Home of the Stormin' Pointers!

# STUDENT HANDBOOK

## Center Point-Urbana High School

2012-2013

# CPU' S SUCCESSFUL PERSON

**Displays a COMMITMENT to learn and grow.**

- seeks knowledge
- tries new ideas
- learns from mistakes
- sets and reaches goals
- uses decision-making skills
- solves problems

**Develops PERSONAL SKILLS to building 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

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*Under Review

# PHILOSOPHY FOR THE CENTER POINT-URBANA HIGH SCHOOL

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

## MISSION STATEMENT

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

## BELIEFS

***We believe that…***

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

**I have a choice – what choice do I want to make?**

# 2012-2013 BLOCK SCHEDULE BELL TIMES

## REGULAR DAY

Warning Bell- 8:20

Block 1- 8:25-9:54
Period 1- 8:25-9:08
Period 2- 9:11-9:54

Block 2- 9:57-11:26
Period 3- 9:57-10:40
Period 4- 10:43-11:26

Middle Block-
11/12 Lunch- 11:26-11:51
9/10 Homeroom- 11:29-11:51 (Tardy Bell @ 11:29)
9/10 Lunch- 11:51-12:16
11/12 Homeroom- 11:54-12:16 (Tardy Bell @ 11:54)

Block 3- 12:19-1:48

Block 4- 1:51-3:20

## 12:45 DISMISSAL

Warning Bell- 8:20

**Block 1:** 8:25-9:24
*Period 1:* 8:25-8:53
*Period 2:* 8:56-9:24

**Block 2:** 9:27-10:26
Period 3: 9:27-9:55
Period 4: 9:58-10:26

**Block 3:** 10:29-11:28

**Block 4:** 11:31-12:30

**Lunch: 12:30-12:45**

## LATE START

Warning Bell- 8:20

**Block 1:** 10:25-11:26
*Period 1:* 10:25-10:53
*Period 2:* 10:56-11:26

**Middle Block-**
11/12 Lunch- 11:26-11:51
9/10 Homeroom- 11:29-11:51
(Tardy Bell @ 11:29)
9/10 Lunch- 11:51-12:16
11/12 Homeroom- 11:54-12:16
(Tardy Bell @ 11:54)

**Block 2:** 12:19-1:18
*Period 3:* 12:19-12:47
*Period 4:* 12:50-1:18

**Block 3:** 1:21-2:19

**Block 4:** 1:22-3:20

## CREDITS FOR
## CENTER POINT-URBANA GRADUATION

4 Year Graduation = 58 Credits

*For specifics check the registration handbook on-line.

## UNIVERSAL CPU GRADING SCALE

| | | | | | |
|---|---|---|---|---|---|
| | | 100-93 | A | 92-90 | A- |
| 89-87 | B+ | 86-83 | B | 82-80 | B- |
| 79-77 | C+ | 76-73 | C | 72-70 | C- |
| 69-68 | D+ | 67-66 | D | 65 | D- |
| | BELOW 65 | | F | | |

## RELATIONS

*-Philosophy*

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

# STUDENT CONDUCT

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

***A school atmosphere includes:***

A. *respect for other students and their property.*

B. *respect of your school and its property.* Inappropriate student conduct causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, personnel, and visitors on school premises. Damage to property of others including school property, the painting or coloring of property with words, symbols, and other graffiti will be dealt with appropriate punitive consequences.

C. *respect of faculty and other persons in authority.*

D. *respect of self.* The student who has this "respect of self" will be a good citizen of school and realize that the only person hurt by misbehavior is him or herself. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds. "Away from school grounds" may include but is not limited to and school hours.

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

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

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

Inappropriate conduct includes, but is not limited to, the following:

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

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

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

## IV. SANCTIONS FOR STUDENT MISCONDUCT:

1. **Removal from the classroom** means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

2. Any student who is **dismissed from class** by a teacher or substitute teacher for disciplinary problems will report to the office immediately and will not return to class on that specific day. Dismissal is considered very serious by the school and should not be taken lightly by the student.
   - i The student **may** receive a "zero" for class that day.
   - ii To reenter class the student must have a satisfactory visit with that teacher. "Satisfactory" is defined as agreeing to change behaviors, which caused the removal.

   **ACTIONS…**
   - **1st Dismissal** - **Parents will be notified by the teacher** that a serious breach has occurred. The student will be required to **spend 60 minutes afterschool that night or the next day and complete the work missed in class to receive credit.**
   - **2nd Dismissal** - If from the same class in a semester, parents will be contacted by the principal. The time that a student spends out of class (60 minutes) because of dismissal will be made up before or after school.
   - **3rd Dismissal** – May result in permanent removal from the same class. And no credit will be assigned for that class.
   - **4th Dismissal** from a combination of classes, the student will be suspended pending a parent-faculty-student and principal meeting. This meeting will be held to determine strategies to assist the student for the remainder of the year and ensure his/her success. (These steps may be waived if the severity of the inappropriate behavior so dictates.)

3. **Detention** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building principal.

