

CENTER POINT – URBANA MIDDLE SCHOOL

A Guide to Successful Center Point - Urbana Middle School Citizenship



Parent/Student Handbook

2018-2019

Center Point – Urbana Middle School

Box 296

Center Point, Iowa 52213

Phone (319) 849-1102

www.cpuschools.org

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. 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.

ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse at 849-1102 as its Level I investigator.

SCHOOL EMPLOYEE ABUSE

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse at 849-1102 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

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CENTER POINT-URBANA COMMUNITY SCHOOL DISTRICT

Mission Statement

The mission of the Center Point-Urbana Community School District is to develop successful, life-long learners by providing a safe, caring, and progressive environment, a stimulating and relevant curriculum, and a dedicated staff working with supportive parents in a friendly, small-town atmosphere.



CPU's Successful Person

*Developed by the students and community of the
Center Point-Urbana School District in the 1997-1998 school year.*

Displays a Commitment to learn and grow

- seek knowledge
- tries new ideas
- learns from mistakes
- sets and reaches goals (dedicated)
- uses decision-making skills
- solves problems

Develops Personal skills to build positive relationships

- shows compassion
- displays positive sense of humor
- works cooperatively with others
- is friendly
- shows respect for others
- communicates by listening and expressing ideas
- challenges ideas, not people
- looks for the good in people and situations first

Uses a value system based on integrity

- responsible
- honest
- drug-free
- respects others, self, property and environment
- hard-worker (dedicated)

PHILOSOPHY

The middle school is committed to focusing attention on the unique areas of intellectual, emotional, social, and physical growth for each student. As students make the transition from the elementary and to senior high school, it is important to establish a success-oriented program which emphasizes responsibility, independence, and development of a positive self-image. The middle school years are a time for students to explore various paths so they may become well-rounded individuals. The middle school will provide for students needs in a safe, caring environment by establishing positive communication and interaction between students, parents, teachers, and community members.



OBJECTIVES

1. The school curriculum will emphasize hands-on manipulative instructional techniques.
2. Basic skills will be stressed as the staff considers students developmental levels in an effort to help each child succeed.
3. Student counseling and development will play a vital role within the structure of the school.
4. All students will be allowed opportunities to be involved in school activities.
5. Parents will be encouraged to play an integral role in the school.
6. Teachers, staff, and administration will work as a team to create a whole school environment.
7. The internal appearance of the school will be representative of middle school needs and will create an atmosphere in which students want to be involved.

Phone (319) 849-1102
www.cpuschools.org

SCHOOL HOURS

8:00 A.M at Center Point MS.....	Breakfast Program Begins
7:45/8:00 A.M.....	Teachers Arrive
8:15 A.M.....	Doors Open
8:23 A.M.....	School Day Begins
11:43 A.M. – 12:05 P.M.....	Lunch Seventh Graders
12:15 A.M. – 12:38 P.M.....	Lunch Sixth Graders
12:52 P.M. - 1:15 P.M.....	Lunch for Eighth Graders
3:21 P.M.....	Students Dismissed
3:45/4:00 P.M.....	Teacher Day Ends

ROOMS NUMBERS FOR THE CENTER POINT - URBANA MIDDLE SCHOOL

102.....Zimmerly
103.....Griswold
104.....Leedom
105.....Marshall
106.....Miller
107.....Davidson
108.....Grieff
109.....Wenger
110.....Nelsen
111.....Robotics
112.....Sima
113.....Teacher's Lounge
114..... Nurse
115.....Eggers
116.....Jacobs
118.....Stark
130.....Graven
134.....Monson
147.....Bardell
202..... Supply room for art
203.....Ridgeway
204..... Callahan
205.....Callahan
206.....Kuehl
207.....Dolan
208.....Heitshusen
209.....Staudacher
210.....A. Vaupel
211.....Computer Lab
212.....Hildebrandt
215.....Halac
216.....Jaquette
217.....Grant
218.....Jacobi
219.....
230.....Sunseri/Library
230B.....S. Vaupel

Schedules for 2018-2019

6th Grade

Homeroom 8:23-8:36

Block I 8:38-9:42

REC 9:42-10:00

Block II 10:00 – 11:04

PRIDE 11:04-11:43

MTSS 11:43-12:15

Lunch 12:15-12:38

SSR 12:41-1:12

Block III 1:15-2:20

Explor A 2:23-2:51

Explor B 2:53-3:21

7th Grade

Homeroom 8:23-8:36

Block I 8:38-9:50

Block II 9:52-11:04

PRIDE 11:04-11:43

Lunch 11:43-12:06

Explor A 12:08 -12:37

Explor B 12:39-1:08

Block III 1:10-2:20

MTSS 2:23-2:50

SSR 2:50-3:21



8th Grade

Homeroom 8:23-8:36

Block I 8:38-9:50

Block II 9:52 – 11:04

PRIDE 11:04-11:43

Block III 11:45-12:52

Lunch 12:52-1:13

Explor A 1:15-1:46

Explor B 1:48-2:20

SSR – 2:23-2:50

MTSS -2:50-3:21

30 Minute Late Start

8th 30 Minute Late Start

8:53-9:06	Homeroom
9:08-10:06	Block I
10:09-11:06	Block II
11:06-11:43	PRIDE
11:46-12:52	Block III
12:52-1:13	Lunch
1:15-1:46	Explor A
1:48-2:20	Explor B
2:23-2:50	SSR
2:50-3:21	MTSS

7th 30 Minute Late Start

8:53-9:06	Homeroom
9:08-10:06	Block I
10:09-11:06	Block II
11:06-11:43	PRIDE
11:43-12:05	Lunch
12:08-12:35	Explor A
12:37-1:04	Explor B
1:07-2:22	Block III
2:25-2:40	SSR
2:40-3:21	MTSS

6th 30 Minute Late Start

8:53-9:06	Homeroom
9:08-10:06	Block I
10:09-11:06	Block II
11:06-11:43	PRIDE
11:46-12:15	MTSS
12:15-12:38	Lunch
12:41-1:12	SSR
1:15-2:20	Block III
2:23-2:51	Explor A
2:53-3:21	Explor B

Early Out Schedule

Homeroom	8:23 – 8:36
Block I	8:38-9:41
Block II	9:44-10:48
PRIDE/BAND/CHOIR	10:48-11:27
Block III	11:27 – 12:50
7 th Lunch	11:27-11:49
6 th Lunch	12:03-12:25
8 th lunch	12:27-12:45
Dismiss at	12:45

Proficiency Scale for Behavior
These scores will not be figured into the final grade

Standard: 21st Century Skill - Student actively engages in learning. Some examples may include taking notes, participating in class discussions, using class time productively, completing example problems and recommended practices.

+	/	-
Does all of the time	Does some of the time	Doesn't do it enough

Standard: 21st Century Skill - Student treats others with respect. Some examples may include being trustworthy, respectful, responsible, fair, caring, positive and upstanding citizens.

