

# URBANA - CENTER POINT MIDDLE SCHOOL

*A Guide to Successful Urbana-Center Point  
Middle School Citizenship*



Parent/Student Handbook

2010-2011

**Urbana/Center Point Middle School**

**202 West Main Street**

**Urbana, Iowa 52345**

**Phone (319) 443-2426**

**[www.cpuschools.org](http://www.cpuschools.org)**

## EQUITY NOTIFICATION

It is the policy of this school district to provide equal education and employment opportunities and not to discriminate on the basis of gender, race, national race, creed, age, marital status or disability in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our society and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and person with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

A grievance procedure exists for processing complaints of discrimination from employees and employee applicants.

Inquiries or grievances related to this policy may be directed to Jon Hasleiet, Elementary Principal, Center Point-Urbana School, 849-1102, to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.



TABLE OF CONTENTS  
(continued)

Items Not to be Brought to School . . . . . p. 37

Leaving School . . . . . p. 38

Lockers . . . . . p. 38

Limited English Proficient Students (LEP) . . . . . p. 38

Lunch/Breakfast . . . . . p. 39

Medication Policy . . . . . p. 40

Messages to Students . . . . . p. 41

Multicultural, Nonsexist Statement . . . . . p. 41

Money, Valuables and Personal Property at School . . . . . p. 41

Noon Study . . . . . p. 42

Respect for Public Property . . . . . p. 42

School Conditions . . . . . p. 42

School Day . . . . . p. 42

School Employee Abuse . . . . . p. 42

Search and Seizure . . . . . p. 42

Sending Money to School . . . . . p. 43

Software Policy . . . . . p. 43

Special Services . . . . . p. 43

Student Conduct . . . . . pp. 44,45

Common Area Expectations . . . . . pp. 46,47,48

Stay After School for an Event . . . . . p. 49

Student Pictures . . . . . p. 49

Student Records . . . . . p. 49

Summer Success Program . . . . . p. 50

Personal Conduct . . . . . p. 51

Tardiness . . . . . p. 51

Testing . . . . . p. 51

Vandalism . . . . . p. 51

Visitors . . . . . p. 51

Volunteers . . . . . p. 51

Withdrawing a Student . . . . . p. 51





**CENTER POINT-URBANA  
COMMUNITY SCHOOL DISTRICT**

**CPU**

Dear Students,

Welcome to a new school year! The staff would like you to have a successful and memorable year. One of our goals this year is to have all students continue to improve in all areas. Look for ways that you can improve each day!

This handbook is meant to provide expectations and guidelines for the school year. Congratulations on being part of the Urbana- Center Point Middle School.

Sincerely,

Brent Winterhof  
Middle School Principal

**Middle School 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.



## **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.



**ROOMS NUMBERS FOR THE URBANA/CENTER POINT MIDDLE SCHOOL**

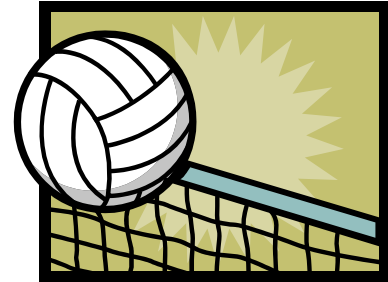
- 11 ..... Old Boy's Locker Room
- 12 ..... Athletic Storage
- 13 ..... Old Girl's Locker Room
- 14 ..... Custodial and Boiler Room
- 15 ..... Custodial Storage Room
- 16 ..... Custodial Storage Room
- 17 ..... Industrial Technology Work Area
- 18 ..... Industrial Technology Classroom
- 19 ..... IMC
- 20 ..... Computer Lab
- 101 ..... Nurse's Office
- 102 ..... 7<sup>th</sup>/8<sup>th</sup> Math
- 103 ..... 7<sup>th</sup> Grade Math/Geography
- 104 ..... 7<sup>th</sup> Grade Language Arts
- 105 ..... 7<sup>th</sup> and 8<sup>th</sup> Language Arts/7<sup>th</sup> Grade Math
- 106 ..... SCI
- 107 ..... SCI
- 108 ..... SCI
- 109 ..... Computer Lab 2/Keyboarding/Gateway to Technology
- 110 ..... Band Room
- 111 ..... Vocal Room
- 112 ..... 6th Grade Math/Social Studies
- 113 ..... 6th Grade Math
- 114 ..... 6th Grade Language Arts
- 115 ..... 6th Grade Science/Social Studies
- 116 ..... Art
- 116A ..... 6th Grade language Arts/Social Studies
- 117 ..... FCS
- 117A ..... 5<sup>th</sup> Grade Math/Language Arts
- 118 ..... Print Room and Workroom
- 119 ..... Kitchen Pantry
- 121 ..... 5<sup>th</sup> Grade Science/Social Studies
- 122 ..... 5<sup>th</sup> Grade Math/Social Studies
- 123 ..... 5<sup>th</sup> Grade Math
- 124 ..... 5<sup>th</sup> Grade Language Arts
- 201 ..... 8th Grade Math
- 202 ..... Office
- 203 ..... 8<sup>th</sup>/7<sup>th</sup> Grade Social Studies
- 204 ..... Men's Restroom
- 205 ..... Women's Restroom
- 206 ..... P.E. Office
- 301 ..... Wellness Room
- 302 ..... Work area
- 303 ..... School Liasion
- 304 ..... Guidance Counselor
- 305 ..... 8<sup>th</sup> Grade Language Arts
- 306 ..... 7<sup>th</sup> Grade Science /Math
- 307 ..... 8<sup>th</sup> Grade Science/Language Arts
- 308 ..... Stretch/TAG