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

5. **Suspension** means either an in-school suspension or an out-of-school suspension.
   - A An **<u>in school suspension</u>** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The building principal shall conduct an informal investigation of the allegations against the student prior to the imposition of an in-school suspension, which shall include notifying the student of the allegations against the student and the basis for the allegations and giving a student the opportunity to respond to the allegations. An in-school suspension shall not be imposed for a period longer than ten school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student and the student's parents.
     - i An **in-school suspension** means the student will attend school, but will be temporarily isolated from one or more classes. There will be no contact with other students during this suspension. In-school suspensions will not be longer than ten days.
       - **1st in-school suspension** will serve an in-school and be given a warning.
       - **2nd in-school suspension** will serve an in-school and there will be a parent meeting with the principal.
       - **3rd in-school suspension** will result in a one day out of school suspension and parent(s) meeting with the principal before the student is allowed to return.

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

     The building principal may suspend a student after conducting an investigation of the charges against the student which shall include giving the student:
     - i oral or written notice of the allegations against the student;
     - ii the basis in fact for the charges;
     - iii the opportunity to respond to the charges.

     Written notice of the suspension shall be mailed to the student and the student's parents no later than within a week of school days following the imposition of the suspension. Written notice of the suspension shall also be given to the superintendent. A reasonable effort shall be made to notify the student's parents of the suspension by telephone or in person and such effort shall be documented by the person making or attempting to make the contact. Written notice shall include the circumstances, which led to the suspension and a copy of the Board policy and rules pertaining to the suspension.

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

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

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

- violation of that activity's guidelines and suspended by the director/coach.
- violation of school guidelines, resulting in an in-school suspension by the administration.
- if the student suspended is not involved in an activity, then he/she will not be allowed to attend as a spectator the day of an in-school suspension.
- if the student is a participant, then that student's involvement shall be determined by the coach/director and administration on the day of the suspension.
- violation of school guidelines, resulting in an out-of-school suspension. (No attendance or conditions. The student is suspended from all activities and the school grounds during this type of suspension.)

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

2. **Probation** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

3. **Expulsion** means an action by the Board to remove a student from the school environment, which includes, but is not limited to classes and activities for a period of time set by the Board but no longer than one school year. See next page for more information.

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

# STUDENT EXPULSION

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

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

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

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

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

# STUDENT EXPECTATIONS

## I. BEVERAGES

Students will drink appropriate beverages at school.

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

## II. SUBSTANCE ABUSE

Students will use appropriate health substances.

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

## III. USE OF TOBACCO

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

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

## IV. CANDY, FOOD & GUM

There should be no open candy or food in the school's hallways at anytime. Please store the unopened packages in your lockers until used in a class with the teachers approval or for after school. Gum use during the day will be determined by the care taken by the student body. If wrappers and used gum are disposed of properly, gum will continue to be allowed.

## V. PERSONAL APPEARANCE

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

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

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

- low cut tops showing cleavage or shirts showing your midriff
- shirts with holes
- pants with holes above the knees
- low cut pants and high cut shorts
- short skirts or dresses *
- shirts with inappropriate advertising or slogans

**This list is for examples only and is not intended to be the comprehensive list.** This list may change based on safety, modesty, fashion of the time and the needs of the school and its students. Specifically addressed clothing items are as follows:

- NO headbands, decorative hair bands for girls are acceptable
- **No undergarments should be visible at any time.** Spandex is considered an undergarment in all classrooms other than gym class.
  1. **Female clothing guidance**: Halter tops or tube tops should not be worn. When choosing a shirt with straps, use the two finger width rule. To know if the top is cut too low, use the palm method – place the palm with fingers together at the base of your neck and if the shirt drops lower than your pinky finger, the top is not appropriate for school. Shirts exposing your midriff should not be worn. When choosing shorts, skirts, and dresses, none should be shorter than your fingertips when arms are at rest.
  2. **Male clothing guidance:** Sleeveless underwear t-shirts are not allowed. No midriffs showing.
- All students, fans or participants, representing Center Point-Urbana High School in co-curricular activities should be neatly dressed when attending school functions.

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

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

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

## VI. Bags…Back Packs/Book Bags/Purses

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

## VII. Hallway Behavior

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

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

## VIII. Leaving the Building

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

i it is required that his/her absence be approved by a school authority.

ii Students who are going on errands that will take them from the building must first check out through the principal's office.

iii Any student leaving the school without permission may have an in-school suspension or additional consequences as warranted.

