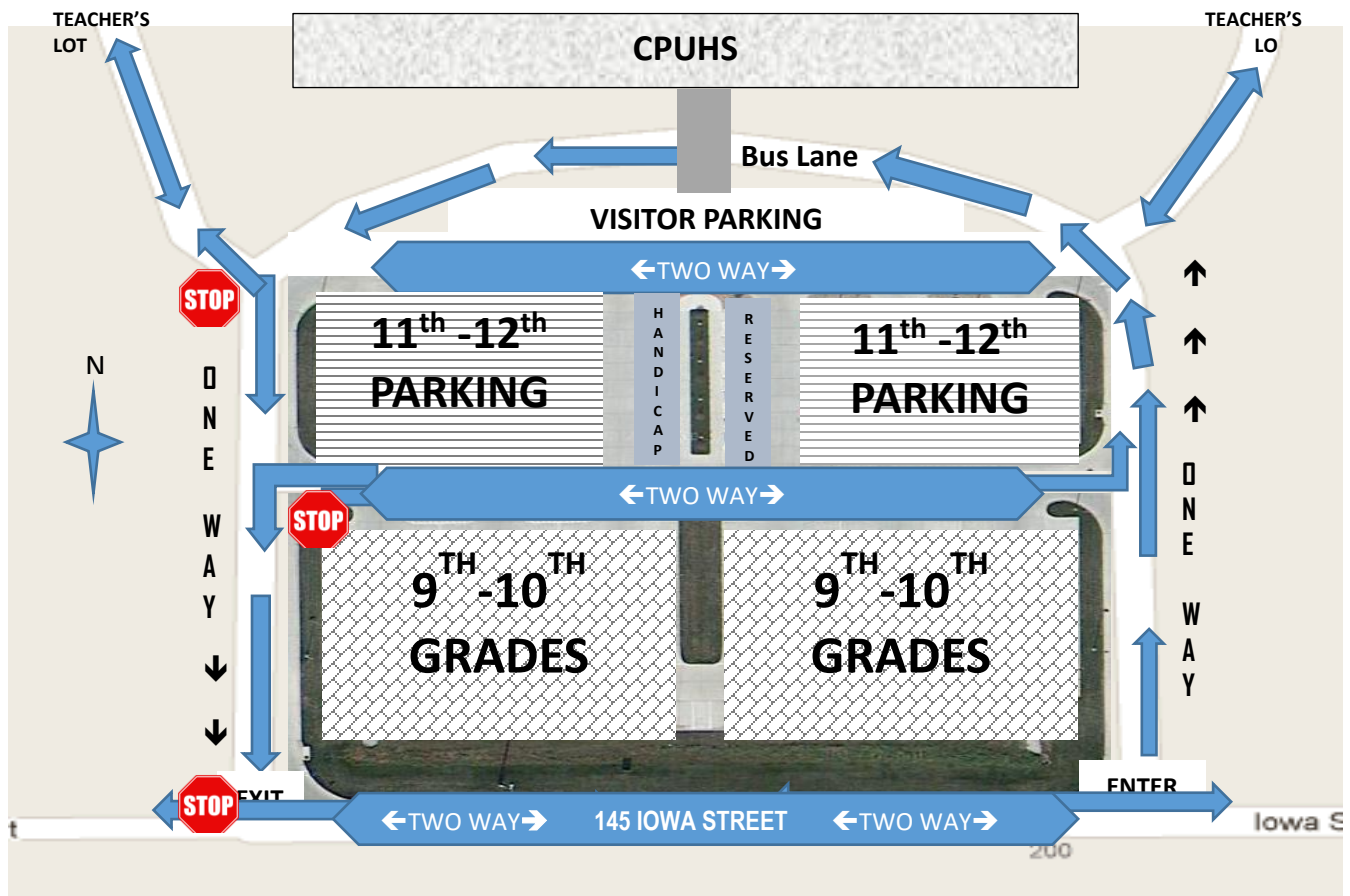
There is to be no parking in the areas designated for staff, bus, and/or delivery.

Park straight in –

- **NO PARKING** in these designated areas...where **RESERVED** signs are and in the two-way drive by the visitor's parking.
- **DO NOT ANGLE PARK** – taking more space than needed.
- Park within the white designated lines. **NOT on the lines.**
- **DO NOT PARK** in the right of ways or on the designated lines at the end of each area. This causes blind spots and not a clear vision of what vehicles are in the right of ways.
- Drive slowly and correctly in the lot - no reckless driving will be allowed.
- Upon arriving in the lot, students are to enter in to the building. You may not leave until the end of the classes or for an appointment.
- Violators will be banned from the parking lots.
- If picking up a student, park in the visitor parking area and if full – find a parking space. Do NOT park in right of ways.
- In case of an accident, share insurance information, driver's license, phone numbers, notify the office/parents, and if injuries or if necessary call the Linn County Sheriff's office – 911.

Your cooperation will allow the maximum number of students to park nearby and in a safe manner.

**BUS:** Students who ride the bus in the morning are not to leave the school grounds when they arrive. Students riding the bus at night are also reminded to report to their designated area and not to leave that area as well. Consequences will be given for those who do not follow these rules.



## HOMEWORK

1. **RETURN FROM UNFORESEEN ABSENCE** - All students who are absent will be encouraged to make up work that is equivalent in difficulty and scope to the work that was conducted in class during the day.
2. **REQUEST FOR COURSE WORK** – As teachers need their prep time to gather and bring what is needed to the office. **A REQUEST FOR COURSE WORK MAY BE DONE THROUGH THE OFFICE BY THE STUDENT OR PARENT BY 11 A.M.** if a student is absent.
  - i Please contact the office via phone or email with the name of the student
  - ii The date(s) of absence(s)
  - iii Needed books/supplies in locker
  - iv Time of pick up prior to 4 p.m.
  - v Person to be given to if other than the parent.We will collect homework in the office and have it ready. At times there may be none collected, so if you'd like to call prior please feel free to do so.
3. **MAKE-UP WORK** is extremely critical as the student has missed the class presentation and discussion. It is the student's obligation to request the make-up work from the instructor upon arrival in class the day after the absence. As a general guideline, students will have one day plus the number of days missed to complete work. In unusual circumstances, as determined by the instructor, additional time may be granted. **Pre-announced tests and/or assignments will be completed upon the student's return.**
4. **ADVANCED MAKE UP FORMS** – for pre-known absence(s). **A parent phone call or email MUST accompany all absences that are not school related.**
  - a. This form is required to be filled out for all field trips, school activity absences, college visits, and/or other known absences of a student.
  - b. The **high school office must be notified by their parent** If a student is going to be absent due to a prescheduled appointment, family trip, or other unrelated school event and a student is required to fill out this form and turn it in to the high school office the day prior to absence.
  - c. While vacation/family trips can provide an in depth study, the student will be missing other educational opportunities in classes during the day. **A parent MUST notify the office in advanced to the absence.** Students are required to have an advanced make up form signed by teachers and turned into the office prior to their absence. It should be picked up well enough in advance to allow the student to make up his/her work and obtain the teachers' signatures.
  - d. For all individual "known" absences a student will be assigned an hour detention for not completing the advanced make up form and/or turning it in to the office.
5. **Music lessons** - Students are responsible for making up work missed during the 20-minute lesson. If a test is being given or the classroom teacher requests the music student to stay, the student needs to arrange another time for the lesson. **Neither band nor vocal students should miss the same class more than once every 6 weeks**

## PRACTICE POLICY

An important extended learning opportunity is practice. Practice is an independent extension of the learning classroom, which allows the student to test his/her intrinsic understanding and skills of the concept/skill being taught. Refusal from students to practice injures the student's future success and may also be handled in a disciplinary fashion. If absent parents may request homework by calling the office by 11 a.m. the day of absence. If after this time, we cannot assure the collection will be complete. The office will be open for pick up until 4 p.m. if other arrangements have not been made.