+	/	-
Does all of the time	Does some of the time	Doesn't do it enough

Proficiency Scales AR

Read and comprehend text in an appropriate range that meets the individual's grade equivalent for reading. (AR1)

Read and comprehend text in an appropriate range that meets the individual's grade equivalent for reading. (AR2)

Read and comprehend text in an appropriate range that meets the individual's grade equivalent for reading. (AR3)

Read and comprehend text in an appropriate range that meets the individual's grade equivalent for reading. (AR4)

4	3.5	3	2	1	0
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100% - 85%		80% - 75%	70% - 65%	60%	59% and below
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Read routinely and comprehend text over short and extended time frames. (AR Points)

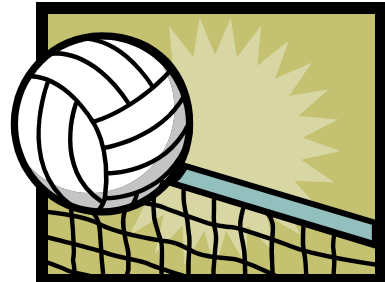
4	3.5	3	2	1	0
100% - 96%	95% - 90%	89% - 80%	79% - 70%	69%-60%	59% and below

A Guide for AR (Accelerated Reader)

This is a step-by-step overview of the Accelerated Reader Program. The goal of the program is to have students read independently and improve reading comprehension.

- The student will take a STAR reading test on the computer every fall winter and spring. This test has many different types of questions ranging from reading comprehension questions to identifying correct terminology such as theme. This test will give the student a book level range that they can read from. The book level is NOT a grade level. For instance, a book level of 4.7 does not mean that this is a 4th grade book.
- The student will have a folder that has their book range on it. It also has the score they earned on the STAR test. They will record their test score on a pink sheet every time they take the test. This sheet will be kept in their folder.
- The student will then find a book in their book range. The book range allows the student read books that are challenging but not too difficult. They can use the school library, the public library, or an e-book. It does not have to be a book in our library. There are over 130,000 books in the program. The following website can assist you in finding books in this program. <http://www.arbookfind.com/UserType.aspx>
- The student will have to read three books and pass the tests during the 1st quarter in 6th grade. They will have to read and pass the test on four books for the other quarters. The 6th grade language arts teachers will assist all students with the first book as they will read it together and then take the test together. 7th Graders will need to read 4 books and pass the tests each quarter The 8th Grade will have only a point goal each quarter.
- The student will also have a point goal for each quarter. The goal is determined by their score on the STAR test. As the years go on, the student and teacher work together to determine the goal for each quarter.
- The tests are taken on the computer during school time.
- The scores they earn on the AR tests do go in the gradebook for language arts. Ten percent of their grade will be the scores they earn on the AR tests. If a student gets an 85% or above, it goes in the gradebook as a 100%. Passing the test means they earned a 60% or a 70% depending on how many questions there are on the test. Students may not retake a test.
- Each time they take a STAR test their book level can change. We do always take the highest score the student has ever earned for their book level.
- Students earn \$1 in CPU Money for every 4 points they earn reading. We have a reading store at the end of the year where they can purchase items!

MIDDLE SCHOOL ACTIVITIES



7th & 8th Grade Athletics:

Football	Cheerleading
Volleyball	Drill Team
Basketball	Baseball
Wrestling	Softball
Track	Cross-Country

Music:

6th Grade Band	6th Grade Chorus
7th & 8th Grade Band	7th & 8th Grade Chorus

Band and choir are considered courses and can only be dropped the first 10 days of each semester.



Middle School Play:

Open to all students

Spring Musical/Play

Coaches/Directors will file their individual management plans with students at the beginning of each scheduled season. For additional information/questions regarding co-curricular activities contact Mr. Winterhof, *Principal* at 319/849-1102 and/or Mr. Kriegel, *Activity Director* at 319/849-1102, during the regular school day.

RULES REGARDING PARTICIPATION OF STUDENTS ON NON-SCHOOL TEAMS

The regulations that follow are intended to help the student and parent understand the applicable Department of Education, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and local school rules that are applicable to situations in which students are participating in non-school sponsored teams.

Section I: PARTICIPATION ON NON-SCHOOL TEAMS DURING A SPORT SEASON

A. A high school student (grades 9-12) who participates in school sponsored athletics may not participate in a non-school sponsored sport during the same season **except** that:

- 1) a student may participate on a non-school sponsored softball or baseball team during the school season with advance, written approval of the superintendent of schools, and
- 2) a student may participate on a church youth group team when the primary purpose is fellowship, not competition, with the advance, written approval of the superintendent of schools.

When allowed under these exceptions, such outside participation shall not conflict with the school sponsored activity.

The penalty for violation is loss of eligibility in that sport for one calendar year from the date of the violation.

B. For all students in grades **7-8**, both Girls' Union and Boys' Association rules allow participation on a non-school sport team during the same sport season. No written permission from the Superintendent is required.

The district does require that such participation shall not conflict with the school sponsored activity. The penalty of violation of this provision shall be determined and enforced by the school team coach.

Section II: OUT-OF-SEASON PARTICIPATION ON NON-SCHOOL SPONSORED TEAMS

For grades 7-12, a student may participate on a non-school team in a sport that is out-of-season without loss of eligibility. No permission from the Superintendent of Schools/designated Representative is required.

Section III: **USE OF SCHOOL FACILITIES/EQUIPMENT BY NON-SCHOOL SPONSORED TEAMS**

Any request for use of school facilities, equipment, sign-up or organizational meetings, or messages to be delivered at school or on school time will be denied unless the following conditions have been met:

- A. Permission has been granted in advance by the Superintendent of Schools/designated representative.
- B. All CPU students in the eligible group (sex/grade/age/team) are invited and welcome to participate and the fee to participate, if any, is within the range that most of our students could afford.
- C. Participation will not interfere in any way with other school sponsored activities.

School-owned uniforms may not be used under any circumstances by non-school teams in grades 7-12.

Section IV: **SCHOOL COACHES COACHING NON-SCHOOL SPONSORED TEAMS**

- A. Department of Education rules specifically forbid high school coaches from coaching a non-school sponsored team of high school students of the same gender in the same sport in which they coach a school sponsored team. High school coaches are also restricted by the Department of Education camps and clinics rules.
- B. Department of Education and Association rules allow coaches of 7th and 8th grade students to coach any non-school teams outside the school sponsored sports season.
- C. In addition to the above, the Center Point-Urbana Community School District, as the employer, forbids its contracted coaches from coaching a non-school team in any sport that the individual coaches for the school unless the conditions outlined in Section III, subsection A, B, and C are met.

The rules of the various entities that govern sports are varied. This is not intended to summarize every rule. It is the responsibility of the participant, coach, and parent to know the rules that may affect the eligibility, health and safety of a participant.

Nothing in Section I and II of this rule is intended to prohibit a student from participating in events including but not limited to the Iowa Games or from trying out for the United States Olympic team. A student athlete who desires to participate in these or similar events may compete with the knowledge and consent of the applicable governing organization.