## IX. Harassment/Bullying

**Center Point-Urbana High School is a safe environment for all of its students. CPU High celebrates diversity and prides itself in solving problems through a civilized process. Zero tolerance exists for physical or verbal harassment. The person being verbally harassed needs to tell the harasser to stop the bothersome comments. If this is not successful or the person is not comfortable in confronting the harasser, the student is to contact a teacher, counselor, or principal. The harasser will be visited with at once. If this does not stop the behavior, the parents/guardians of the harasser will be called to a meeting. Further incidents could eventually result in further discipline including expulsion from school.**

iv All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

v Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

vi The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

**vii The "Safe" CPU School environment has zero tolerance for weapons, look-a-like weapons, other dangerous objects, and any instrument used as a weapon** on school district premises or property within the jurisdiction of the school district. They can cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors. School district premises or property within the jurisdiction of the school district are not appropriate places for weapons, look-a-like weapons, other dangerous objects, and any instrument used as a weapon. Weapons, look-a-like weapons, other dangerous objects, and any instrument used as a weapon shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students bringing such a weapon may be suspended or expelled from school. Parents of students found to possessing such a weapon shall be notified of the incident. Confiscation of the weapon shall be reported to law enforcement officials, and the student shall be subject to disciplinary action, including suspension or expulsion.

viii "Hurtful" is defined in the eyes of the receiver of the comment. "Hurtful" is defined by that person as damaging to his or her emotions, values, and/or self-esteem."

**Types:** Put downs: Derogatory, damaging, picking on, and/or making fun of another person. Harassment: Negative comments about someone based upon race, creed, gender, sexual orientation or ethnic background.

**Strategies:** Staff makes all students aware of our school's safe environment. Time is spent discussing our safe environment policy. What hurtful comments are and their impact upon others. A review of the strategies so students know consequences and their empowerment. All students are empowered by awareness of this policy to control their comments or confront their harassers.

*Students know their rights and what actions to take*.

i. Handling the situation by him/herself.
ii. Using resources for additional assistance.

*Students harassing are given in-depth assistance.*

iii. Educated for reasons not to harass.
iv. Made aware of consequences for continued harassment.

Staff consistently enforces our school's safe environment policy. Intervention, education, mediation, and referral if necessary when put downs, harassment, or insults are observed. Role modeling is used to help students see how everyone should be treated with the proper dignity they deserve. Education through posters and policy handouts are also used.

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

## X. Visitors

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

## XI. Telephone Use

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

## XII. Lockers

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

Academic Lockers - Each student will be issued a locker and a lock at the beginning of the year. **Lockers are to be locked at all times.** Students are not to leave their lockers unlocked. Detention will be assigned if a student leaves their locker as such. The school does not recognize any responsibility for items stolen from students. Students who damage their locks/lockers will be charged according to the replacement costs. *Students may not switch their lockers and under any circumstances.* Lockers are school property assigned by the school for student use. ***Coats are to be stored in lockers and not worn to classes.**
Locker clean outs will occur on a periodic basis. Lockers may be searched any time per Iowa Code 808.A.

Gym Lockers - These lockers are for physical education and/or personal athletic storage. Only students who are out for school activities during that particular season or are currently in PE are allowed to use the locker rooms. Books, coats, keys, and other personal items needed throughout the day must be stored in your academic locker. **Students involved in activities/P.E. are reminded that these lockers may only be visited before school, during physical education class, and after school.**

The school reserves the right to have unannounced locker checks throughout the year. Unannounced checks may occur at any time when there is a reasonable suspicion of a school regulation being broken.

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

## XIII. Valuables

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

for example: purses, electronics, expensive jewelry, watches, and large amounts of cash. **The school accepts no responsibility and is not liable for lost, misplaced, or stolen valuables.**

## XIV. Electronic Devices (cellular phone, music devices, I-pods, I-pads, laptops, etc.)

Any type of electronic device not educationally relevant to the classroom should never be brought to school by any student unless special permission is received from the principal or an individual teacher. If an individual teacher gives a student permission to use them in class, they must be put in lockers after class. Two of several concerns are theft and disruption to the learning environment. The only exception to this policy is the crew of junior firefighters with pagers.

**CELL PHONES:**

1. Cell phones are to be **shut off and put away before entering your first block class**
2. Cell phones can be with the student, but NOT in use or taken out during school hours. This includes homeroom and lunch time. (Consequences are stated below.)
3. Cell phones may be used in the building after the completion of the school day.

Here are the disciplinary actions when caught with a cell phone during school hours…

**First offense** – 60 minute detention /Phone held in office/Student may be picked up at the end of the school day.

**Second offense** – 60 minute detention/ Phone held by principal / Parent to pick up phone

**Third offense** – 60 minute detention/ Phone held by principal /In-school suspension /Parent to pick up phone

**Fourth offense** – Phone held by principal/Meeting with parent & student/Discipline upon the discretion of the principal.

**I-PODS, MP3, I-PADS, LAPTOPS:**

1. Must have teacher permission and only at their designated times/places.
2. Are not to be heard or seen outside the classroom during school hours.
3. May be used in the building until the first bell & after the last bell upon completion of the school day.

**First offense** – 60 minute detention / Held in the office /Picked up at the end of the school day.

**Second offense** – 60 minute detention / Held by the principal /Parents needs to pick up.

**Third offense** – 60 minute detention/Held by the principal / In-school suspension/Parent needs to pick up.

**Fourth offense** – Held by the principal /Meeting with parent and student discipline upon the discretion of the principal.

## XV. Passes

For a student to be in the hall, it is required that he/she has a pass. Faculty members will monitor students in the hall by asking to see their passes. A student without a pass will be subject to disciplinary action.

## XVI. Skate Boards

Skateboards are not to be brought to school. They create a hazard on the roads and sidewalks at school.