## FAMILY NIGHT

Wednesday night of every week has been set aside as family night. All school activities are to terminate no later than 6:00 p.m. and all students are to be out of the building by 6:15 p.m.



## FIRE AND DISASTER DRILLS

It is important everyone recognizes the importance of being prepared in case of a disaster or a fire. At certain times during the year, we will have practice drills, both disaster and fire, to insure that all students are well prepared in case of such an emergency. Students are expected to follow these procedures quietly and in good order. Fire and disaster drills are a rehearsal for a real emergency. **IT IS AGAINST THE LAW TO TAMPER WITH THE FIRE PROTECTION OR ALARM EQUIPMENT. ANY VIOLATIONS WILL BE REPORTED TO THE POLICE.**

## AWARDS

ACTIVITIES: In all activities, certain criteria for the awarding of letters will be established by the coach/directors.

ACADEMICS: One of the most important phases of the school year are the two days designated as "Awards Day." It is at this time in April and May that the school honors students for outstanding achievement in all areas of school activities. April awards include most of the clubs and honors for all grade levels. May awards concentrate on the graduating senior class and their scholarship awards. It is also tradition at Center Point-Urbana, that the senior class president will present the Key of Knowledge to the next year's senior class at the end of the May awards assembly.

## NATIONAL HONOR SOCIETY

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Eligibility:

- Candidates eligible for selection to this chapter must be members of the junior or senior class, earning at least 35 high school credits (per CPU credit system).
- To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Center Point-Urbana High School. The candidate must be enrolled in Center Point-Urbana's curriculum at least two courses each term at the time of selection in order to be eligible for consideration.
- Upon meeting the grade level, enrollment, and scholarship standards, candidates shall then be considered based on their service, leadership, and character.

**1. Scholarship**

The scholarship requirement set by the National Council is based on a student's cumulative grade point average. The minimum cumulative grade point average is a 3.50.

**2. Leadership**

To meet the leadership criterion for NHS, a student is to name the leadership roles at school or in the community achieved since the ninth grade. There must be two verifiable listings to be selected to our chapter.

**3. Service**

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. Six or more hours of service is required for selection.

**1. Character**

A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. In considering the standards set for the local character criterion, a candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

## **NURSE / MEDICAL**

The nurse should also be contacted in cases of either contagious diseases or prolonged illness of any student. The nurse's office is located in the Student Service Center. If a student should become ill during a class, the teacher may send the student in the company of another student to the nurse's/high school office. Upon arrival, the accompanying student shall return to the classroom. If a student feels distressed beyond symptoms the nurse can diagnose, the student may request a parent be contacted. The parent must give consent for leaving before a student will be released.

### **MEDICATION POLICY**

The Center Point-Urbana School District authorization form signed by the parent or legal guardian must be on file for each medication to be given during school hours.

All medication prescribed by a physician or non-prescribed will be given by the school nurse or certified personnel. Non-prescription drugs will only be dispensed under the following conditions: If non-prescription medications must be given at school, it must be sent in the original container. The medication must be accompanied by a form giving the following information:

1. Name of student
2. Name of medication
3. Dosage required
4. Time of administration at school
5. Last dosage at home
6. Date of request
7. Parent's signature

All prescription medications must be kept in the original pharmacist's container, with the original label attached, and must include:

1. Name of student
2. Name of medication
3. Strength and dosage prescribed
4. Name of physician
5. Name and address of pharmacy
6. Date of prescription

The proper form and medication should be presented to the school nurse before 8:20 on the morning it is to be administered. At this time, certified personnel will be in the Nurse's Office.

All medications will be kept in a closed, locked container. Only the school nurse or certified personnel will have access to the container. Any staff member administering medication will have knowledge of:

1. Reason for medication
2. Usual dosage
3. Mode of administration
4. Possible side effects
5. A written record of the administration of each medication will be maintained. This record will include:
  - Student's full name
  - Name and strength of medication
  - Dosage and time of administration
  - Date and name of person administering

### **HEPATITUS B / HIV / AIDS AWARENESS**

As concern grows regarding protection from the Hepatitis B/HIV/AIDS virus, please be advised that should an accident occur where blood is present, students should use these precautions. First, the closest school official should be contacted. Second, students should not make contact with the blood unless wearing the appropriate gloves

## ACTIVITIES

### TRANSPORTATION TO “AWAY” ACTIVITIES

2. The school provides transportation for all participants in school sponsored activities held in other towns. The school also provides pep bus transportation for student spectators for some “away” athletic events. The commitment of time and money to provide this service is considerable. Transportation service is offered for the following reasons: Enable more students to participate in and support school programs and to attempt to ensure the safe transportation of our students to and from school events.
3. The standards of behavior while traveling: All participants in school-sponsored events will travel to that event on school-provided transportation. If extremely unusual circumstances are present, arrangements may be made between the parent and administration allowing student participants to be transported to an event by his/her parents. All students who travel to an event on school-provided transportation will return by the same means, unless at the “away” site the parent personally informs the sponsor that the parent is taking the student home. This informing must be done in person and preferably with a written note. If the student rides the bus to and from an activity, they will not be permitted to get on or off except for the beginning and ending stops of the trip.
4. Student participants will not:
  - i. Drive themselves to or from out-of-town events, or
  - ii. Ride with another person to or from out-of-town events
  - iii. Failure to ride on school transportation or without proper approval for alternate transportation, may result in an activity and/or school suspension.

### SPORTSMANSHIP

Each person’s actions as a spectator directly affect the atmosphere of an athletic event. Center Point-Urbana students are encouraged to cheer loudly and appropriately. Appropriately means yelling and clapping encouragement to the Stormin’ Pointers. Negative noise and taunting of the visiting team reflects poor class and sportsmanship. The Pointers only need positive support to play well. The Stormin’ Pointers’ fans do not have to lower themselves to negative actions to win. Center Point-Urbana teams and students are a class act.

#### SPORTSMANSHIP QUALITIES:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow students whose behavior is unbecoming.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when he is removed from the contest.
6. Refrain from applauding errors by opponents or penalties inflicted upon them.
7. Raise conduct above heckling, jeering, or distracting members of the opposing team.
8. Never criticize the players or coaches for the loss of a game.
9. Respect the judgment and strategy of the coach. Unsportsmanlike conduct may result in a suspension from future school activities and/or a school suspension depending upon the severity of the inappropriate behavior.