ADOPTION: February 13, 1995 REVIEWED: 3/20/02 REVISED: 12/17/97

CENTER POINT - URBANA MIDDLE SCHOOL PARTICIPATION POLICY

These steps will be followed for students that are placed in detention/suspension. The period for enforcement runs from the 1st practice to the last game of that sport.

- 1. First detention/suspension - a contract will be sent to the coach.
- 2. Second detention/suspension - results in loss of one full game.
- 3. Each detention/suspension thereafter results in another game suspension.

**CENTER POINT - URBANA MIDDLE SCHOOL
PARTICIPATION CONTRACT**

Student Name: _____

Date: _____

Reason for detention/suspension:

I, _____, understand that since I received a detention/suspension this season, I must serve the detention/suspension, sign this contract with my coach, and inform my parents of the situation.

I understand that I am representing the Center Point - Urbana Middle School and I believe that good conduct in school is expected of all participants.

I also understand a second detention/suspension will result in me missing a game.

Student Signature

Coach Signature

Parent Signature

Date _____

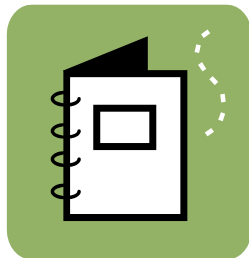
This contract is to be returned to the Principal the following day!

Scholastic Eligibility

Students must pass (F is failing) all courses. Grades will be checked for ineligibility at every mid-term and every quarter throughout the year. Ineligibility lasts for ½ a quarter. Eligibility will be reviewed in one week increments by the 7th and 8th grade teachers in that class until the next mid-term or quarter, whichever comes first. Students will continue to practice for the activity, but will not be eligible to perform in contests. For example, if a student earns an F in math at the mid-term of the first quarter, they will be ineligible to participate in contests during the next week upon notification. The grade in math will be checked every week until the quarter ends. If it is an F, the student will not be allowed to participate in contests for the next week.

The grade will be checked every week during this 4 1/2 week period, if the grade is above an F, participation will occur, below and F, ineligibility.

Students who have incomplete grades at the quarter or semester will be declared ineligible until the schoolwork is completed unless there are unusual circumstances for the incomplete grade.



CENTER POINT - URBANA MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

Code No. 104
Page 1 of 3

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.

Approved 11/18/09 Reviewed Revised

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The appropriate building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The appropriate building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- and a copy shall be made to any person at the Central Administrative Office at 102 Trader Street, Center Point, Iowa 52213.

Legal References: 20 U.S.C. §§ 1221-1234i (2006).
29 U.S.C. § 794 (2006).
42 U.S.C. §§ 2000d-2000d-7 (2006).
42 U.S.C. §§ 12001 *et. seq.* (2006).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2009).
Iowa Code §§ 216.9; 280.3 (2009).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References:

502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Code No. 104 E

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.

Resources Used:

SF 61
 CPU Board Policy 103
 AEA 267 Definition
 Olweus/PBIS Bully Training on 6/14/12
 Easton Bullying Investigation System, 2013

Date

To the parents of _____ :

_____ has missed 10 days of school so far this year. There is a direct correlation between attendance and academic achievement. While some of the absences are legitimate, it certainly can interfere with academic progress. This note is not intended to be demeaning or punitive, I do want to offer any assistance the school can offer.

Students and teachers have goals to meet during the year. It is difficult to do so when students aren't here. They can't learn when they aren't here and they also can't be taught. Superb attendance is also a life skill that is very important in which to develop strong habits.

Over the years, our school has had good attendance. This year our school has an attendance goal that the state is requiring us to meet. The goal is to have 95% attendance for the entire year. This means that, on average, students can miss seven days of school. Missing seven days a year is too many in most cases. If you have any questions, give me a call at your earliest convenience.

Sincerely,

Principal

Date

To the parents of _____ :

has missed 15 days of school so far this year. The Center Point- Urbana School District Attendance Policy states that a meeting will occur to create a plan to diminish the number of absences.

The school will contact you to arrange the meeting, if they haven't done so already.

Sincerely,

Principal

Plan for Successful Attendance

Student_____ **Date**_____

A list of those at the meeting:

Why is the student missing school?

What can be done to delete/change the reasons?

Plan for good attendance in the future.

The plan will include:

The student will need to bring a note from a medical professional to have an excused absence. If there is an appointment, the only excused time will be for the appointment, not for the entire day. A note will need to be brought to the office concerning the missed time.

Student Signature _____

Parent/ Guardian Signature _____

Principal/ Prevention Coordinator _____

.

Illness

Parents should call the school office by 8:20 A.M. if their son/daughter is ill. If no call is received, our school secretary will telephone the student's home - a safety precaution. If telephone contact is made, there is no need to write a note. If telephone contact is not made, parents are asked to send a note containing the date of absence, reason for absence, and their signature.

Non-illness Absence

If a student must miss school for reasons other than illness, please notify the student's teacher **and** the office as far in advance as possible. This will allow for a minimum disruption of classroom work.

Accident Procedures/Emergency Information Card

The school is equipped to render first aid only. In case of serious accident, the Center Point Emergency Unit will be called and you will be notified promptly. You will be asked to fill out a sheet indicating your home phone number, telephone number at work of both parents, family physician, and an emergency phone number of a neighbor or relative who could be in charge of your child and his needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency phone number. If at any point during the school year this information changes, notify the school immediately, so that we may keep our records up-to-date.

Activity Bus

An activity bus will leave the middle school each afternoon to return students to Urbana. This bus is provided for those middle school students who are *involved* in school activities. Times are set for pick-up. Students should not be in the middle school unless accompanied by a coach or there is an emergency.

There will be detention after school. If a teacher wants a student to remain after school for disciplinary reasons, parents will be notified and will be required to provide transportation from school.

Arrival Time

All students must be seated in their classroom by 8:23 A.M. Doors will be opened for students to enter at 8:15 A.M. Students involved in the breakfast program may enter the cafeteria door **at 8:00 A. M. in CP.** Only students eating breakfast at school will be permitted in the cafeteria.

Students arriving before 8: 15 A.M. may enter the building only with permission of a teacher. Parents of students living in town are encouraged to not have their children arrive before 8:15 A.M., if they are not eating breakfast.

Beverages

- Students are not to bring beverages (example: pop, juice, coffee or bottled water) into school or to school events.
- Vending machine beverages (water) are available: before, after, and during school hours with the permission of the teacher.
- Classes which have a treat - the student may have a water purchased at the school, a drink bought by the teacher/sponsor or a drink in an unopened container opened in front of the teacher.

Bicycles

Riding a bicycle to school is a privilege. Students are asked to follow proper safety rules. Bicycles should be parked in designated racks and may not be bothered during school hours. The school reserves the right to deny biking privileges to any student abusing the policy.

Once the student arrives on school property, they are to dismount and walk their bicycle to the proper rack. Students may want to lock their bicycles while parked on school property

Bus Procedures continued

Consequences for Not Following CPU Bus Expectations:

1ST OFFENSE– Verbal reprimand by driver and a bus conduct form will be filed with the appropriate building administrator.