## XVII. Transportation

*Vehicles*

1. Bus transportation is provided for all Center Point-Urbana students living outside of Center Point and/Urbana; therefore, transportation is available if a student chooses not to drive or ride to school in a private vehicle.
2. **It is a privilege for a student to use school parking.** All students are required to required to register the vehicle(s) they will be driving to and from school in the high school office within the first four weeks of the start of school. At the beginning of the year, we will issue parking passes during registration/meet & greet. After that you may pick them up in the high school office. If a vehicle change occurs, you are required to notify the office or you will not be allowed to park on school property.

Refusing to follow the parking pass rule, will end with discipline action by the principal.

3. Vehicles parked on school property will not contain illegal substances or firearms or any materials which would violate school guidelines or various laws.
4. For the goal of providing safety and reducing possibility of students being injured due to automobile accidents, the school rule is that there shall be no driving or riding in cars during the school day unless approved by a parent and/or the principal.
5. Students will not be allowed to visit in their vehicles at any time during the school day without permission from the office. Abuse of this request will result in possible discipline and/or meeting with the principal.
6. **Students operating vehicles with a school permit are cautioned to strictly follow the rules governing the use of these permits. Students seen violating these rules will be reported to the law enforcement officers.**
7. **Remember –**
   **DRIVE AS IF PEOPLE'S LIVES DEPEND UPON YOUR ACTIONS!**

## RULES FOR PARKING

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

Park straight in -

- DO NOT BACK IN OR ANGLE PARK.
- Park within the white designated lines.
- Drive slowly and correctly in the lot - no reckless driving will be allowed.
- Upon arriving in the lot, students are to enter in to the building. You may not leave until the end of the classes or for an appointment.
- Violators will be banned from the parking lots.

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

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

## XVII. Copyright Adherence

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

## XVIII. Technology Agreement

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

## XIX. Course Fees

**One-Time Annual Fee -** fees for the 2012-2013 school year have been consolidated into into a one-time fee of **$25** for all 9th through 12th grade students. This one-time annual fee will replace the numerous individual charges you have been accustomed to paying throughout the school year. **For high school students, this fee will cover book fees and miscellaneous**

**miscellaneous supplies.** High school students can make their payment in the high school office office or mail it to Cathy Fisher's attention.

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

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

*Fee Waiver* -- Students receiving free or reduced lunch through the Child Nutrition Program because of financial eligibility may be eligible for a fee waiver on the above fees or have alternative assignments replace the fee. Projects which will be the student's personal property may be assessed the fee. Such a fee waiver must be requested and is good for one school year. Waivers do not apply to fines or damages.

## XX. Homework Policy

An important extended learning opportunity is homework. Homework is an independent extension of the learning classroom, which allows the student to test his/her intrinsic understanding and skills of the concept/skill being taught. This component of learning is a key percentage of any course's final grade.

Refusal to do homework injures the student's future success and may also be handled in a disciplinary fashion.

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

**PHILOSOPHY:**

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

## XXII. Cheating

Cheating is a symptom of a greater personal character problem or flaw. Cheating usually results from a lack of study or attentiveness, which reflects a poor level of self-confidence or self-esteem.

The school's policy is to handle each case on its merits and in a two prong approach: counseling and consequences. Teachers of the student will be further notified to be watchful and also supportive in giving guidance and strategies for EARNING high performances and as a result raise self-confidence and self-esteem.

## XXIII. QUESTIONING OF AUTHORITY POLICY

**~PHILOSOPHY~**

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

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

***PROCEDURE: STAFF***

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

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

***PROCEDURE: STUDENTS***

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

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

**SAMPLE GUIDELINE**

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

STEP #1 After class, see me to ask for a meeting.
STEP #2 Briefly give the reason for the meeting.
STEP #3 Fill out "Concern" questionnaire before the meeting.
STEP #4 If several students, select one or two representatives.

**QUESTIONNAIRE FORM**

What happened or is happening? Please cite specific comments/actions.
Why do you think this (concern) is happening?
Have I had a part in the problem?
What are the solutions to the problem? (What do you want to have happen?)

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

***RESPECT OF AUTHORITY / OUT-OF-SCHOOL CONDUCT***

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

## XXIV. Student Searches

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

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

The school reserves the right to have law enforcement make general random sweeps of the school and school grounds with certified law enforcement dogs. This action is taken to help achieve the district's pledge to students, parents, and the community that the CPU Schools are a

safe and drug free learning environment. Searches must also be reasonable in scope. Reasonable scope is defined as

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

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

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

## XXV. Lockers and Other School Property

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

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

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

## XXVI. Corporal Punishment

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

Reasonable physical force used should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

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

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

## XXVII. Student Rights

*Freedom of Expression*

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

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

*The Right to Petition*

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

*Student Due Process Rights*

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

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

*Complaints and Grievance*

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

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

*Interrogation by Outside Agency*

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

# DAILY PROCEDURES

## I. ATTENDANCE POLICY

1. Students are expected to attend classes regularly and to be on time. Students who are absent regularly cannot derive full benefit from the instructional program. Students who are tardy on a regular basis cannot derive full benefit from the instructional program plus they create a disruption, which is detrimental to all students enrolled in the class.