## GOOD CONDUCT POLICY

*Participation in activities is a privilege, so with that there are responsibilities to represent our school and communities in an appropriate manner. Each student therefore must adhere to the Good Conduct Policy.*

The Good Conduct Code says (*in summary*):

1. Students shall not use, possess, sell, distribute or be in attendance without the accompaniment of their parent/guardian where minors use, possess, sell or otherwise distribute alcohol, other controlled substances, mood altering chemicals or “look alike” substances that appear to be alcohol or controlled substances, nor shall the student violate any state or local law involving such substances.
  2. No student shall use, possess, sell or distribute tobacco, nor violate any other state or local law involving such substances.
  3. No student shall be in possession of, or distribute pornographic materials.
  4. A student shall not be in violation of statutory law that is of the degree of serious misdemeanor or greater.
  5. No student will be charged with shoplifting. A criminal conviction is not necessary for the application of this policy.
  6. Follow all Good Conduct Policy regulations as per the state mandates.
- All freshmen & new students receive the Good Conduct Policy to read and both the guardian and student will sign and turn into the coach or athletic director.
  - The CPU Athletic Director or the CPU Website have copies available of the entire Good Conduct Policy if you wish to review.

### TOP TEN CHARACTERISTICS OF GOOD SPORTS

1. **They are respected by others and respectful to others**
2. **They are a good leader.**
3. **They are a good role model.**
4. **They have fun.**
5. **They are good losers and good winners.**
6. **They have self-control and are disciplined.**
7. **They have a positive attitude.**
8. **They have pride in their school.**
9. **They are supportive of all co-curricular activities.**
10. **They encourage others to do their best.**

## LUNCH GUIDELINES

In our lunch system you will enter your personal 5 digit code as you leave the lunch line. Your meals will be automatically subtracted from your account with no card or money handling necessary. This greatly speeds up our lunch line. No cash will be accepted in the lunch line. We ask all students to deposit their lunch money before 10 a.m. in the office. **The principal or lunch clerk's office will be the only sites to accept your deposit.** If your money is deposited by this time, your account will reflect it at lunch. Deposits after 10 a.m. will be reflected in your next day's lunch account. Please remember the minimum deposit is \$10.00. You will be notified when you are nearing \$0.00 in your accounts so you may make arrangements a few days in advance to make a deposit before you are at this limit. Let's all work together so you have more time to eat with less frustration! That's our goal! Prices for meals will be posted on the website at the beginning of each year.

### Payment of Meals

Students have use of a meal account. Each household will have a low balance level according to the number of people on the account and their meal status. When the account reaches the low balance level the family will receive an e-mail or mailed letter. Once the balance reaches \$0.00 the family will receive an e-mail daily until the balance is back above zero. If the balance reaches a negative balance of \$8.00 the student may charge a meal for two (2) additional days. The family will then be required to deposit money into the account to bring the balance above zero (0). Families may add money to the account online by debit, credit card, or with cash or check at any attendance center.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

### Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$8.00. Families will be notified by email, postal service, or phone call. Negative balances of more than \$30.00, not paid within ten (10) days of notification will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### Food Service Program – Cost per Meal

MEAL	Grade	Cost
BREAKFAST	9-12	\$1.65
	<i>Adults</i>	<i>\$3.50</i>
LUNCH	9-12	\$2.70
	<i>Adults</i>	<i>\$3.63</i>

\*Ala Carte items are available at an extra cost.

## COURSE (SCHOOL) FEES

**One-Time Annual Fee** - fees for the 2017-2018 school year have been consolidated into a one-time fee of **\$35** for all 9<sup>th</sup> through 12<sup>th</sup> grade students. This one-time annual fee will replace the numerous individual charges you have been accustomed to paying throughout the school year. **For high school students, this fee will cover book fees and miscellaneous supplies.** High school students can make their payment in the high school office or mail it to Cathy Fisher's attention.

**NOT included in this one-time fee:**

- Drivers Education
- Senior Class Trip
- Senior Science Trip
- Prom expenses
- Class rings
- Graduation caps/gowns/announcements
- High School band books and instrumental supplies
- High School and Middle School Yearbooks
- Lost or damaged textbooks/library books
- Lost padlocks and other school property
- Any personal projects created in Industrial Arts/Tech, Art or Home Ec

*Fee Waiver* – An application may be picked up from Beth Seltrecht. You must apply for this service yearly. Students receiving free or reduced lunch through the Child Nutrition Program because of financial eligibility may be eligible for a fee waiver on the above fees or have alternative assignments replace the fee. Projects which will be the student's personal property may be assessed the fee. Such a fee waiver must be requested and is good for only the current school year. Waivers do not apply to fines or damages.

## E-Registration

Parents/Guardians need to e-register their child(ren) every year they attend CPU. Go to our website at [www.cpuschools.org](http://www.cpuschools.org) to the Powerschool page. Enter your user name and password. If you do not have one or do not remember, please contact the school secretary for your information or to change your password.

This needs to be completed in order for the student to receive Tylenol or Ibuprofen, to go on field trips, to be on the computers, etc.

A parent or guardian may make changes to their demographics anytime during the school year by going to this page. This helps us to keep your address, phone, work, etc. all up to date.

## FOR YOUR INFORMATION...

### COMMUNICATION

The Principal's office will have the announcements available daily. Announcements will be read at the beginning of 2<sup>nd</sup> block – Listen attentively as you benefit from knowing school information. The bulletin will be posted on Powerschool after 10 a.m. each day with revisions possible throughout the day. Also a monthly school year newsletter – “The Pride” – is available by electronic mailings to those parents who have given the high school office their email address. Otherwise contact the district office if you want on the mailing list.

### SCHOOL COUNSELOR

The mission of the Center Point-Urbana High School counseling program is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. The school counselor is a professional school advocate who provides support to maximize potential and academic achievement. In partnership with other educators, parents or guardians and the community, the school counselor facilitates the support system to ensure all high school students have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society. Specifically, the school counselor will follow the guidance curriculum, have individual student planning, responsive services, and have a system support for collaboration and professional development.

### COLLEGE ENTRANCE TESTS

PSAT (Preliminary Scholastic Aptitude Test), ACT (American College Test) or SAT (Scholastic Aptitude Test) -- The school counselor will inform, assist, and direct students interested in taking these college entrance tests. CPU offers the ACT exam on campus for the October and April tests. Results will also be delivered and interpreted for each student.

### SPECIAL SERVICES

The following special services are available to 9-12 students at Center Point-Urbana High School: Speech Therapy, Hearing and Vision Screening, Remedial Reading and Math (708), School Psychologist, Social Worker, Self-Contained with Integration of Mentally Disabled and Self-Contained with Integration of Multi-Categorical classrooms, and the Resource Room. At some time, it may be beneficial for teachers, parents, or students to request the help of these specially trained people. Parental written permission is needed for some of these services.