# MIDDLE SCHOOL ACTIVITIES



## 7th & 8th Grade Athletics:

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

## Music:

- |                      |                        |
|----------------------|------------------------|
| 5th Grade Band       | 5th Grade Chorus       |
| 6th Grade Band       | 6th Grade Chorus       |
| 7th & 8th Grade Band | 7th & 8th Grade Chorus |



## Middle School Play:

- |                      |   |
|----------------------|---|
| Open to all students | 5 <sup>th</sup> /6 <sup>th</sup> Fall           |
|                      | 7 <sup>th</sup> /8 <sup>th</sup> Spring Musical |

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 319/443-2426 and/or Mr. Rosendahl, *Activity Director* at 319/849-1102, during the regular school day.

**RULES REGARDING PARTICIPATION OF STUDENTS ON NON-SCHOOL TEAMS**

Code No. 503.5R

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.

Code No. 503.5R-2

**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 7<sup>th</sup> and 8<sup>th</sup> 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

## URBANA/CENTER POINT 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.

### URBANA/CENTER POINT 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 Urbana/Center Point 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

Code No. 503.9R

Students must pass (F is failing) all courses beginning with the fall of 2000. 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 7<sup>th</sup> and 8<sup>th</sup> 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.



**URBANA - CENTER POINT MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK**

**Attendance**

Since good progress in school depends to a great extent upon great attendance, each student should strive to maintain an excellent attendance record. An unexcused absence is considered truancy. The time missed must be made up by serving in-school suspension, after school detentions or working on service projects at school or in the community. The principal will determine the equitable makeup time. Students involved in co-curricular activities must report to school by 1:00 p.m. to be able to participate or attend in an after school practice or contest. Exceptions would be made for funeral or medical/dental appointments. If a student is absent the full day or at the end of the day, they will not be admitted to an evening or after school function.

**Attendance Times**

If a student is at an appointment and comes before 10:00, they are not counted absent.

If a student is late for school and arrives before 10:00, they are tardy.

If a student arrives between 10:00 and 1:00 from being ill, late or for an appointment, they are considered a 1/2 day absent.

If a student is gone for an appointment and leaves after 11:00 and returns before 1:00, they are not considered missing any school.

If a student leaves after 2:00 ill, or for an appointment, they will not be considered missing any school.

**Center Point – Urbana School District  
K-8 Attendance Policy**

The Center Point – Urbana School District believes that attendance is an essential life-long habit. It also is a way to help students learn as much as possible. The State of Iowa is requiring all buildings to meet attendance goals that are set by the state. Our goal is to have 95% attendance for the entire year. This is missing 7 days of school per year. This policy is established to allow the school and home to work together to create good habits of attendance.

A student who misses 10 days of school will be getting a letter sent to their home. This letter is just a reminder about good attendance and offering any assistance to help the student have better attendance in the future.