2. Continuity in the learning process is seriously disrupted by excessive absences or tardies. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school. For these reasons, a student must satisfy two basic requirements in order to earn class credits:
    - Satisfy academic requirements.
    - Exhibit good attendance habits (as stated in this policy).
    - An absence as described in this policy is defined as failure to attend a class (for any reason), or tardy in excess of 15 minutes.
    - Absences are to be used for the following purposes:
        - **personal illness,**
        - **professional appointments, or**
        - **serious personal or family problems**

**A phone call to the high school office <u>is required</u> from the parent or guardian on the day of an absence will be accepted in place of a note unless a doctor's note has been required or requested. Failure of notification will result in the school's attempt to contact the parent/guardian. Students are required to bring to the office a note from their parents or guardian when they return to school <u>if</u> there has not been a call to the office on the day of absence.**

**3.** All absences will be classified in <u>one of four</u> ways:

A ***<u>#1 Excused Absence</u>*** - (Parent and school approved.) No penalty,
- All work may be made up. These are limited to:
- personal illness,
- professional appointments, or
- personal family issues which must be shared with the principal or counselor.

*B* ***<u>#2 Absence</u>*** *- Any absence approved by the parent but not included in one of the categories listed previously, is therefore, not excused by the school.* All work may be made up. A student may be requested to make up time to insure educational success in light of lost class time. Such #2 absences may include but are not limited to: vacation with family or emergency work at home with parents.

C ***<u>#3 Absence</u>*** - Shopping, senior pictures, driver's license exams, job interviews or work for a salary, court appearances for student misconduct, or "personal" days will be #3 absences - <u>regardless of parental request.</u> (In re Donald and K Bliss 4 D.P.I. App Dec 118 1985).

D ***#4 Unexcused absence or truancy*** - No extension of absences will be granted if three or more accumulated absences are of this type throughout the school year. This is a most serious violation to be treated in the following manner:

- credit may be withheld pending the nature of the absence,
- the student will be required to make up time (60 minutes or the time missed - whichever is more) after or before school, and/or,
- the student may lose privileges and
- repeated cases of truancy may result in assignment to the school board's alternative schools of Kirkwood College's High School Diploma program.

1. If a student has an extended illness or a combination of the circumstances listed in "#4"(D), she/he may appeal for an extension of absences. If granted the students would be permitted to remain in class in good standing. Any planned absences beyond the extension must be approved in advance. Parents may call the office or send a note prior to the absence. In determining whether an extension is to be granted, school officials may ask for medical verification of an illness. Likewise, medical excuses may be required of students for absences during the extension period. Appeals may be accepted conditionally. Example: After every subsequent absence that term, the student is assigned to directed studies.
2. In an effort to improve academic performance, our school has set a 5-day absence per quarter as the point when student's parents are contacted.
   - i Upon the next absence from a class made by the student whether excused or not, the teacher has the option of placing the student on a "Safety Net". This is a "net" of directed studies for absences per class to ensure the success of the student. It is given **if the student has a grade of a C or below in the class.**
   - ii A "Safety Net" form will be given to the student by their teacher(s) to bring to the office to be put on record. This will require the student to stay after school on that specific day of return or before school the next day – whichever the teacher requires. These "Safety Nets" can be given by each teacher in each of the student's classes but is determined by the standing grade of the student. Adjustments may be made due to more than one form issued. For example a student receive more than one form and may stay one night for one teacher and the next night for another until their assignments are completed.
   - iii We encourage each teacher to have the time spent with them whenever possible. They, the teacher, determines if the student spends it with them or if they will stay with the supervisor of detentions for a minimum of one (1) hour in the library at the designated time.
   - iv On each form it will show what assignments they are to complete and what needs to be made up. This will continue each day until the teacher signs it.
   - v When all the requirements (assignments) are met by the student and the teacher agrees, the student is released from that particular safety net by the signature of the teacher.
   - vi If an absence happens again and all the elements are the same as listed above, the process continues or starts again.

vii Also, the principal will have the discretion to decide whether or not a student who meets the safety net rule will be able to attend field trips or other school related activities.

3. **Only five days per year will be excused as family days/vacation. The principal will need to be contacted and give permission for the excuse. Otherwise the time missed will be made up before or after school and completed within no more than 2 weeks of the absence.**
4. **Repeated absences** may require a doctor's excuse and may also necessitate a parent-student-principal meeting to plan future strategies for improved attendance and success in the classroom.
5. A student who is suspended from school because of a discipline problem for a number of days will have that number charged against the total of five (5) days as stated in this policy.
6. A student is given a maximum of one hour before and after a professional appointment. This should allow ample time to reach the office if located in Cedar Rapids and return to school. If otherwise, a signed excuse by the appropriate office visited must accompany the student on his/her return to school with the time having left the office or pharmacy.