2ND OFFENSE– Driver will file a bus conduct report with the appropriate building administrator. An administrator will place the student on probation for the remainder of the school year.

3RD OFFENSE– Third bus conduct report the student will be removed from riding ALL buses for two (2) days.

4TH OFFENSE– Fourth bus conduct report will result in a five (5) day suspension from all bus riding. A meeting with the bus driver and administration will occur before the student is reinstated.

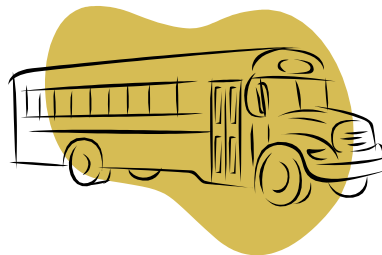
5TH OFFENSE– Fifth bus conduct report filed will result in a minimum of ten (10) days from all bus riding with a possible suspension of riding privileges for the remainder of the year or administrative discretion. A meeting with the bus driver and administration will occur before the student is reinstated.

Fighting – (defined as “a hostile encounter of anger and blows to another”) or Bullying/Harassment may be disciplined as an automatic “THIRD OFFENSE” for first incident and progressing to the “FOURTH OFFENSE” for additional incidents.

Shuttle Bus (Before and After School)

The bus will pick-up students in front of the Intermediate building. Students should arrive by 8:03. They should be outside in the loading area. No students should be in the hallway or in the intermediate building itself, unless accompanied by a teacher, coach or with special permission.

The bus will arrive back in Urbana at 3:35. Students will be dropped off in front of the intermediate school on West Main Street. Students should leave the area, unless arrangements have been made.



Cell Phones

Cell phones are not allowed at school. We do provide phones for students to use when necessary. Practice times are given to all students at the beginning of activity seasons. If a student needs a cell phone to use before and after school, they are to leave it in the office during the school day or in their locker. A student will be given a detention if the cell phone is seen or heard by a staff member during school time. School time is from the time they enter school grounds until they leave school grounds. If they ride a route bus, the time starts when they get on the bus. It ends when they are dropped off at home.

Change of Address

It is very important that you inform us immediately of any changes in your telephone number, address, e-mails or the identification of a person who is to be notified in case of an emergency.

Please notify the school in advance of a planned move from the Center Point - Urbana Middle School. You will need to sign a permission slip for the school to send the official school records to your child's new school.

Cheating

Any student who is cheating will, at a minimum, serve a detention and redo the assignment/quiz/test. Cheating on an AR test will result in non- credit for that test and losing all of their points for the school store earned so far this quarter.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Church Night

Wednesday night is church night. The school cooperates with the local churches by not scheduling school functions, practices, or athletic contests on Wednesday night. The only exception to this rule is when an agency, other than the local school, schedules tournaments, or meetings to be held on Wednesday night. All students must be out of the building by 6:30.



Communicable Diseases

The chart on communicable disease was compiled from information received from the Iowa Health Department.

COMMUNICABLE DISEASE CHART

Concise Descriptions and Recommendations for Exclusion of Cases from School

DISEASE * Immunization Is Available	USUAL INTERVAL Between Exposure and First Symptoms of Disease	MAIN SYMPTOMS	MINIMUM EXCLUSION FROM SCHOOL
Chickenpox	13 to 17 days	Mild symptoms and fever. Pocks are "blistery", have scabs, most on covered parts of body.	7 days from onset of pocks.
Diphtheria *	2 to 5 days	Sore throat, greyish membrane in throat. A serious illness.	After 2 negative cultures from nose and throat 24 hrs apart.
Erythema Infectiosum (5th Disease)	4 to 14 days	Usual age 5 to 14 years. Unusual in adults. prodrome of low grade fever followed by Erythema (slapped cheek) appearance on cheeks, a net like rash on extremities lasting a few days to 5 weeks. Rash seems to reappear.	After diagnosis brief no exclusion from school.
German Measles * (Rubella)	14 to 21 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	Enlarged 5 days from onset of rash. Keep away from pregnant women.
Impetigo	4 to 10 days permits return.	Inflamed sores, with pus.	Until physician
Infectious Hepatitis	Variable-15 to 50 (average about 25) days	Headache, abdominal pain, nausea, vomiting, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease, and at least 7 days from onset of jaundice.
Measles*	10 days to fever 13-15 days to rash	Begins like a cold, fever, blotchy red rash.	7 days from onset of rash.
Meningo- permits coccal Meningitis	2 to 10 (commonly 3 to 4) days	Headache, nausea, pain in back, stiff neck, fever.	Until physician return.

Concise Descriptions and Recommendations for Exclusion of Cases from School

DISEASE * Immunization Is Available	USUAL INTERVAL Between Exposure and First Symptoms of Disease	MAIN SYMPTOMS	MINIMUM EXCLUSION FROM SCHOOL
Mumps* swelling	12 to 26 (commonly 18) days	Fever, swelling and tender- ness of glands at angle of jaw.	9 days or until disappears.
Pediculosis (Lice)	7 days for eggs to hatch.	Lice and nits (eggs) in hair.	1 day after adequate treatment to kill lice and nits.
Polio- <u>myelitis*</u>	7 to 12 days	Fever, vomiting, headache, stiff neck, muscle soreness.	7 days from onset.
Ringworm of permits scalp 10 to 14 days	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	Until physician return.
Scabies treated	3 days to 3 weeks	Tiny burrows in skin caused by mites	Until adequately by physician
Scarlet Fever Serratina Strep Throat	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection.	7 days from onset if untreated or 24 hours after antibiotics.
Whooping beginning Cough *	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks.	21 days from of whoop.



Contacting School Officials

Parents should always feel free to contact the classroom teachers and/or principal when any question or concern arises. We are always ready and willing to talk to you. COMMUNICATION is vitally important in order for the school to accomplish its tasks of educating children. (School Hours are: 8:00 AM - 4:00 PM, 319/849-1102). Voice mail is available for every employee of the Middle School.

Courtesy at Events

There are many events at the Center Point - Urbana Middle School. We share the responsibility with you to teach your children appropriate behavior for the activities.

For athletic games students are expected to:

1. Be respectful and quiet during the national anthem.
2. Watch the game.
3. Support the teams.
4. Be respectful and courteous to others.
5. Demonstrate good sportsmanship.
6. Be a positive credit to families, school, and community.

Examples of inappropriate behavior are: playing football, wrestling, fighting, arguing, or running about the playing fields. Offenders will be asked to sit with parents or to leave the event.

At concerts and plays, students are expected to:

1. Sit with parents.
2. Applaud in an appropriate manner.
3. Please do NOT whistle, call out loudly, and etc.

Rules at CPU Football Games:

K-8 Students have to come with an adult parent – They are responsible for all they bring and must stay for the game.