### SUPPORT SERVICES

Support Services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

## HOMEROOM'S PURPOSE

Homeroom is held on Mondays or the first school day of the week. Each homeroom is like a little community in which creates a better connection for students. The homeroom advisor is assigned to that group for the four years they are in high school. One purpose is to provide an atmosphere that supports academic success by having the teachers checking the student's grades and discussing with individual students that need mandatory guided study time. Another purpose is to foster the relationship between the advisor and student so there will be community building activities.

## STORM Lunch

**Tier 1** "STORM Lunch" is a Tier 1 strategy to help all students be academically successful. This will run Tuesday through Friday each week with some exceptions.

**What is it?** A block of time that coincides with the middle of the day that the student maximizes their learning and eats lunch without the structures of passes and specific slot of time to eat. Activities during STORM Lunch may include, but are not limited to:

- Tutorials with teachers during regularly scheduled tutorial times
- Reassessment time
- Enrichment
- Work on group projects
- Choir and possibly band lessons
- Opportunities to participate in intramural activities
- Chance to get ahead on homework
- Access to library and computer labs
- Club/organization meetings
- Eat lunch with friends for up to ½ of the time
- College recruiters and/or other presentations offered through Student Services

Since the high school considers this time as an academic block, all students are expected to be at the school except those enrolled at Kirkwood during that specific time of day.

**Tier 2** of the PBIS system is aimed at group interventions that would help about the 5-10 percent of students that not showing that they are successful with just Tier 1 supports in place. Options for supports include, but are not limited to:

- **Math Lab and Language Arts Lab:** Specific classes created to reteach math concepts and develop reading comprehension strategies.
- **Mandatory Guided Study:** Students will be directed by their homeroom and classroom teachers to mandatorily report at a specific time (either "A" or "B" STORM Lunch time) for a tutorial or reassessment. This takes priority over all club and organizational meetings, recruiter presentations, etc. Failure to report can result in detentions, structured STORM Lunch time daily, or as deemed appropriate for the situation.
- **Assessments:** Teachers may ask a student to come in during Storm Lunch time.
- **Check in-Check out:** The student is assigned to a specific mentor teacher at the beginning of the day and end of the day to go over behavior expectations. The student also has to have a behavior sheet signed by the teachers that day to get feedback on how the student's behaviors impacted learning for that block of time.

**Tier 3** level of the PBIS system is where there are intensive services for individual students are still struggling with both tier 1 and tier 2 supports in place. Each student will have a cumulative file review completed to determine what additional supports are needed for student successes. Also a Brief Functional Behavior Assessment may be conducted to understand the function of a student's behavior. Each student rising to Level 3 will have an intervention plan written.



## TECHNOLOGY AGREEMENT

Students will not bring personal software/programs to school, nor will they use school technology for these personal items unless a teacher has given explicit directions and permission. \*See "Technology Usage Agreement".

*Sexually Explicit Material:* With the proliferations of web sites access to pornography has been greatly increased. Research has clearly shown the devastating effects of such material. Should any student be in possession of or distributing such materials, serious consequences will result with an educational program included. The administration will be the final judge as to what is pornographic.

## TECHNOLOGY USAGE AGREEMENT

- Technology usage is another avenue for students to pursue learning. This opportunity is an expensive privilege developed by the school district. Responsibility and maturity of choices while using technology are two prerequisites for technology usage.
- Technology now allows us to access the world through the internet and other research vehicles. This access demands students exercise sound judgment as they utilize public property for their research. Failure to follow school, societal, and legal guidelines while using technology will result in the loss of technology usage privileges.
- The school reserves and will exercise its right to make random, periodic inspections of all computer files for compliance with this policy.
- When the school gives an individual password, it should not be interpreted to mean student and staff have any privacy interest in the sites accessed using school computer equipment. Inappropriate usage of technology involves but is not limited to vandalism, copyright infringement, inappropriate language, invasion and/or revelation of other persons' files and/or personal
- data, accessing inappropriate subject matter, or disrupting the usage of the school's technology.
- Any student choosing to make negative use of the school's technology will lose technology privileges in addition to academic consequences as outlined in the Student Handbook. If a student's wrongful act may be in violation of federal or state law, the district may contact appropriate law enforcement agencies as well. This inappropriate usage of technology involves but is not limited to vandalism, infringement of copyright laws, inappropriate language, invasion and/or revelation of others' confidential files, and/or personal data, accessing inappropriate topics, and/or disrupting the usage of the school's technology.
- Any student choosing to make negative usage of the school's technology will be suspended from that technology and face any consequences, which fall under the school's good conduct guidelines as found in the school handbook. If the wrongful acts committed by the student violate legal guidelines, law enforcement will be contacted.

\*\*\*Your signature indicates you are aware of a new dimension of learning opening to our students and the resulting responsibility and consequences attached to this privilege of learning. Thank you for your time!

## KIRKWOOD: Linn County Regional Center

### 1. **BAD WEATHER ATTENDANCE POLICY...**

Center Point-Urbana Students attending Linn County Regional Center (LCRC) for class will follow the same schedule as set for the CPU District when we have bad weather. For example: If there is no school due to weather, there is no school at LCRC. If there is a two-hour late start due to weather – there is no LCRC Classes at that time and buses will not run. If there is an early out due to weather – there is no busing at this time so there is no class. If students are already at LCRC when bad weather hits, there will be arrangements by the school to get them back to the high school safely. With weather always changing, the principal will make the decisions if merited.

### 2. **KIRKWOOD COURSE DROP POLICY**

Students should understand that dropping this course(s) could impact credit numbers. All students are required to enroll in 2 block courses or 4 period courses during each quarter (9 weeks)

- **CONCURRENT ENROLLMENT**  
COURSE: These courses are all courses taken at the Linn County Regional Center, those college classes that are taught at CPU by high school instructors, and most on-line courses. The class will be marked on your transcript as a “W” for withdrawal if you are dropping the class within the first week from the start of class. After that time, it is to the discretion of the principal as to whether it will be marked on the high school transcript as a failing grade or a “W” for withdrawal.
- If a student is going to drop a Kirkwood course, a "Course Drop Form" needs to be picked up from the counselor's office, filled out and signed by student and parent and returned to the counselor in order for the drop to occur.

### 3. **KIRKWOOD LCRC TRANSPORTATION POLICY**

In December 2013, the CPU School Board voted to provide school transportation courses at the Linn Regional Center at no cost. The board policy has made it mandatory that all students taking courses at the Boyson Road Center must ride the bus. The District realizes there will be some exceptions to the mandate, such as appointments and work.

#### **EXCEPTIONS:**

1. Job: if the student is expected to be on the jobsite before 4:30pm
2. Appointment
3. Return for class at CPU.
4. Other: Principal MUST Approve – on a case by case basis.