## II. TARDIES

1st Tardy **-- Warning / * See Below**

2nd Tardy **-- 30 minutes / *See Below**

3rd Tardy **-- 60 minutes / *See Below**

4th Tardy **– Loss of privileges plus a 60 minute detention.**

*Any student tardy to school will make up the time missed or the set amount whichever is greater. The first tardy to school will be a warning if the student is late less than fifteen (15) minutes.

1. **Tardiness is defined as any unexcused appearance of the student beyond the scheduled time that a class begins. Students arriving after that time will be considered tardy. Tardies before the school day begins will be handled as shown previously. Also tardies are counted when students arrive late to an assigned directed studies or detention. These tardies carry no consequence but they do count towards the number of total tardies, which would affect further tardies' level of consequence.**

2. As the school provides bus transportation for those students living more than a mile from school, *should students decide to use their own transportation to school,* **it is their responsibility to arrive on time. Car trouble or a "late" ride from a friend are NOT acceptable excuses.** Poor weather conditions, accidents or such emergency situations will certainly be considered when determining whether a late arrival is or is not a tardy.
3. A student detained by another teacher will not be considered a tardy provided the teacher gives the student a pass to enter his or her next class. **The teacher should contact the office when a student is late so the student will not be considered absent.** Teachers will honor other faculty members' passes. **If there is a question as to the authenticity of the pass, the teacher should check with the teacher issuing the pass or turn it into the office.** Students are expected to be in the classroom when the bell rings.
4. **Promptness to homerooms and lunch are just as important as class timeliness.**

## III. ATTENDANCE STATUS

*Perfect Attendance*

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

## IV. MAKE-UP WORK

1. Return from unforeseen absence - All students who are absent will be required to make up work that is equivalent in difficulty and scope to the work that was conducted in class during the day. Students who are absent because of a #3 (Page 24) unexcused absence or are truant may receive a zero for any work as signed that day.
2. Request for homework – If a student is absent a request for homework may be done through the office by the student or parent by 10 a.m. as teachers need their prep time to gather and bring what is needed to the office.
    - i Please contact the office via phone or email with the name of the student
    - ii The date(s) gone
    - iii if any books or items are needed out of their locker
    - iv the time you'd like to pick it up – no later than 4 p.m.
    - v whom it is to be given to if other than the parent.

    We will collect homework in the office and have it ready. At times there may be none collected, so if you'd like to call prior please feel free to do so.
3. Make-up work is extremely critical as the student has missed the class presentation and discussion. It is the student's obligation to request the make-up work from the instructor upon arrival in class the day after the absence. As a general guideline, students will have one day plus the number of days missed to complete work.
4. In unusual circumstances, as determined by the instructor, additional time may be granted. **Pre-announced tests and/or assignments will be completed upon the student's return.**
5. Advanced Make Up Forms – for pre-known absence(s). **A parent phone call or email MUST accompany all absences that are not school related.**
    a. This form is required to be filled out for all field trips, school activity absences, college visits, and/or other known absences of a student.
    b. If a student is going to be absent due to a prescheduled appointment, family trip, or other *unrelated* school event, **the high school office must be notified by their parent** and a student is required to fill out this form and turn it in to the high school office.
    c. While vacation/family trips can provide an in depth study, the student will be missing other educational opportunities in classes during the day. For this reason, students are required to have an advanced make up form signed by teachers and turned into the office prior to their absence. It should be picked up well enough in advance to allow the student to make up his/her work and obtain the teachers' signatures. These forms are to be signed by teachers and turned into the office prior to the trip.
    d. For individual "known" absences a student will be assigned an hour detention for not completing the advanced make up form and/or turning it in to the office. A copy of this form can be found in the "forms" section of this handbook.
2. Music lessons - Students are responsible for making up work missed during the 20-minute lesson. If a test is being given or the classroom teacher requests the music student to stay, the student needs to arrange another time for the lesson. Neither band nor vocal students should miss the same class more than once every 6 weeks.

## V. FAMILY NIGHT

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

## VI. FIRE AND DISASTER DRILLS

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

## VII. TRANSPORTATION TO "AWAY" ACTIVITIES

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

## VIII. SPORTSMANSHIP

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

**SPORTSMANSHIP QUALITIES:**

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

**TOP TEN CHARACTERISTICS OF GOOD SPORTS**

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

## IX. AWARDS

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

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

## X. CPU HONOR SOCIETY

**Under review with the administration.

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

**Statement of Intent:** It is the intent of the district to provide transitional bilingual education (TBE) or English as a Second Language (ESL) programming to students whose primary language is other than English, until the student demonstrates a functional ability to understand, speak, read and write the English language with sufficient proficiency to allow the student to reach his/her learning potential in the regular classroom.

**Identification/Qualification:** Initial identification will be made through the registration process. If LEP indicators are present, the principal will seek input and permission from the parent for further assessment. The results of that assessment will be shared with the parents and the Child Study Team, with input from the parents, will determine the eligibility of the student for special programming.

**Educational Programming:** The Child Study Team will identify available education programming possibilities and determine the most appropriate programming given the needs of the student and the resources available. No student will be placed in any special programs without the permission of the parents.