Elementary students have to be with the parent during the game. They don't have to be right with them but near. If they go somewhere they shouldn't be, they are taken to their parents

MS students are in a designated area or they are by their parents. They may go to the concession area but need to get back when done.

HS students have to be in the stands. They may go to the concession area but need to get back when done.

If any student crosses the white line east of the concession area, they are considered to be leaving.

Students not following those rules will not be back for the rest of the year.

Rules at CPU Basketball Games/ Volleyball and Wrestling Matches:

K-8 Students have to come with an adult parent – They are responsible for any K-8 student who comes to the game with them.

Elementary students have to be with the parent during the game. They don't have to be right with them but near. If they go somewhere they shouldn't be, they are taken to their parents

MS and HS students should be in the gym cheering!

Any student who goes to the restroom and/or concession stand, should return to the gym when they are done. There will be no 'hanging out' in the halls or commons area.

Once a student leaves the building, they will not be allowed to reenter.

No students should not be wearing hats, caps or stocking hats.

Students not following those rules will not be back for the rest of the year.

Dental Screening

Student's teeth may be evaluated by a dental hygienist/school nurse in order to comply with the state requirement of yearly dental screening.

Detention

A detention room will be in place for students who misbehave at school, on the bus or who need to complete their work. Parents will be notified in writing by a staff member or the principal. It is the responsibility of the parent to provide transportation. All Middle School detentions will be served in Center Point and students should report to the office at 3:19. One missed detention will result in a second detention being given. A second missed detention will result in an in-school suspension. Detentions will end at 4:00.

Discipline

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together to promote self-discipline, responsibility, and an appreciation of the rights of others. The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal, teacher, student, and parent. Corporal punishment is not an appropriate means of discipline. If it is necessary to restrain a student to protect either the student, the teacher, or other students, this will not be considered corporal punishment.

It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Parents with specific concerns should communicate personally with the teacher involved. Parents are also asked to call the teacher when unusual or temporary home conditions may be particularly upsetting to students. This may help us to understand a child's unusual, or change to disruptive, behavior.

Possible in-school suspensions and/or detentions may be given as consequences for unacceptable student behavior. Please refer to the 'Student Conduct' section of the handbook for specific behavior, responsibilities and consequences.

Dress Standards/Grooming/Health

The pride and image of a school is reflected in the way students dress. The image of CPU Middle School is that of well dressed young men and women. Appropriate dress combines common sense and good taste in dress and grooming. Shorts and shorter skirts should fall in the range from mid-thigh to the top of the knee. Pants and shorts should not have any holes above the knee. Tops should extend below the waist. Items such as halter tops, tube tops, crop tops, spaghetti straps or apparel that is considered inappropriate by staff will not be allowed and students will be asked to put shirts, jackets, or sweat pants over their attire for the remainder of the day. Hats, caps or stocking hats may not be worn in any of the Center Point - Urbana buildings. Students who wear clothing and hats which promote alcohol, cigarettes, drugs, sex, Satanism, gangs, explicit and/or obscene language, or messages that defame another person will be asked to change clothes or reverse it for the remainder of the school day.

At the Middle School good grooming is promoted. Students with continual hygiene problems will be referred to the school nurse or the principal. Writing on hands, arms and clothing does not display proper grooming. Students may not paint their faces or color their hair with bright colors.

Drills

Fire drills, tornado drills, and bus evacuation drills are held regularly during the school year, according to the Iowa Code. We will also have ALICE drills.



Exploratory Courses

The varied experiences we cluster under the umbrella of exploration have one thing in common. All are designed to provide experiences that allow students to explore their constantly changing interest, identity, and aptitudes, and to broaden their horizons. We at the Center Point- Urbana Middle School are fortunate to be able offer a wide variety.

Middle school students will have the opportunity to sample the world of knowledge before they become committed to a particular program track. Exploratories also tie into our district goals of life-long learning, teamwork and solving problems. They also tie directly to the middle school goal of improvement in reading. These courses offer a way to expand vocabulary and thus improve reading comprehension. The courses offered at the Center Point - Urbana Middle School are:

- Art
- Computers (7th and 8th)
- Gateway to Technology (6th, 7th and 8th)
- Iowa History (6th)
- PE
- General Music
- Wellness

Extra-Curricular Participation

The Center Point - Urbana Middle School encourages participation in extracurricular activities. We do this by having a low coach to participant ratio and when this gets too high, we hire extra coaches if possible. We also do this by having the philosophy that all students who follow school and team rules deserve quality-playing time. This does not mean equal playing time. Students are not to be put in just at the end of the game or for a few seconds. They are to have the opportunity to participate in a meaningful part of the game.

Field Trips

Field trips are planned as an additional educational experience for your children. In the early fall, you will receive a permission form to sign which will give your child permission to attend any field trip. Written permission is necessary for your child to go on field trips, and if it is not received, your child will remain at the school building. You will always receive advance notice of upcoming field trips. Occasionally teachers will contact parents to request assistance in supervising a field trip.

Grant Wood Area Education Association

The GWAEA is an education agency that is located at Cedar Rapids and serves the surrounding school districts. The agency serves us in three ways: Special Education, Media, and Teacher Education.

Students are directly served through the Special Education Division. Specialists in the field of Psychology, Speech Therapy, Audiometry, Physical and Occupational Therapy, Learning Disabilities, etc., work with children upon request by teacher or parent with the written consent of parents.

Annual hearing and vision screening takes place each spring. Students with concerns will be tested. Parents need to indicate in writing if they do not want their child tested.

Grievance Procedure

Students, parents of students, employees, or applicants for employment have the right to file a formal complaint regarding discrimination or harassment. Forms for filing a grievance are available from the Equity Coordinator, John Hasleiet, Elementary Principal, Center Point-Urbana Schools, ph: 319-849-1102.

The following steps are used to file a complaint:

- 1.) Discuss the problem with your principal
- 2.) Inform the Equity Coordinator, John Hasleiet at Center Point-Urbana Schools. Ph. 319-849-1102.
- 3.) Appeal to the Superintendent, Matt Berninghaus at 102 Trader Street, Center Point, IA 52213. Ph: 319-849-1102.

Guidance Program

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Gum or Candy At School

Gum may be chewed as long as a staff member does not see it. There is no gum in the cafeteria, music rooms, library or computer labs. This does not include candy/treats served in the cafeteria, sold at the concession stand, or that are part of a classroom celebration.

Hallway Passes

Students must have a pass signed by a staff member, or their signed agenda, in order to be in the hallways during class time or during the noon hour.

Healthy Snack Policy

Center Point - Urbana School District
MS Snack Policy 2006

All children need healthy snacks to keep their energy level high and their brains alert. If you choose to send a snack/treat follow these guidelines. We need to begin teaching this early so our children make good food decisions. Also with the increase in food allergies, precautions need to be taken at school. Therefore our new snack policy for all children at the school is:

- No homemade food of any kind is allowed
- No baked goods are allowed such as cookies, cakes, brownies, and cupcakes.