A student who misses 15 days of school will be required to be part of a group that will meet to develop a plan for the rest of the school year. The student and parents will be notified by letter that 15 days have been missed. Contacts will be made by the school to arrange a meeting to develop a plan for the rest of the school year. The meeting will include the student, a parent/guardian, and the principal or prevention coordinator. The form below will be used to develop the plan.

If the parents and student refuses to have the meeting, the prevention coordinator or school resource officer will be contacted to pursue further interventions

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 \_\_\_\_\_

.



## Activity Bus

An activity bus will leave the middle school each afternoon to return students to Center Point. 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 high 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 8:25 A.M. Doors will be opened for students to enter at 8:20 A.M. Students involved in the breakfast program may enter the front door at 8:00 A. M in Urbana and 7:50 A.M. in Center Point. Only students eating breakfast at school will be permitted in the cafeteria.

Students arriving before 8: 20 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 8:20 A.M. if they are not eating breakfast.

## 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-From Student Transportation Manual**

### **General**

The safety of every child on our buses is a great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely, but this requires the cooperation of the students and parents. Driving a bus is difficult and a responsible task. Their entire attention must be on their driving responsibility at all times. Anything that happens on the bus to divert the driver's attention from his job immediately endangers the safety of the riders. It is therefore, absolutely necessary that the children riding the bus, conduct themselves in the best possible manner.

In general, any activity which worries or distracts the driver is objectionable. The bus driver needs to keep his/her mind on driving and on the traffic situation. If they are worried about the activity in the bus he/she cannot be a safe driver. Further more, transportation equipment represents a large capital investment. Pupils are expected to cooperate in its maintenance and preservation.

We sincerely hope you will cooperate with us in helping make our buses safe for all children who ride them.

### **Goals of the Student Transportation Program**

- The primary goal of the Student Transportation program is to get each student to and from school safely each day. In order to do so, good order must be maintained on the bus at all times. Any behavior that distracts the driver from the job of driving significantly endangers the safety of all those on the bus and will not be tolerated. The relationship between safety and good order on a bus is clear and direct.
- A secondary goal is to create an atmosphere where each rider can enjoy the trip by creating an atmosphere where positive social interaction with friends and acquaintances is possible. This can be a great opportunity to practice the appropriate social and conversational skills as well as the self-control and self-discipline that will be needed throughout life.
- It is our goal that all staff associated with student transportation will vigorously and consistently implement the regulations outlined in this manual.

### **Expected Behaviors on the Bus...**

We expect students to:

- respect the driver and loading area supervisors and follow their directions immediately.
- wait for, enter and exit the bus in an orderly manner.
- remain in their seats at all times, exit only when dismissed.
- speak in a low, conversational voice.
- use appropriate conversation and body language.
- keep hands, feet, and materials to self at all times.
- behave on the bus as they are expected to behave in the classroom.

### **Specific Regulations as Identified by the State Department of Education:**

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus windows.
5. Pupils shall converse in normal tones; loud or vulgar language is prohibited.

6. Pupils shall not open or close the bus windows without the permission of the driver.
7. Pupils shall keep the bus clean, and refrain from damaging it. Pupils shall be courteous to the driver, to fellow pupils, and to passerby.
8. Pupils shall enter and leave bus, at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
9. Pupils must refrain from crowding or pushing.
10. Pupils shall refrain from talking to the driver while the bus is in motion.
11. Each pupil must go directly to his or her seat upon entering the bus.
12. Roughhousing on the bus is prohibited.
13. Pupils must keep feet off the seats.
14. Pupils must keep sharp objects off the upholstery. Damage in any manner or vandalism of any kind to the seats or any other part of the bus will not be tolerated.
15. Pupils must not throw objects about in the bus nor out through the windows.
16. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
17. Shooting paper-wads or other material in the bus is not permissible.
18. Pupils must avoid playing or loitering on the highway when waiting for a bus which is late.
19. When a pupil leaves the bus, he/she must follow the instructions of the school bus driver. Pupils who must cross the highway to get on, or after leaving the bus, must go to the front of the bus and wait for the signal from the bus driver before crossing. The driver must see that the way is clear before signaling pupils to cross. Pupils must never cross behind the bus.

Students are discouraged from riding buses other than the one to which they are assigned. If it is absolutely necessary for a student to ride another bus, he/she must bring a note from a parent requesting this. This note should be taken to the office and a bus pass will be issued.