**Resources:** The Child Study Team will contact the Bureau of Compensatory and Equity Education of the Iowa Department of Education in order to determine current resources and options available to the LEP student.

## XII. HOMEROOM'S PURPOSE

Some potential uses of homeroom might be the following:

a. REAL Time
b. individual homework
c. group homework
d. meeting with a teacher for further assistance
e. individual research in the homeroom
f. individual research in the media center
g. word processing in the media center or communications labs
h. individual project work in the homeroom or media center
i. group project work in the homeroom or media center

j. leisure reading in the homeroom or media center
k. meeting with the counselor for counseling/career guidance
l. visiting the office to meet various needs
m. having a music lesson
n. making up homework
o. class meetings
p. club meetings
q. speaker presentations
r. goal setting
s. class registration guidances
t. and other general needs you need to meet

***The atmosphere of homerooms does not have to be quiet but it should be productive in nature with one of the above purposes being accomplished by or for you.*** *Please remember you must report in a timely manner to your homerooms, just like your classes*. Similarly, you must have passes from your homerooms, just like your classes. Make good use of this time. You are the one in charge and the one who will be the winner if you do!

## XIII. HOMEROOM POLICY

1. **All students report to homeroom for attendance**.
2. Students wanting to check out may then do so with your homeroom teacher and they will give you a pass to your destination. If going as a group these rules apply…
    i. Members of a group will not stray to other parts of the building as all must arrive at once with the roster.
    ii. Receiving staff member will check the group to see all members are present. Missing students/tardies will be reported to the office.
    iii. Consequences may be given.
3. All students will be counted as tardy who enter after the bell has rung.

## XIV. LUNCH GUIDELINES

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

**Basic Meal Prices***

| Student | | Adult | |
|---|---|---|---|
| Breakfast | $1.30 | Breakfast / Lunch | 3.20 |
| Lunch | $2.30 | | |
| | | Milk | $0.30 |

* Prices are subject to change.

## XV. NOTIFICATION OF STUDENT RECORDS POLICY

1. The Center Point-Urbana School District collects and maintains records on each student in order to facilitate the instruction, guidance, and additional progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identifying date academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interests inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.
2. Records of each student are generally located in the school building, which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for the high school building is listed below.
   Name: Rob Libolt - Position: High School Principal
3. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.
   1. School personnel with a legitimate educational interest.
   2. Officials of other schools in which the student proposes to enroll.
   3. Representatives of state and local government when auditing and evaluating Federal and State funded educational programs.
   4. In connection with a student's educational financial aid applications.
   5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
   6. Organizations, which process and evaluate standardized tests.
   7. Accrediting organizations for accrediting purposes.
   8. Parents of dependent children, regardless of child's age.
   9. In connection with an emergency.
4. Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to junior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

5. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.
6. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the above mentioned persons responsible for maintaining student records in each building.
7. The following information may be released to the public in regard to any individual student of the School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal. It is desirable to renew this objection at the beginning of each school year.

   NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OR STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

## XVI. MEDICATION POLICY

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

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

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

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

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

The proper form and medication should be presented to the school nurse before 8:25 on the morning it is to be administered. At this time, the nurse will be in the Nurse's Office.

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

**1.** Reason for medication
**2.** Usual dosage
**3.** Mode of administration
**4.** Possible side effects
**5.** A written record of the administration of each medication will be maintained. This record will include:

- Student's full name
- Name and strength of medication
- Dosage and time of administration
- Date and name of person administering

## XVII. HEPATITUS B / HIV / AIDS AWARENESS

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

## XVIII. FUNDRAISING

Fundraising by students at Center Point-Urbana must be approved by the administration.

## XIX. FOREIGN EXCHANGE STUDENTS

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

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

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

# IMPORTANT ADDITIONAL INFORMATION

## I. DANCES

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

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

## II. FIELD TRIPS

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

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

**a.** The field trip is offered as part of the educational process. All school expectations extend to such field trips.
**b.** No loud talking or boisterous behavior, which might distract the driver.
**c.** Moving around while the bus is in motion is prohibited.
**d.** You are expected to be courteous and friendly with the bus driver, the chaperone, and the other students on the bus.
**e.** The bus should be left clean and neat.
**f.** Remember that the bus driver is also an authority and whatever he directs must be obeyed.

- *Failure* to turn in Advance Make Up Sheets to the office one day prior to the trip may result in that student staying at school or possibly making up the entire time missed - a minimum one hour detention will be given.
- *If five (5) days or more have been missed in the student's attendance then they must have prior approval from the principal to attend the trip.*

## III. ASSEMBLY PROGRAMS

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

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

## IV. CLASS DUES

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

## V. TEXTBOOKS

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

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

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

# FOR YOUR INFORMATION

## I. AVAILABLE SERVICES

*GUIDANCE SERVICES* -- Counseling is an interview between the student and the counselor. The counselor listens, interprets, clarifies, reflects feelings and may give advice concerning the situation. The goal of counseling is to help students. There are many reasons why a student might seek counseling. When you have prior knowledge of a need to see the counselor, please set up the appointment with him and your teacher so little is lost in class time. However, if an unexpected counseling need arises - please do not hesitate to see the counselor at any time during the school year. If during the summer hours, please contact the district office and they will be sure to contact the counselor to contact you. The following are examples:

**a. Vocational Counseling** -- the counselor assists the student in determining his/her interests and abilities and which vocations the students might best be suited.