This policy is for all snack times, birthday treats and school party times.

Below you will find a list of healthy snack foods. Individually packaged snacks are helpful if possible. Please remember to use every safety measure possible when preparing food for snacks such as frequent hand washing. Thank you for your attention to the health and wellness of our students.

GRAIN FOODS

Animal crackers
Oyster/soda crackers
Bagels
Pita bread
Bread sticks
Popcorn
Cereal
Pretzels
Cheese crackers
Rice cakes
English muffins
Ritz Bits
French bread
Rye Wafers
Graham crackers
Granola or cereal bars
Tortillas
Melba toast
Muffins (regular size)

DAIRY/PROTEIN

Cheese cubes/slices
Hard-boiled eggs
Cottage cheese
Yogurt (frozen or regular)
Pudding cups
Pudding pops
Ham, Turkey or Beef Deli meat String cheese

FRUITS/VEGETABLES

Apples/applesauce
Mandarin oranges
Bananas
Melon balls
Broccoli or cauliflower
Orange, peach or pineapple slices
Pickles
Canned fruit cups
Plums
Carrot or celery sticks
Raisins
Cucumber slices
Seedless grapes
Dried fruit
Strawberries
Fruit juice/frozen fruit bars (100% Juice)
Fruit snacks/Roll-ups
Tangerines
Grapefruit slices
Tomatoes or tomato juice (100%)
Salsa

Homework Expectations

Developed by the students in February of 2006

Anytime you do work for school, this is what it would be like!



Name

Legible

Paper not wrinkled, torn or having unnecessary writing or drawing

Write in sentences unless directed otherwise

Words spelled correctly

Completed on time

Best work possible. The work should be of high quality! You should hand it in as if you could win a million dollars for the best product ever!

Be proud of what you do!



Homework and Make-up Work

- A. Homework is any work that a student is to do on his or her own or in a group. All homework is to be completed on time and to the best of the student's ability.

When can homework be completed?

- 1) Class time - When given homework, don't waste time. Get right to work.
- 2) PRIDE - If a student is not in band and/or choir then they may have some of this time.
6th, 7th and 8th grade 11:04 – 11:43
- 3) MTSS time
- 4) Outside of school hours - Home
School - students may stay after or before school if it is arranged ahead of time.

What to do if you have questions on homework?

- 1) Reread the material.
- 2) Look at notes.
- 3) Look at other problems on the assignment.
- 4) Call a friend for help.
- 5) Call the teacher.
- 6) Use time before school to ask a question.
- 7) Use study time available before class, such as PRIDE time or noon study.

All homework is expected to be completed on time.

What happens if you don't have your work completed?

- 1) YOU WILL NEED TO DO IT TO LEARN THE SKILL/CONCEPT/IDEA
 - 2) 6th graders will be assigned to noon study.
- B. If a student is absent from class or school, it is his/her responsibility to see the teacher to coordinate make-up work. This includes going on a trip. Unexcused absences still require the student to complete the assignment.
- C. Assignment Notebooks (Premier Agendas) will be provided for all 6th grade students to organize schoolwork.
- D. As a general rule, a student has two days to make up the work for each day of absence.

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Superintendent or his/her designee

A. A student who becomes ill at school will be dismissed through the office after parent(s) or designated persons have been contacted and come to pick him/her up. Under no circumstances is a student to leave the building without permission of their teacher and principal.

1. The child will be examined by the school nurse.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be phoned.
4. When children who are ill are sent to the nurse, the temperature will be taken and parents will be called as necessary.
5. A written record is kept on all children seen by the nurse.

Items Not to be Brought to School

Bringing any of these items will result in disciplinary action and can result in suspension or expulsion.

Animals of any kind are not to be brought to school unless the principal has given prior approval. It must be part of a class project, not just to show.

Laser pointers are not allowed on school grounds, unless permission is given by administration for educational purposes.

Electronic devices are not to be brought to school. The school is not responsible for any damages that any occur to items owned students.

Any item that disrupts the learning process, should not be brought to school. If students are focusing on these items and not learning, then the item should be left home.

Leaving School

When parents wish to have a child leave school before the regular dismissal time, they may come to the school after him/ her, or notify the school by note or phone, requesting the early dismissal. Parents are asked to come to the office. When parents contact the school by telephone for their child to be dismissed, we may need to verify the call. Please do not be offended. We are only considering your child's safety. Students must be present the majority of the one-half day to be counted present for the one-half day.

Lockers

Lockers will be assigned to all students. Students will be issued a padlock for his/her locker. Students who lose their lock will be charged \$5.00 for a replacement lock. Students will have one week after the office is notified to buy or find the padlock. If this does not occur, a time-out will be issued. The size of book bags carried by students creates problems in both the locker area and the classrooms. **STUDENT BOOKBAGS OR BACKPACKS MUST FIT INSIDE THE LOCKER AND THEY MAY NOT BE CARRIED TO CLASSROOMS.**

The school administrators and teachers maintain the right to periodically inspect lockers for cleanliness, drugs/alcohol, or items not allowed at school.

Students who are in band will need to take their instruments to the Instrumental Music room each Morning at 8:15.

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. 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.

Contact Brent Winterhof, Middle School Principal, at 849-1102 if a Limited English Proficiency Plan is needed.

Lunch/Breakfast

Students will be given a five-digit number to enter on a keypad. The student's name will come up on the computer screen so that incorrect numbers may not be used. Using another student's lunch card number will be considered stealing and will be subject to discipline as such.

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.

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.



Medication Policy

The Middle School authorization form signed by the parent or legal guardian must be on file for each medication to be given during school hours. The school nurse will give only medication prescribed by a physician. The school nurse may not dispense non-prescription drugs. In special circumstances, school personnel certified to do so would dispense non-prescriptive medication. Non-prescription drugs will only be dispensed under the following conditions:

1. The daily dosage must be accompanied by the proper form giving the following information
 - a. Name of pupil.
 - b. Name of medication.
 - c. Dosage required.
 - d. Time of administration at school.
 - e. Time of last dose at home.
 - f. Date of request.
 - g. Parent's signature.
3. The proper form and medication should be presented to the following certified personnel before 8:30A.M. on the morning it is to be administered:
 - a. School Nurse
 - b. School Secretary

All prescription medication must be kept in the original pharmacists container, with the original label attached, and must include:

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

All medication will be kept in a closed, locked container. Only the school nurse and 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.

A written record of administration of each medication will be maintained. This record will include:

1. Student's full name.
2. Name and strength of medication.
3. Dosage and time of administration.
4. Date and name of person administering.

COPIES OF THE PERMISSION FORMS ARE ENCLOSED. ADDITIONAL COPIES MAY BE OBTAINED FROM THE SCHOOL NURSE AS NECESSARY.

7th Grade Tdap and Meningococcal Requirement

The State of Iowa requires that all children be immunized before they may attend school.

This includes a booster of Tdap and meningoccal for 7th graders.