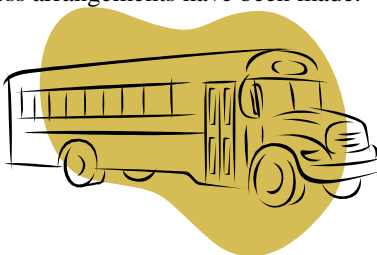
If a student is to leave school by means other than his/her regular arrangement, it is necessary to send a written note.

Students choosing to not follow the above regulations are subject to bus suspension and/or bus detention. Continual bus problems may result in more severe consequences.

### **Shuttle Bus (Before and After School)**

The bus will pick-up students behind the school on Valley Street. Students should arrive by 8:05. They should outside in the loading area. No students should be in the hallway or in the high school itself, unless accompanied by a coach or special permission.

The bus will arrive back in Center Point at 3:35. Students will be dropped off in front of the high school on Summit 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. 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



## 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

<b>DISEASE</b> * Immunization Is Available	<b>USUAL INTERVAL</b> Between Exposure and First Symptoms of Disease	<b>MAIN SYMPTOMS</b>	<b>MINIMUM EXCLUSION FROM SCHOOL</b>
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 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.
Menningo- permits coccal Meningitis	2 to 10 (commonly 3 to 4) days	Headache, nausea, pain in back, stiff neck, fever.	Until physician return.



## **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, 319/443-2426). Voice mail is available for every employee of the Middle School.

## **Courtesy at Events**

There are many events at the Urbana/Center Point 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.

## **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 Urbana and students should report to the office at 3:17. One missed detention will result in a second detention being given. A second missed detention will result in an in-school suspension.





## 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 Urbana – Center Point 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 Urbana – Center Point Middle School are:

- Art
- Computers
- Gateway to Technology ( 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>)
- Iowa History ( 6<sup>th</sup>)
- PE
- General Music
- Keyboarding (5<sup>th</sup> )
- Wellness

## Extra-Curricular Participation

The Urbana – Center Point 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.



## 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) Noon study
  - 5th grade 11:24 – 11:48
  - 6th grade 11:00 – 11:24
  - 7th grade 12:10 - 12:32
  - 8th grade 11:48 - 12:10
- 3) PRIDE - If a student is not in band and/or choir then they may have some of this time.
  - 5th and 6th grade 11:48 - 12:32
  - 7th and 8th grade 11:00 – 11:48
- 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 GET A LOWER GRADE.
  - 2) You 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 each student to organize schoolwork.
- D. As a general rule, a student has two days to make up the work for each day of absence.

## **Illnesses**

- 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.
- B. A school nurse is on duty part-time in our school. If your child is ill or injured, the following procedure will be followed:
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.

As school health services are used primarily for first aid and on-site care, they should never replace a visit to your physician's office. We encourage you to get proper diagnosis and care from your own physician.

## **Insurance**

School insurance may be purchased at Registration Day or during the early part of the school year. You may purchase coverage for only school hours, or on a 24-hour basis. Involvement in this program is completely optional. Dental insurance is also available.

## **Items Not to be Brought to School**

Students are not to bring to school any items, which might be potentially dangerous to themselves or others. This includes any kind of gun, knife or weapon, or explosive device. This also includes any kind of toy, which represents a gun, knife or weapon, or explosive device. Students are not to bring alcohol, drugs, or cigarettes.

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

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. 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.

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.

iPods and MP3 players 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.

## 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 443-2426 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.

No cash will be exchanged in the line. All deposits need to be given to the lunch clerk by 10:00 a.m.

If students/families have more than \$8.00 charged to their account, they will no longer be able to charge a meal. They will have these choices:

- . bring money and deposit it with the lunch secretary prior to 10:00 a.m.
- . use PayPal and deposit money
- . bring lunch from home
- . receive a peanut butter sandwich and a carton of milk for lunch at no charge (only for a short period of time)

Students that have any negative balance will not be allowed to charge ala Carte items or second meals.

Students are not permitted to borrow from other student's accounts or to exchange food items from their trays. For information about free and reduced price lunches, parents are encouraged to contact the school.