#### **RULES:**

1. If you are approved to drive to LRC, you may not bring another student with you.
2. If you abuse the exceptions above, you may lose out on the privilege of continuing in the Kirkwood classes.
3. **Exceptions waivers need to be picked up from the High School Office and be turned into the office within ten days of the beginning of the class each semester.**

## ADDITIONAL INFORMATION

### DANCES

School dances are an integral part of a student's social life during the school experiences. The school recognizes the value of these dances, however, to insure that dances operate in a manner that is conducive to furthering the educational experience, the following rules and regulations will be followed:

1. At least two week notice must be given to the office before a dance may be approved.
2. All dances are restricted to CPU students and their dates. Dates must be of at least high school age to attend (with the exception of prom). If dates are from outside of the CPU High School, they must be signed up in the office. CPU students must pick up a dance form to be filled out, signed by their parents and signed by their date's school principal/administration and returned by the date specified on the form prior to the dance. Dances are designed to be social activities for students.
3. There must be faculty and parental chaperones. The faculty and the parent chaperones are to be secured by the sponsor of the dance.
4. If students leave, they may not return. The doors will be locked at a preannounced time after the dance starts.
5. Dances will be in the gym and/or commons area and will end no later than 11:30 p.m.
6. The hiring and use of bands for any dance must be cleared in advance (2 weeks prior to the date of the dance) with the office.
7. At dances where admission is charged, the admission fee will be charged until the doors are closed.
8. No blue jeans may be worn to the homecoming, sweetheart or prom dances.

### CLASS DUES

At various times classes may agree to collect dues for certain projects. All fees and dues must be cleared with the class advisor and the principal's office. Students may not assess, on their own, any type of dues or fees to students without permission from the office. Permission for any special collections of money, such as flowers, gifts, etc., need to be cleared with the principal's office in advance.

### FIELD TRIPS

Any student misbehavior on any field trip will result in serious disciplinary action to the student and will automatically result in his/her being barred from any further field trips.

**At e-registration parents may sign the appropriate choice for their child's field trip permission.** Students not registered for the field trip permission at the beginning of the year will need to fill out a field trip permission slip which can be obtained from the faculty supervisor. These are to be filled out and returned before the student will be permitted to go on the trip.

- a. The field trip is offered as part of the educational process. All school expectations extend to such field trips.
- b. No loud talking or boisterous behavior, which might distract the driver.
- c. Moving around while the bus is in motion is prohibited.
- d. You are expected to be courteous and friendly with the bus driver, the chaperone, and the other students on the bus.
- e. The bus should be left clean and neat.
- f. Remember that the bus driver is also an authority and whatever he directs must be obeyed.
  - *Failure to turn in Advance Make Up Sheets to the office one day prior to the trip may result in that student staying at school or possibly making up the entire time missed - a minimum one hour detention will be given.*
  - *If seven (7) days or more have been missed in the student's attendance then they must have prior approval from the principal to attend the trip.*

### FUNDRAISING

Fundraising by students at Center Point-Urbana must be approved by the administration. No orders or commitments can happen until the approval.

## ADDITIONAL INFORMATION (Continued)

### ASSEMBLY PROGRAMS

At various times during the year there will be assembly programs. All students attending the assembly are required to behave in a courteous fashion to the participants in the program.

- Do nothing to disturb or mar the enjoyment of the program.
- Applaud properly.
- Stomping your feet, whistling or shouting is never in good taste. It is not a compliment to the entertainer, and it also reflects discredit upon the school.
- If a student chooses not to go to an assembly, they are required to spend the time during the assembly in the office.
- No charge will be made for assemblies.
- Permission to hold an assembly, by student groups, must be received at least two weeks in advance.

### TEXTBOOKS

Textbooks are furnished to the students by the school. Students are expected to take care of his/her texts. Students who abuse textbooks will be fined at the end of the year for the cost of the text or the damage done to it. These books represent a very great outlay of money each year, and students should protect them from rough handling.

A formal process is used in the selection of textbooks and software. Some examples of the criteria used for selection are age, appropriate content and readability, coordination of knowledge and skills being instructed with the rest of the curriculum, and meeting district standards of nonsexist and multicultural goals.

Any challenge to textbooks, media materials, and/or software should begin with the school personnel directly in charge of that material in question.

### FOREIGN EXCHANGE STUDENTS

We believe that student exchanges are of great benefit to the host family and our student population as an exchange program provides



the important personal link that enables students to bridge the gap between learning about other cultures and appreciating and understanding them. These are important lessons, which the school encourages. However, there are also potential problems with exchange programs unless they are run through a reputable agency and are closely coordinated by the school. The following regulations govern foreign exchange students: The number of foreign exchange students accepted during one year will be limited to the equivalent of two full-time students per year. (For example, a student here for one semester would count as half of one student). Families may, and are encouraged to, share hosting students who will be here for a period longer than one semester. Students coming to Center Point-Urbana will be required to demonstrate an adequate background in English on the State Department's English Proficiency Test or an equivalent test, administered by the exchange agency. Parents wishing to host a foreign exchange student must receive permission from school administration

Families interested in hosting foreign exchange students should contact the high school office for further information. Top priority will be given to families who have not as yet had the opportunity to host a foreign student. The screening of American families will be done by both the school authorities and the exchange agency. Preferred - Foreign exchange students live only in homes with at least one high school age student.

Foreign exchange students will NOT be allowed to walk at CPU's graduation ceremony and receive a CPU Diploma. An honorary diploma will be given to each exchange student at the May Awards Day.

## PLAN FOR EDUCATING LIMITED ENGLISH PROFICIENT STUDENTS (LEP)

- **Statement of Intent:** It is the intent of the district to provide transitional bilingual education (TBE) or English as a Second Language (ESL) programming to students whose primary language is other than English, until the student demonstrates a functional ability to understand, speak, read and write the English language with sufficient proficiency to allow the student to reach his/her learning potential in the regular classroom.
- **Identification/Qualification:** Initial identification will be made through the registration process. If LEP indicators are present, the principal will seek input and permission from the parent for further assessment. The results of that assessment

will be shared with the parents and the Child Study Team, with input from the parents, will determine the eligibility of the student for special programming.

- **Educational Programming:** The Child Study Team will identify available education programming possibilities and determine the most appropriate programming given the needs of the student and the resources available. No student will be placed in any special programs without the permission of the parents.
- **Resources:** The Child Study Team will contact the Bureau of Compensatory and Equity Education of the Iowa Department of Education in order to determine current resources and options available to the LEP student.

## **PBIS (Positive Behavior Intervention Supports)**

Center Point-Urbana High School, in collaboration of the whole district, is a

**PBIS (Positive Behavior Intervention Supports)** school. There are many purposes of the PBIS system:

- Developing a positive social culture
- Setting clear positive expectations and behaviors
- Creating a system to teach and encourage appropriate behaviors
- Creating a common purpose and approach to discipline
- Developing on-going monitor and evaluation of the culture and student success
- Creating targeted group and individual interventions for students needing additional supports in the academic, behavioral and social/emotional areas.

The goal is to encourage a “Caring Community, Positive Attitude, and Upstanding Citizens” through this program.