Immunizations required for 7th grade are:

- Tdap-The Tdap shot must be received before your child begins 7th grade.
- Both of these immunizations need to be turned into the school before the start of the school year or your child may not attend school.
 - 12 grade students need to have received Meningococcal (A,C,W,Y) on or after 16 years of age.
 - 7th grade students need to have received Meningococcal (A,C,W,Y) on or after 10 years of age.

Please bring a completed certificate of immunization from the doctor's office if your child is in the above-mentioned grades. Your student's immunization records will be checked the beginning of school and you will be notified of the steps you need to take for your child to remain in school if they are not up-to-date on their immunizations.

Messages to Students

If parents or other persons have reasons to contact a student while in school, they must do so by first contacting the office. In all cases, where it is necessary, a message will be given to the student at the first opportunity.

In cases of emergency, the student will be called to the phone. Please limit calls to necessary messages.

Persons, other than parents, wishing to contact a student will be questioned as to the reason before a message will be given to the child.

Students will not be allowed to use phones during the school day, unless school activities are changed or school is dismissed early. Students should only use the office phone, unless otherwise instructed.

There will not be invitations or sign-up sheets distributed for students unless all are included.

Multicultural, Nonsexist Statement

The Center Point-Urbana School Districts will not discriminate on the basis of race, color, religion, handicap, national origin, or social class, sex, or age in the educational program or activities which it operates. The requirement not to discriminate in educational programs and activities extends to employment therein, admission thereto and the content of subject matter taught. Efforts will be made to insure that the requirement not to discriminate will extend to speech, manner, and attitude of staff members who are responsible for the teaching and supervising function of the Center Point-Urbana School Districts.

1. The policy of the Center Point-Urbana School Districts shall be to provide educational programs for students as needed on the basis of individual interests, values, abilities, and potential. There shall be no discrimination against any student because of race, color, religion, handicap, national origin, sex or social class.
2. Course assignments will be made to students based on their needs, interests, ability and potential rather than on their race, color, religion, handicap, national origin, sex or social class.
3. All classes at Center Point - Urbana Middle School are open to students of both sexes.
4. All students, regardless of race, color, religion, handicaps, national origin, sex or social class are eligible to run for positions of student leadership within the school.

Money, Valuables, and Personal Property At School

Students are encouraged never to carry unnecessary sums of money or to bring valuables such as jewelry, laser pointers, trading cards or animals to school. The CPU Middle School is NOT responsible for lost or stolen items. Any type electronic devices should be used in accordance with the technology/school policies and monitored by staff. These items may be taken from the student and held in the office.

Respect for Public Property

Students are to take proper care of school property. Proper care of textbooks and library books will prolong their use. Pupils are encouraged to carry books to and from school in book bags. Students will be charged for textbooks and/or library books which are lost or damaged.

School Conditions

If school is to be called off, start late, or dismissed early, an announcement will be made over radio stations WMT Radio 600 or KCRG, Cedar Rapids. In case of snow vacation, or mechanical failure, every effort will be made to have an announcement on the 10:00 P.M. news preceding the vacation. Please listen to the radio for school announcements. The number to call for scheduling information at school is 443-2800. PLEASE DO NOT CALL THE SCHOOL OFFICES ABOUT CANCELLATIONS OR EARLY OUTS. If school is to be dismissed early, the students will be taken home unless parents have left word that they should be taken to another house in the case of early dismissal. The bus driver will make every effort to see that a student is not let off the bus when no one else is home.

School Day

The school building opens at 8:15 A.M. Town students should not arrive before this time. The students' school starts at 8:23 and the day ends at 3:21 P.M. No students should be in the building after this time unless under the direct supervision of a teacher or authorized adult.

Search and Seizure

All school property is held in public trust by the Board of Directors. School administrators may, without a search warrant, search a student, student lockers, desks, computer files or work areas when there is substantial cause that a school policy has been violated. The search and seizure guidelines, as outlined in school board policy, will be followed.

Sending Money to School

When it is necessary to send money to school, please do so by placing it in an envelope that is labeled with the child's name and teacher's name on it. **The school is not responsible for any money that is lost prior to being received by the teacher or school secretary.**

Software Policy Regulations

As stated in board policy, it is the district's intent to adhere to all copyright laws in the area of computer software as well as all other areas. For that reason, the policies stated below will be followed regarding the software allowed on district computers.

The only software on district computers will be:

1. Soft-ware purchased by the district technology funds for which an appropriate license has been obtained.
2. Software purchased for classroom use with classroom/department funds. These programs are district property. The classroom teacher should notify the media specialist of the existence of all such software. The original diskette should be presented to the media specialist for cataloging, storage, and backup. A backup copy will be returned to the teacher. In the case of CD ROM'S, the original will be returned to the teacher.
3. Software received through donation or free software given to the school. These programs are district property. The same procedure as stated in item #2 above is required.
4. Software that is the personal property of the teacher if: 1) the original diskette is kept on file in the room showing a legal right to have it on the computer, and 2) if the media specialist is notified of the existence of such software on a particular computer.

All other software not meeting the above criteria will be assumed to have been loaded onto the computer illegally by students and will be deleted when discovered by the technology staff. The Technology Resource Persons will periodically review the software on all computers for compliance with copyright laws. When in doubt as to the legality of the existence of software on a computer, the software will be deleted.

Federal law provides stiff financial penalties for copyright infringement. District liability insurance does not cover the personal liability of an employee who knowingly violates the law.

Special Services

The following special services are available to your child as a student at Center Point - Urbana: Speech Therapy, Hearing and Vision Screening, School Psychologist and Social Worker, and Resource Room. At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for your child. Other than the yearly vision and hearing screening done with some of the children, your written permission would always be obtained before any special services are initiated.

Student Conduct

- A. Creating a positive learning environment at Center Point - Urbana Middle School is the joint responsibility of students, parents, and staff. When everyone works cooperatively to prevent problems, it will help to avoid the necessity for disciplinary action.

One of the important things a student learns in school is the right you have as a member of the school. But, just as you have rights, so does everyone else at school. This means you cannot act in a way that denies other people their rights. This is called responsibility.

It is impossible to list all student rights and responsibilities. The following is an abbreviated list of rights and responsibilities that are most important to a good education.

RIGHTS

1. The most important right that students have is the right to a free public education.
2. Students have the right to learn.
3. Students have the right to personal safety as school.
4. Students have a right to a clean school building.
5. Students have a right to get help from counselors, teachers, and administrators.
6. Students have a right to be respected by other students and the staff.
7. The right to due process. That means students have a right to a fair set of rules that are applied in a fair and even manner.

RESPONSIBILITIES

1. Students have a responsibility to come to school regularly, on time, and ready to learn.
2. Students have the responsibility to assist others in their building.
3. Students have a responsibility not to act in a way which threatens or injures others.
4. Students have a responsibility to assist in keeping the building clean.
5. Students have a responsibility to ask for help in a polite manner and at a time that doesn't deny other students a fair chance to get help from the staff.
6. Students have a responsibility to demonstrate respect for each other and the staff.
7. Students have a responsibility to obey school rules.