We hope that no student will be limited to a peanut butter sandwich/ milk meal. However, responsibility is an important lesson for students to learn! If we allow students to continue to charge with no consequences and no accountability, we are not teaching responsibility! Many times the parent says, "Hey, it is not my kids fault, it is mine!" Well perhaps that is true, but we have no way to hold the parent responsible!



## 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, Brenda Tjaden.

All prescription medication must be kept in the original pharmacist's 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.

////////////////////////////////////  
**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 Urbana-Center Point 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, iPods or MP3 players to school. The UCP Middle School is NOT responsible for lost or stolen items. Any type of radio, cell phone, walkman, discman, trading cards and/or animals should not be brought to school unless the classroom teacher, coach or sponsor of a field trip grants special permission. Also, laser pointers are not allowed. These items may be taken from the student and held in the office.

## **Noon Study**

Students who need a quiet place to study and/or students who are behind in their classroom assignments will report to a classroom during the recreation portion of lunch time.

8th Room 305  
7th Room 103  
5th & 6th Report to the teachers  
room in charge.

Classroom teachers will cover rules and regulations during the first week of school.

## **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 8:20 A.M. Town students should not arrive before this time. The students' school day ends at 3:17 P.M. No students should be in the building after this time unless under the direct supervision of a teacher or authorized adult.

## **School Employee Abuse**

If a parent/guardian or student feels that a student has been abused by a school employee in any manner, the incident should be reported to the Level One Investigator, Alan Marshall at 849-1102.

## **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 602.1 8, 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 Mentors and 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 Urbana/Center Point: Speech Therapy, Hearing and Vision Screening, Remedial Reading, 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 Urbana/Center Point 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 lunch time. Time-outs are held in the art room (room 109).  
     **5th/6th** - Room 109 from 11:00 –11:48  
     **7th/8th** - Room 109 from 11:48 –12:32
  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.
  - 7<sup>th</sup> and 8<sup>th</sup> 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.

## Common Area Expectations

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

### Hallways

**Goal Statement:** Hallways and stairs are to be orderly passageways for students and staff to arrive safely and promptly at their destination.

**Expectations:**

1. Walk on right.
2. Use quiet voices and appropriate language
3. Respect personal space and property.
4. Take stairs one step at a time.
5. Use passing time efficiently. Arrive on time.
6. Keep hallways clear of debris and the top of the lockers clean. Any misplaced materials will be put in the gymnasium lost and found.

### Cafeteria

**Goal Statement:** The cafeteria is to be an orderly and safe place where people can eat in a friendly and well-mannered atmosphere.

**Expectations:**

1. Follow traffic patterns.
2. Use manners and be polite.
3. Keep cafeteria clean and well maintained.
4. Follow procedures for handling lunch money.

### Restrooms

**Goal Statement:** Restrooms are to be a safe, orderly, and clean place for students, staff and visitors to take care of personal needs.

**Expectations:**

1. Use in a timely fashion.
2. Use facilities properly.
3. Wash hands.
4. Keep restrooms graffiti-free.
5. Keep restrooms litter-free.
6. Report supply shortages and problems with the facilities to the office.



## Recreation

**Goal Statement:** Recreation is a time for social activities in a safe environment.

### Expectations:

1. At the beginning of rec time, students must report to the bleachers.
2. Be respectful and show good sportsmanship.
3. Use equipment in an appropriate manner in designated areas.
  - Use only equipment designated by rec supervisor.
  - Pick up area and put equipment in barrel at the end of rec time.
4. Report all injuries to the supervisors.
5. Be visible to the rec supervisors.
6. Ask permission to use the restrooms.
7. Remain in noon study. If work just needs to be turned in, it must be turned in to the noon study teacher in the gym.

### Indoor Rec

8. Use the stage only for designated activities (i.e. foosball, air hockey).
9. Use the stairs to enter and exit the stage area.

### Outdoor Rec

10. Remain in one of the designated areas.
11. Use playground equipment as intended.

## The Media Center

**Goal Statement:** The media center is a safe, friendly research base where multiple resources are available and learning styles are varied.

### Expectations:

1. Respect yourself and others, equipment, furniture and books.
2. Return materials on time.
3. Return materials to appropriate places.
4. Do not chew candy or gum.
5. Use voices appropriate to task.
6. Walk in and out of the area with hands to yourself.
7. Work on task.