There are three tiers in this PBIS system. The Tier 1 supports are put in place to develop the positive culture and help students follow the expectations. CP-U High School directly teaches the expectations and then reinforces students that meet the expectations. The acknowledgement system, or the “Pointer Pride” gold ticket is meant as a means to encourage the staff to look for the positive behaviors and reinforce to the student that the staff notices these behaviors. Although the perk for the student is to get the ticket and turn it in for prizes, it is used as a vehicle for staff to be reminded to be positive and be purposeful in their statements to the students. For example, instead of just saying “Thank you” to a student who came to class with the materials needed, the teacher could say, “I appreciate that you brought your materials to class today. This shows your positive attitude towards learning.”

# PBIS: Classroom Expectations

## **C**CARING COMMUNITY

Be respectful of self, others and property

## **P**OSITIVE ATTITUDE

Be a productive learner

## **U**PSTANDING CITIZEN

Be prepared to learn everyday

# ACT WITH PERSONAL AND ACADEMIC INTEGRITY

## CHART OF BEHAVIORAL CONCERNS AND THE DIVISION OF CONSEQUENCES

### **CLASSROOM MANAGED BEHAVIORS** (USE OF THE HIERARCHY)

- ❖ Repeated disruption (blurting out, interrupting, out of seat, etc.)
- ❖ Dress code violations
- ❖ Property misuse
- ❖ 1<sup>st</sup> tardy (recorded in office)
- ❖ 1<sup>st</sup> cheating incident (automatic zero)
- ❖ Copyright/plagiarism 1<sup>st</sup> offense (zero on assignment)

### **MINOR BEHAVIORS** (RESULTS IN DETENTION)

- ❖ Inappropriate language
- ❖ Physical contact (shoving, pushing, etc.)
- ❖ Defiance (disobeying or refusing instruction, talking back without vulgar language)
- ❖ Repeated disruption
- ❖ Electronic device going off
- ❖ Repeated dress code violation
- ❖ Repeated property misuse
- ❖ 2<sup>nd</sup> and future tardies
- ❖ Inappropriate social interactions
- ❖ Inappropriate display of affection (kissing, lying in laps, etc.)
- ❖ Inappropriate use of technology that disrupts /interferes with learning
- ❖ Possessing food and beverage in undesignated areas

### **MAJOR BEHAVIORS** (OFFICE REFERRAL)

- ❖ Destruction of property/vandalism
- ❖ 2<sup>nd</sup> offense plagiarism/copyright
- ❖ Vulgar or threatening language directed toward student/staff
- ❖ Fighting or physical aggression
- ❖ Repeated defiance or disrespect
- ❖ Harassment/bullying (TBA)
- ❖ Inappropriate use of technology (unauthorized sites)
- ❖ Repeated cheating
- ❖ Skipping school/class
- ❖ Leaving the building without permission
- ❖ Drugs/drug paraphernalia or like substances
- ❖ Alcohol/tobacco or like substance



## STUDENT SEARCHES

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles when there is a reasonable suspicion that a school policy has been violated and there are reasonable grounds for suspicion that the search will reveal evidence that the student has or is violating the law, school rules, or regulations. "Reasonable suspicion" may also be reached by a law enforcement officer (dog) alerting them toward a student's possession. The search and seizure obligations, as outlined in school board policy, will be followed. Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record. (Note: this factor alone is not sufficient to provide the basis for a reasonable suspicion.)

The school reserves the right to have law enforcement make general random sweeps of the school and school grounds with certified law enforcement dogs. This action is taken to help achieve the district's pledge to students, parents, and the community that the CPU Schools are a safe and drug free learning environment. Searches must also be reasonable in scope. Reasonable scope is defined as

- The age of the student(s);
- The gender of the student(s);
- The nature of the infraction.

A "personal" search is a student's protected areas (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school rules or regulations. Such a search may take place without the student being present, provided that the student is informed of the search either *prior to or as soon as is reasonable practical after the search is*

*conducted. Personal searches of a student require more compelling circumstances to be considered reasonable.*

- Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc. ) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
- School authorities will not conduct a strip search, however, a more intrusive search, short of a strip search, of the student's person and personal effects is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
- Refusal to allow a "protected student area" search, such as allowing a same sex official look at a purse, handbag, or turning pockets inside out, will lead to punishment for insubordination of an official's request.

## CORPORAL PUNISHMENT

Generally, corporal punishment may not be used to discipline students as it does not deter disruptive behavior. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purposes of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property.

Reasonable physical force used should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be

considered in using reasonable physical force for the reasons stated in this policy:

1. seriousness of the offense;
2. attitude and past behavior of the child;
3. nature and severity of the punishment;
4. motivation of the teacher;
5. age and strength of the child; and
6. availability of less severe but equally effective means of handling the situation.

The student's parents shall be given an explanation of the reasonable physical force upon request.

## STUDENT RIGHTS

### Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done.

Student expression shall not, in the judgment of the administration encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### The Right to Petition

Students are allowed to present petitions to the administration at any time. Collecting of signatures on petitions is limited to before and after school hours and must have student council approval. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration – assuming that the petition is free of obscenities, libelous statements, personal attack, advocating disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

### Student Due Process Rights

Students have clearly established rights to which “administrative due process” is available to see that the individual's rights are protected. Students are to be involved, individually, and collectively, as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

1. letting the student know or have the access to student
2. guidelines and then be responsible for following those guidelines,
3. allowing the students to know what he or she is accused of,
4. allowing the student to give his/her side,
5. informing the student the decision of innocence or guilt and its consequence.

### Complaints and Grievance

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal. The following steps are used to file a complaint:

- Discuss with the teacher
- Discuss the problem with the principal
- Inform the Equity Coordinator, Jon Hasleiet at  
PO Box 296  
Center Point, IA 52213  
Phone: 319-849-1102 ext. 4102
- Appeal to the Superintendent at  
PO Box 296  
Center Point, IA 52213  
Phone: 319-849-1102 ext. 6010

### Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogations, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. This permission is not used when an officer of Department of Health Services (D.H.S.) requests an interview.

## RESPECT OF AUTHORITY OUT-OF-SCHOOL CONDUCT

"Respect of authority is a cornerstone to an effective school. This respect applies out-of-school as well as in-school as disrespectful treatment of a school authority off school grounds and after school hours may result in disciplinary action. Disrespect off school grounds will not be tolerated as it will foster inappropriate school governance and hinder the effective functioning of the school."

## QUESTIONING OF AUTHORITY POLICY

### ~PHILOSOPHY~

Students have a right to question authority in an appropriate manner. Critical thinking and debate are a natural part of learning.

**GOAL - ENCOURAGE STUDENTS TO THINK CRITICALLY BY ENABLING THEM TO QUESTION FACULTY'S INPUT IN AN APPROPRIATE MANNER.**

#### **STAFF PROCEDURE:**

*Communication* - list of class questioning guidelines communicated by posters/handouts  
first day of class examples given verbally

*Consistency* - implement guidelines' procedures consistently follow guidelines at all times and for all students

#### **STUDENT PROCEDURE:**

*Understanding* - read and be familiar with the questioning policy realize your ability to question faculty in the appropriate manner

*Respect* - always realize you are the subordinate ask questions from a constructive origin

#### **SAMPLE GUIDELINE:**

***Question/Conflict/Problem arises for student(s).***

STEP #1 After class, see me to ask for a meeting.