**b. Individual Counseling** -- the counselor assists students who are struggling academically due to physical social, academic, or emotional reasons.

**c. Miscellaneous** -- the following are further examples of student utilization of the counseling service:

1) High School regulations
2) Curricular
3) Course registration
4) Courses to take in high school
5) Grade Averages
6) Permanent records
7) Job placement
8) College financial aid
9) Student activities
10) Group counseling
11) Transcripts
12) Educational information
13) Occupational information
14) Personal social information
15) Individual and group testing

Once more, it is emphasized the counselor's goal is to help students. The above are some examples of assistance offered to students, however, there are many other reasons why a student might see the counselor and if you feel the counselor can help you, don't hesitate to see them.

*PSYCHOLOGISTS* -- The school psychologist makes use of all available data relating to students and administers individual intelligence and personality tests in making an intensive diagnosis of intellectual and emotional concerns. The psychologist will confer with staff in planning appropriate curriculum and placement for student.

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

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

*DIRECTED STUDIES* -- On an as needed basis, either a student who has requested academic assistance or a student who has been assigned to stay after school or during homeroom for academic reason/"Safety Net", will attend the Directed Studies Room. In the case of an assigned stay by a teacher, the student must stay that night. Failure to do so will result in a detention. A student needing further academic assistance, who has not been able to meet with the teacher for the subject, may also use the Directed Studies Room. The student must contact the office so proper arrangements may be made.

*COMMUNICATION* - The kiosk bulletin boards will have the announcements posted daily. Announcements will be read at the beginning of 2nd block – Listen attentively as you benefit from knowing school information. These are also posted on Powerschools after 10 a.m. each day. A Monthly Newsletter – "The Pride" – Electronic mailings to those parents who have given the high school office their email address. Otherwise contact the district office if you want on the mailing list.

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

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

# FORMS WE USE…

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

**ADMIT SLIP** – ***When you are absent or late to school… Check in at the office and*** pick up one of these for admittance into class. This way the teacher knows you have gone through the office and are cleared to be in class.

**PERMIT TO LEAVE** – ***If you are planning to leave*** for a professional appointment, trip, or another reason, upon your arrival, come into the office and get this slip first thing to be able to leave. Your parent/guardian will need to call or email the high school office or send a note with you before you will be approved through the office. You must sign out in the office before you leave and when you arrive back if within the same day. Do not give this slip to your teacher, but merely show them and as you need to take this "Permit To Leave" slip with you to your appointment/trip.

**ADVANCED MAKE UP SHEETS** – ***If you know in advance that you will be absent from school,*** these are forms that you have teachers sign and fill out. **Your parent must contact the school via email or phone if leaving for an unrelated school activity -** (see page 27). You may pick these up in the office, all appropriate teachers must sign and then you will need to turn them into the office **the day before** you leave. Examples of when these sheets are to be used - field trips, family trips, appointments that may take you away for more than one block of time from school, activities, college days, job shadows.

**MEDICATION PERMISSIONSLIPS** – Parents/guardians may fill out one of these ***if you are on medicine that you need to take during the school day.*** If a form is not available, please write the student's name, name of medication, last dosage taken and when to be administered at school, and amount to be taken. Then the parent/guardian needs to sign and date it. ALL MEDICINE NEEDS TO BE BROUGHT IN ITS ORIGINAL CONTAINER. This also pertains to any non-prescription medications.

**Other forms to be signed on e-registration and/or handed out from school include…**
Acknowledgment of the Student Handbook / Technology Usage Agreement / Field Trip
Radiological Emergency Student Information / Good Conduct
*IF APPLICABLE…*Vehicle Registration / Application for Free or Reduced Meals / Fee Waivers

### Good Conduct Policy

*Participation in activities is a privilege, so with that comes responsibilities to represent our school and communities in an appropriate manner. Each student therefore must adhere to the Good Conduct Policy.*
The Good Conduct Code says (in summary):

1. Students shall not use, possess, sell, distribute or be in attendance without the accompaniment of their parent/guardian where minors use, possess, sell or otherwise distribute alcohol, other controlled substances, mood altering chemicals or "look alike" substances that appear to be alcohol or controlled substances, nor shall the student violate any state or local law involving such substances.
2. No student shall use, possess, sell or distribute tobacco, nor violate any other state or local law involving such substances.
3. No student shall be in possession of, or distribute pornographic materials.
4. A student shall not be in violation of statutory law that is of the degree of serious misdemeanor or greater.
5. No student will be charged with shoplifting. A criminal conviction is not necessary for the application of this policy.
6. Follow all Good Conduct Policy regulations as per the state mandates.

**CENTER POINT-URBANA HIGH SCHOOL'S**

# TECHNOLOGY USAGE AGREEMENT

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

**Each CPU High School Student is requested to sign a technology form when they begin classes at the high school.**