## **Locker Room Areas**

**Goal Statement:** The locker rooms will provide an orderly, safe and clean environment for extracurricular and physical education use.

**Expectations:**

1. Use locker rooms in a timely fashion, leave when finished.
2. Use the equipment properly:
  - paper towel dispensers
  - sinks
  - toilets
  - lockers (Use only for 7/8th P.E./athletic equipment. Academic materials and coats are to be stored in hallway lockers.)
3. Store property in lockers.
4. Use appropriate language and behavior. The locker rooms are an extension of the classroom.

**\* Locker rooms will be locked in the morning from 8:01-8:30 and then locked again when not in use for P. E. classes or sports.**

## **Bus Loading/Unloading**

**Goal Statement:** To provide a bus loading/unloading process that is orderly and safe.

**Expectations:**

1. Walk in the building and on the sidewalks to and from the buses.
2. Keep hands and feet to yourself.
3. Be polite and mutually respect each other.
4. Use painted crosswalks.



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

Please remind students who live in Center Point or rural Urbana and who plan to stay after school to watch a 7/8 grade event at Urbana 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 Urbana, 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 October or November. 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.

## Summer Success Program

The Urbana Center Point Middle School emphasizes success. We have established an environment that encourages and enables all of our students the opportunity to reach at least minimal levels of success. Most students far exceed that minimal level, but some are not reaching this level inspite of the efforts of many individuals on the students' behalf. The Summer Success Program would allow students who are not reaching the minimal level of success to work during the summer to improve on academic goals and work related behaviors. The following plan is being implemented to ensure all UCP students are successful and have the opportunity to be successful in upcoming years. The cost is \$80

- 1) Quarterly mid-terms will be sent home following the mid-term dates of September 17, November 23, February 8 and April 19 for the first, second, third and fourth quarters. Conferences will be held on October 16 and 28 as well as February 22 and 24.
- 2) Periodic letters will be sent and grade updates will be written in Agendas to keep the student and parent(s)/guardians aware of progress. The quarters will end on October 20, January 6, March 14 and May 23.
- 3) The Summer Success Program will be required of students in 7th and 8th grade who earn a D or below for the semester grade. The semester grade will be the average of the two quarter grades in math, language arts, science and social studies classes. A student who earns a D or below for the first semester can average their grade with the second semester to earn a D+ or higher and not be required to attend the Summer Success Program. This can only occur for a class which continues in the second semester. Science and social studies are only one semester courses and students will take one the first semester and one during the second.
- 5) The Summer Success Program will be developed on an individual basis for each student. Study skills will be integrated throughout the coursework for each student. Successful completion of the Summer Success Program will allow the student to move to the next grade level. Unsatisfactory completion of the program will result in retention.

The Urbana Center Point Middle School believes that all students can reach this minimal level of success. The staff will continue to provide assistance to help students reach high levels of accomplishments.

## ATTENDANCE

The Summer Success Program will be held for two weeks in June. The starting date will be June 5th and the last day of class will be June 16th. Each day, class will start at 8:15 and finish at 10:15. All classes will be held at the middle school and a shuttle will run from Center Point at 8:00 and return at 10:30. Parents are responsible for transportation to the appropriate building. Attendance is required unless an \*emergency situation occurs. If an absence/tardy occurs, the time and/or material will be made up at the discretion of the teacher or the student may be removed from the program. Failure to attend summer school when required for 7th and 8th grade students will result in retention.

\*An emergency situation is defined as being (1) acute illness with a doctor's excuse required upon return and (2) to attend a funeral (knowledge of absence with a call from the parent to the principal).

## GRADING

Students who are required to attend the program must earn at least a 70% in order to successfully complete the program and move to the next grade level. Assignments will be graded and weekly reports will be given to students to allow all to monitor progress. Students who successfully complete the Summer Success Program will have that fact recorded in their permanent record.

### Grading Scale

Pass 70%-100%

Fail 0%-69% The student will then repeat the grade.

////////////////////////////////////  
**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 Test of Basic Skills will be given to students in grades 5-8 in the fall of each year. The dates of this testing will be announced in the school newsletter. 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 Urbana-Center Point 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 Urbana-Center Point 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 Urbana-Center Point 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 Urbana/Center Point Middle School:

1. Please come to the Middle School Office and sign a form to release your child's cumulative records.
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