STEP #2 Briefly give the reason for the meeting.

STEP #3 Fill out "Concern" questionnaire before the meeting.

STEP #4 If several students, select one or two representatives.

#### **QUESTIONNAIRE FORM**

What happened or is happening? Please cite specific comments/actions.

Why do you think this (concern) is happening?

Have I had a part in the problem?

What are the solutions to the problem? (What do you want to have happen?)

**GOAL: The questioning process enables all parties to cooperatively solve the problem so everyone can work and learn comfortably together in a respectful environment.**

## STUDENT CONDUCT

**SCHOOL ATMOSPHERE:** A constructive school atmosphere is absolutely essential for the proper operation of a school. Any disruption in the school atmosphere will be dealt with by the high school principal.

**A SCHOOL ATMOSPHERE INCLUDES:**

- A. *RESPECT for other students and their property.*
- B. *RESPECT of your school and its property.* Inappropriate student conduct causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, personnel, and visitors on school premises. Damage to property of others including school property, the painting or coloring of property with words, symbols, and other graffiti will be dealt with appropriate punitive consequences.
- C. *RESPECT of faculty and other persons in authority.*
- D. *RESPECT of self.* The student who has this “respect of self” will be a good citizen of school and realize that the only person hurt by misbehavior is him or herself. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds. “Away from school grounds” may include but is not limited to school hours.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for the following misconduct:

- 1. Conduct which disrupts or interferes with the educational program;
- 2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
- 3. Conduct which disrupts the rights of other students to obtain their education or participation in educational activities;
- 4. Conduct that is violent or destructive; or
- 5. Conduct which interrupts the maintenance of a disciplined atmosphere.

**INAPPROPRIATE CONDUCT:** Any inappropriate conduct discipline will be dealt with by the high school principal/administration. Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior.

**INAPPROPRIATE CONDUCT INCLUDES**, but is not limited to, the following:

- 1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules/activities).
- 2. Assault or threatened assault on another person.
- 3. Extortion, intimidation or coercion
- 4. Inciting others to violate the law or school rules
- 5. Vandalism
- 6. Gambling
- 7. Theft or possession of stolen goods/property
- 8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- 9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- 10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive.
- 11. Possession, use or being under the influence of alcoholic beverages.
- 12. Use, possession, and/or transmission of tobacco or imitation substances.
- 13. Profanity

14. Possession of pornographic/obscene literature, items or materials
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process
16. Failure to abide by corrective measures for previous acts of misconduct
17. Harassment/bullying in any form of another person
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability
19. Destruction, damage, unauthorized ,inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet
20. Inappropriate sexual conduct including harassment/bullying, indecent exposure, and visible display of affection beyond holding hands.

#### **DISCIPLINARY MEASURES:**

The Center Point-Urbana Community School District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

#### **SANCTIONS FOR STUDENT MISCONDUCT:**

1. **REMOVAL from the classroom** means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.
2. Any student who is **DISMISSED from class** by a teacher or substitute teacher for disciplinary problems will report to the office immediately and will not return to class on that specific day. Dismissal is considered very serious by the school and should not be taken lightly by the student.
  - i The student **may** receive a “zero” for class that day.
  - ii To reenter class the student must have a satisfactory visit with the teacher and principal. “Satisfactory” is defined as agreeing to change behaviors, which caused the removal.

#### **ACTIONS...**

- **1<sup>st</sup> Dismissal - Parents will be notified by the teacher** that a serious breach has occurred. The student will be required to meet with the teacher and principal. They must also **spend 60 minutes afterschool that night or the following school day to complete the work missed in class to receive credit and reflection.**
  - **2<sup>nd</sup> Dismissal** - If from the same class in a semester, parents will be contacted by the principal. A meeting will be conducted with the student, parent/guardian, teacher and principal. The student will not return to class until this meeting is held. During this time the student will report to the office to work on their homework. The time that a student spends out of class plus a 60 minute detention will be issued because of dismissal. This needs to be made up before or after school.
  - **3<sup>rd</sup> Dismissal** – This will result in a meeting with the student, parent and principal and may result in permanent removal from the same class with no credit assigned for that class.
3. **DETENTION** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the staff member disciplining the student or the building principal.

**It is the student's responsibility to secure transportation home. It is also the student's responsibility to notify parents of the detention. Frequent detentions may cause the student to lose privileges and require a parent-principal-student meeting. Time in detention must be used constructively or the detention will not be satisfied as the punishment.**

**SUSPENSION** means either an in-school suspension or an out-of-school suspension.

**IN-SCHOOL SUSPENSION** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The building principal shall conduct an informal investigation of the allegations against the student prior to the imposition of an in-school suspension, which shall include notifying the student of the allegations against the student and the basis for the allegations and giving a student the opportunity to respond to the allegations. An in-school suspension shall not be imposed for a period longer than ten school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student and the student's parents.

- i An **in-school suspension** means the student will attend school, but will be temporarily isolated from one or more classes. There will be no contact with other students during this suspension. In-school suspensions will not be longer than ten days.
  - **1st in-school suspension** will serve an in-school and be given a warning.
  - **2<sup>nd</sup> in-school suspension** will serve an in-school and there will be a parent meeting with the principal.
  - **3<sup>rd</sup> in-school suspension** will result in a one day out of school suspension and parent(s) meeting with the principal before the student is allowed to return.

**OUT-OF-SCHOOL SUSPENSION** means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days. A student may be suspended for up to ten school days by a building principal for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school.

The building principal may suspend a student after conducting an investigation of the charges against the student which shall include giving the student:

- ii oral or written notice of the allegations against the student;
- iii the basis in fact for the charges;
- iv the opportunity to respond to the charges.

Parent or guardian will be notified by the principal.

There are **THREE** different types:

1. **OUT-OF-SCHOOL SUSPENSION** means the student is removed from the school environment - which includes school grounds and/or at school events off school grounds - for the period of the suspension. If caught on school grounds or at a school event, the student will be charged with trespassing and may receive further consequences per the principal. This form of suspension is also not to exceed ten days unless conditions for return are not met.

Examples of conditions might be counseling, substance abuse treatment, no harassment of staff at or away from school, and/or no violations of school or community laws during the time of suspension.

These suspensions may mean a student may be withheld from the attendance or participation in a co-curricular event either by the administration or the director/coach of that event. Conditions which would cause a co-curricular suspension are the following:

- violation of that activity's guidelines and suspended by the director/coach.
- violation of school guidelines, resulting in an in-school suspension by the administration.
- if the student suspended is not involved in an activity, then he/she will not be allowed to attend as a spectator the day of an in-school suspension.
- if the student is a participant, then that student's involvement shall be determined by the coach/director and administration on the day of the suspension.

- violation of school guidelines, resulting in an out-of-school suspension. (No attendance or conditions. The student is suspended from all activities and the school grounds during this type of suspension.)