- B. All students are responsible for their actions. To succeed, discipline must ultimately be self-discipline. If a student is unable to exercise appropriate self-discipline, consequences will need to be imposed by the school. Such actions can result in detention, time-out, suspension, and/or other appropriate action.

Such disciplinary action can result from, but not be limited to, the violation of the following rules:

1. Failure to abide by a reasonable request of a school employee.
2. Disruption of school and/or school activities.
3. Repeated "time-outs" may result in removal from class and/or suspension from school.
4. Unsportsmanlike conduct at a school sponsored activity.

Student Conduct (continued)

5. Consumption, possession, or use of alcoholic beverages, tobacco, illegal drugs, or drug paraphernalia on school property or at school sponsored activities. Furthermore, any student who is under the influence of alcohol or drugs, or who has alcohol detected on his/her breath or clothing will be subject to disciplinary actions.
6. Damage, destruction, or theft of school property and/or personal possessions.
7. Storage, possession, or transmission of dangerous weapons on school property.
8. Verbal or physical abuse of a person or the use of profanity at school or at school activities.
9. Engagement in an unlawful activity.

C.

1. **Time-out.** Time to be served during recreation and/or lunch time.
 6th – 12:15-12:38
 7th - 11:43-12:06
 8th -12:52 –1:15
2. **Detention:** Time to be served after school. Parents will be notified and must provide transportation. The activity bus will not provide shuttling for students. One missed detention will result in a second detention being given. A second missed detention will result in an in-school suspension.
3. **Suspension:** Suspensions are either in-school or out-of-school. In-school disciplinary action which allow the student to be in school but isolated from the rest of the students. Classroom work is given during the time of suspension. Students involved in extracurricular activities will not be allowed to participate during the time of suspension. Out-of-school suspension is disciplinary action which involves removal of the student from school under the super-vision of parents.
4. **Emergency Removal:** Students who become violent and/or destructive, thereby presenting a threat to themselves and/ or others will be immediately removed from the situation. Parents will be notified to immediately take the student from school. Parents must conference with the principal before the student can return to school.

D.

- Three tardies will result in a time-out. The tardies will start over each quarter.
- Three time-outs will result in a detention. The time-outs will start over each quarter.
- 7th and 8th grades. Three detentions will result in an in-school or out-of -school suspension.
 Parent/Student/Principal conference will occur before student returns to regular classes. The detentions will start over each quarter.
- Staff members will issue time-outs to students for not following their classroom guidelines or school common area expectations.
- A student who is sent to the principal by a staff member for inappropriate behavior or not following handbook guidelines will be issued a detention (s) or suspension(s) depending on the severity of the infraction.

- E. All Middle School students participating in co-curricular activities are subject to the Good Conduct Code established by the Center Point-Urbana Schools and individual Activity Directors.

During the past two years, students and staff worked on common area expectations. These are expectations for areas of the building that we all use. Everyone at the CPU Middle School should know and follow these expectations. Posters will remind you and we will be practicing these expectations.

- Use in a timely fashion
- Respect property
- FLUSH
- Wash your hands
- Dispose of items properly
- Alert the office with problems
-

- Be respectful
- Follow game rules
- Be honest
- Be responsible with equipment
-

- Use your time wisely
- Respect privacy and property
- Use appropriate and sanitary behavior only
- Put belongings in your locker and use your padlock
- Keep to your own space
-

- Be polite and use your manners
- Be respectful of the lunch staff and of the lunch equipment
- Use your inside voice while talking to people near you
- Follow lunchroom procedures

Library/Computer Lab

- Be respectful of materials and people
- Use a pass
- Use your time wisely

Hallway and Stairs

- Walk
- Use your inside voice
- Pick up trash and keep the stairs and hallways clean
- Respect everyone
- Use your padlock

Bus Loading and Unloading

- Load and unload in an orderly fashion
- Keep hands and feet to yourself
- Walk/Stand in designated areas
- Talk appropriately
- Respect other people's and the school's property



STUDENTS STAYING AFTER SCHOOL FOR HOME EVENTS or GOING HOME WITH FRIENDS

Please remind students who live in rural Center Point or in Urbana and who plan to stay after school to watch a 7/8 grade event at Center Point or who are going home with friends are to follow these procedures:

1. Send a note to the office in the morning from their parents stating their youngster is staying after school and how he/she will get home. There will not be any shuttles after home events.
2. Students staying for games are to report **DIRECTLY** to the gym after school. The students are to remain in the gym so we can keep track of them! **NO** student may leave the building and return to the gym for the game.

If students do not have a note, they will be going home as they normally do.

If you live in Center Point, you should walk home and then report back when the event starts.

Student Pictures

Student pictures are taken in September with a retake date in late October. Parents are welcome to have pre-school children photographed on retake day.

Specific information on dates, costs, etc. will be placed in the newsletter and sent home with students.

A middle school yearbook may be purchased each year.

Student Records

Parents of students under age 18 may exercise the right 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.

The procedure to be followed in exercising any of the rights under the "FAMILY PRIVACY ACT of 1974' can be found in Board Policy, available from the Superintendent's office.

Personal Conduct

Students are expected to conduct themselves appropriately both while in school and while representing the Center Point Urbana Schools. Pushing, shoving, fighting, name-calling, swearing, using offensive language and threatening others are unacceptable and are subject to disciplinary action.

Tardiness

Students must learn the importance of being on time. If a student has three tardies, the principal will give a student a time-out. Written notification will be sent to parents regarding excessive tardies. If a student arrives late to school without an excuse, a time-out may be given as well as parent notification. The tardy count starts over every quarter.

Testing

The Iowa Assessments will be given to students in grades 6-8 in the fall of each year. The dates this year are November 1st-5th. Results of the tests will be shared with parents. The main emphasis of this testing program is to improve the overall educational program in CPU Schools.

Other tests will be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

Vandalism

Any person or persons willfully damaging Center Point - Urbana Middle School property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible as provided in Chapter 613.16, Code of Iowa for all vandalism or destruction.

Legal counsel for the School District will be instructed to regain all costs plus all legal fees from the responsible person or persons.

Visitors

Adult visitors are always welcome at Center Point - Urbana Middle School. It would be wise to call or send a note before visiting, so that you may check the daily schedule and see the classes of your choice.

School age visitors are not encouraged.

Volunteers

We encourage and welcome parent volunteers to help in our classrooms. Some of the ways you could help would be to listen to children read, hold flash card drills, and supervise games. If you are interested in helping at Center Point - Urbana Middle School on a volunteer basis, please notify the office or your child's homeroom teacher. Volunteers must sign the volunteer form before working.

Withdrawing a Student

The following procedure must be followed if you are planning to withdraw your child from the Center Point - Urbana Middle School:

1. Please contact the Middle School Office.
2. Insure that all books are returned, library fines are paid, band equipment returned, and the lunch account settled.
3. Please give us advance notice when possible so that the transitions from our school will occur smoothly.