

CENTER POINT - URBANA MIDDLE SCHOOL

A Guide to Successful Center Point - Urbana Middle School Citizenship



Parent/Student Handbook

2011-2012

Center Point – Urbana Middle School

Box 296

Center Point, Iowa 52213

Phone (319) 849-1102

www.cpuschools.org

EQUITY NOTIFICATION

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees. Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator, Jon Hasleiet 849-1102 x 600, by writing to the Affirmative Action Coordinator, Center Point-Urbana Community School District, Center Point, Iowa 52213.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Approved 1/20/2010 Reviewed Revised
Code No. 500

TABLE OF CONTENTS

Introduction

- Message to Parents p. 5
- Message to Students p. 6
- CPU's Successful Person p. 7
- Middle School Philosophy p. 8
- Middle School Objectives p. 8
- School Address/Phone p. 9
- School Hours p. 9
- Room Numbers p. 10
- Floor Plan p. 11-12
- Calendar p. 13
- Schedule p. 14
- Middle School Activities p. 15
- Participation on Non-School Teams p. 16-17
- Participation Policy p. 18
- Scholastic Eligibility p. 19
- Anti-Bullying/Harassment Policy p.20-22
- Attendance p. 23-27
- Accident Procedures/Emergency Information Card p. 27
- Activity Bus p. 28
- Arrival Time p. 28
- Bicycles p. 28
- Bus Procedures p. 29-30
- Cell Phone p. 31
- Change of Address p. 31
- Cheating p. 31
- Child Custody p. 31
- Church Night p. 31
- Communicable Diseases p. 32-33
- Contacting School Officials p. 34
- Courtesy at Events p. 34
- Detention p. 35
- Discipline p. 35
- Dress Standards/Grooming p. 35
- Drills p. 36
- Exploratory Classes p. 36
- Extra-Curricular Participation p. 36
- Field Trips p. 37
- Grant Wood Area Education Association p. 37
- Grievance Procedure p. 37
- Gum and Candy p. 37
- Hallway Passes p. 38
- Healthy Snack Policy p. 38
- Homework Expectations p. 39
- Homework, Guided Practice, and Make-up Work p. 40-41
- Homeless Children and Youth p. 42
- Illnesses p. 42
- Insurance p. 42

TABLE OF CONTENTS
(continued)

Items Not to be Brought to School p. 42

Leaving School p. 43

Lockers p. 43

Limited English Proficient Students (LEP) p. 43

Lunch/Breakfast p. 44

Medication Policy p. 45

Messages to Students p. 46

Multicultural, Nonsexist Statement p. 46

Money, Valuables and Personal Property at School p. 46

Noon Study p. 47

Respect for Public Property p. 47

School Conditions p. 47

School Day p. 47

School Employee Abuse p. 47

Search and Seizure p. 47

Sending Money to School p. 48

Software Policy p. 48

Special Services p. 48

Student Conduct p. 49-50

Common Area Expectations p. 51-53

Stay After School for an Event p. 54

Student Pictures p. 54

Student Records p. 54

Summer Success Program p. 55

Personal Conduct p. 56

Tardiness p. 56

Testing p. 56

Vandalism p. 56

Visitors p. 56

Volunteers p. 56

Withdrawing a Student p. 56



**CENTER POINT-URBANA
COMMUNITY SCHOOL DISTRICT**

CPU

Dear Parents:

Congratulations on being part of the Center Point - Urbana Middle School. This promises to be a very exciting year. The middle school has been located in Urbana for the last 21 years and will be in Center Point for the 2011-2012 school year. The middle school students will eventually benefit from having a new high school.

This handbook contains information, procedures and expectations that will help both you and your child during the upcoming year. Please keep this close to you to use as a reference. It is also on the school website.

The Middle School Staff is dedicated to providing you child with the best education we can offer. They continue to take classes during our in-service time to give each student the most current instructional strategies possible.

We all need to work together to enable each student to grow as citizens and students. Please read letters mailed home, e-mail notices and Friday Folder information.

If you have any questions regarding the Center Point - Urbana Middle School Program, please contact the school.