**THE BOARD POLICY REGARDING STUDENT SUSPENSIONS, EXPULSIONS, AND DISCIPLINE CAN BE FOUND IN THE HIGH SCHOOL PRINCIPAL'S, COUNSELOR'S, AND LIBRARIAN'S OFFICES. COPIES ARE AVAILABLE UPON REQUEST.**

2. **PROBATION** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.
3. **EXPULSION** means an action by the Board to remove a student from the school environment, which includes, but is not limited to classes and activities for a period of time set by the Board but no longer than one school year. See next page for more information.

- **Special Education Suspension...**

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (I.E.P.) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in-school or out-of-school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the student's I.E.P. is appropriate. It shall be the responsibility of the superintendent, in conjunction with the rest of the District's administrators, to develop administrative regulations regarding this policy.



## STUDENT EXPULSION

Students may be expelled for conduct, which violates school rules. The long-term removal of a student from the school environment, including classes and activities, is an expulsion from school. It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit a student who has been expelled. A student may be expelled by the Board for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. It shall be within the discretion of the Board to discipline a student through expulsion depending on the nature of the student's offense and the circumstances surrounding the offense. The building principal shall keep records of expulsions, in addition to the Board's records. When a student is recommended for expulsion by the superintendent, the student shall be provided with the following information:

- Notice of the reasons for the proposed expulsion written with sufficient specificity to enable the student to prepare a defense;
- Notice of the date, time, and place of the expulsion hearing sufficiently in advance of the hearing to enable the student to obtain the assistance of counsel and to prepare a defense;
- Notice that the student is entitled to a closed hearing unless an open hearing is specifically requested;
- The names of the witnesses the superintendent will present, if available, and a statement of the facts to which each witness will testify;
- Notice that the student will be given an opportunity to present a defense against the charges; to provide either oral testimony or written affidavits of witnesses; to present documents; to be given copies of documents which will be introduced by the administration, and to cross-examine adverse witnesses, if available, (see footnote 1); and

- Notice that the student has the right to be represented by counsel

At the hearing, the student will have all of the rights given in the notice and may give an opening and closing statement in addition to calling witnesses and cross-examining adverse witnesses. The Board hearing the expulsion matter must be impartial (i.e. have no prior involvement in the situation, have no stake in the outcome, and have no personal bias or prejudice).

After the Board has heard the expulsion matter, it shall go into deliberations. No one who advocated a position at the hearing of the matter should be present during the Board's deliberations unless the other party or parties are also permitted to attend deliberations. The student has a right to a decision based solely on the evidence presented at hearing. There must be an adequate factual basis for the Board's decision. A preponderance of the evidence standard is sufficient to find the student violated the rule or policy at issue. Following the Board's deliberations, the Board shall reconvene in open session and render its decision on the superintendent's recommendation for expulsion. The student is entitled to a written decision setting out the Board's findings and conclusions as to the charges and the penalty.

Special education students follow a different protocol. Please ask the principal's or superintendent's office for a copy.

- If the special education student's conduct is found to be a manifestation of the student's disability and a change in placement is recommended, the change shall be made pursuant to District policies and the law. If a change in placement is not recommended, a determination shall be made within the student's I.E.P. and the law as to how manage the student's behavior to prevent the student's possible future misconduct.

## NOTIFICATION OF STUDENT RECORDS POLICY

1. The Center Point-Urbana School District collects and maintains records on each student in order to facilitate the instruction, guidance, and additional progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identifying date academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interests inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.
2. Records of each student are generally located in the school building, which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for the high school building is listed below.  
Name: Rob Libolt  
Position: High School Principal
3. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.
  - School personnel with a legitimate educational interest.
  - Officials of other schools in which the student proposes to enroll.
  - Representatives of state and local government when auditing and evaluating Federal and State funded educational programs.
  - In connection with a student's educational financial aid applications.
  - Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
  - Organizations, which process and evaluate standardized tests.
  - Accrediting organizations for accrediting purposes.
  - Parents of dependent children, regardless of child's age.
  - In connection with an emergency.
4. Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to junior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.
5. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.
6. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the above mentioned persons responsible for maintaining student records in each building.
7. The following information may be released to the public in regard to any individual student of the School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal. It is desirable to renew this objection at the beginning of each school year.  
NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OR STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

## FORMS WE USE...

You may pick up the following types of forms from the high school office when needed for the appropriate circumstances...

- When you are absent ...***  
**ADMIT SLIP**—***heck in at the office and*** pick up one of these or admittance into class. This way the teacher knows you have gone through the office and are cleared to be in class.
- If you are late/tardy to school...***  
**TARDY SLIP** if you arrive less than 15 minutes from the beginning of the school day or are late to class between classes or at a teacher's request.
- If you are planning to leave during the school day...***  
**PERMIT TO LEAVE** – for a professional appointment, trip, or another reason, upon your arrival, come into the office and get this slip first thing to be able to leave. Your parent/guardian will need to call or email the high school office or send a note with you before you will be approved through the office. You must sign out in the office before you leave and when you arrive back if within the same day. Do not give this slip to your teacher, but merely show them and as you need to take this “Permit to Leave” slip with you to your appointment/trip.
- Going to be gone and know about it prior...***  
**ADVANCED MAKE UP SHEETS** – ***If you know in advance that you will be absent from school***, these are forms that you have teachers sign and fill out. **Your parent must contact the school office via email or phone prior to the absence.** You may pick these up in the office, all applicable teachers must sign and then you will need to turn them into the office **the day before (prior to)** you leave. Examples of when these sheets are to be used - field trips, family trips, appointments that may take you away for more than one block of time from school, activities, college days, job shadows.
- If you have medicine to take...***  
**MEDICATION PERMISSION SLIPS** – Parents/guardians may fill out one of these ***if you are on medicine that you need to take during the school day***. If a form is not available, please write the student's name, name of medication, last dosage taken and when to be administered at school, and amount to be taken. Then the parent/guardian needs to sign and date it. **ALL MEDICINE NEEDS TO BE BROUGHT IN ITS ORIGINAL CONTAINER.** This also pertains to any non-prescription medications.
- If you attend classes at Kirkwood Regional Center...***  
 You may pick up your **Linn County Regional Center Transportation Waivers** from the principal's office.



- PARENT/GUARDIAN'S NOTE "TO DO": Other forms to be signed are online on the Powerschool E-REGISTRATION. We ask that each parent e-register their child(ren) by going to the CPU Website ([www.cpuschools.org](http://www.cpuschools.org)) and then to the Powerschool tab. If you do not have the capability at home to do this, please see the secretary at the school and they will assist you. The office will also have your user name and password available for you. As a last resort, we do have hard copies available in the office, if you wish to go by paper and pen. Thank you!

*Forms to be updated every year...*

*Acknowledgment of the Student & Guardian Handbook / Technology Usage Agreement / Field Trip  
Radiological Emergency Student Information / Good Conduct for Freshmen and New students only / Bullying /  
Required Meningococcal Vaccine for Seniors only  
IF APPLICABLE...Vehicle Registration / Application for Free or Reduced Meals / Fee Waivers*