Sincerely,

Brent Winterhof
Middle School Principal

**CENTER POINT-URBANA
COMMUNITY SCHOOL DISTRICT**

CPU

Dear Students,

Welcome to a new school year and the new middle school! The staff would like you to have a successful and memorable year. One of our goals this year is to have all students be outstanding citizens. Look for ways that you can do that each day!

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

Sincerely,

Brent Winterhof
Middle School Principal

Middle School Mission Statement

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

PHILOSOPHY

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



OBJECTIVES

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

ROOMS NUMBERS FOR THE CENTER POINT - URBANA MIDDLE SCHOOL

- 6.....Pugh
- 102.....Lint/Nurse
- 103.....Griswold
- 104.....Leedom
- 105.....Wilkinson
- 106.....Miller
- 107.....Davidson
- 108.....Grieff
- 109.....Wenger
- 110.....Sheldon
- 111.....Empty
- 112.....Johnson
- 114.....Teacher's Lounge
- 115.....Coberly
- 116.....McNeill
- 118.....Slifka/HS Shop
- 130.....ICN
- 134.....Monson
- 147.....Bardell
- 201.....2nd Floor Conference Room
- 203.....S. Vaupel - Art
- 205.....Garloff
- 206.....Kuehl
- 207.....Dolan
- 208.....Heitshusen
- 209.....Staudacher
- 210.....A. Vaupel
- 211.....Computer Lab
- 212.....Hildebrandt
- 215.....Federspiel
- 216.....Jaquette
- 217.....Grennan
- 218.....Neff/Wipperling
- 219.....Empty
- 330.....Sunseri/Library

RULES REGARDING PARTICIPATION OF STUDENTS ON NON-SCHOOL TEAMS

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

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

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

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

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

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

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

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

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

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

CENTER POINT - URBANA MIDDLE SCHOOL PARTICIPATION POLICY

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

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

CENTER POINT - URBANA MIDDLE SCHOOL PARTICIPATION CONTRACT

Student Name: _____

Date: _____

Reason for detention/suspension:

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

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

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

Student Signature

Coach Signature

Parent Signature

Date

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

CENTER POINT - URBANA MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

Code No. 104

Page 1 of 3

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

Approved 11/18/09 Reviewed Revised

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

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

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

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

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

Cross References:

- 502 Student Rights and Responsibilities
- 503 Student Discipline
- 506 Student Records

Date

To the parents of _____ :

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

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

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

Sincerely,

Principal

Plan for Successful Attendance

Student _____ **Date** _____

A list of those at the meeting:

Why is the student missing school?

What can be done to delete/change the reasons?

Plan for good attendance in the future.

The plan will include:

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

Student Signature _____

Parent/ Guardian Signature _____

Principal/ Prevention Coordinator _____

.

Activity Bus

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

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

Arrival Time

All students must be seated in their classroom by 8:25 A.M. Doors will be opened for students to enter at 8:15 A.M. Students involved in the breakfast program may enter the cafeteria door **at 8:00 A. M in CP.** **Only** students eating breakfast at school will be permitted in the cafeteria.

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

Bicycles

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

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



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

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

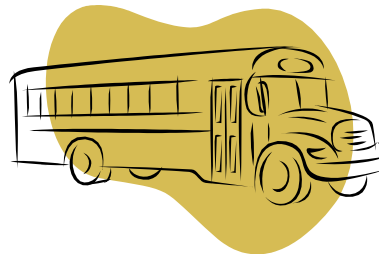
If a student is to leave school by means other than his/her regular arrangement, it is necessary to send a written note.

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

Shuttle Bus (Before and After School)

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

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



Communicable Diseases

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

COMMUNICABLE DISEASE CHART

Concise Descriptions and Recommendations for Exclusion of Cases from School

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

Concise Descriptions and Recommendations for Exclusion of Cases from School

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



Contacting School Officials

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

Courtesy at Events

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

For athletic games students are expected to:

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

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

At concerts and plays, students are expected to:

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

Rules at CPU Football Games:

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

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

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

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

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

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

Detention

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

Discipline

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

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

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

Dress Standards/Grooming/Health

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

At the Middle School good grooming is promoted. Students with continual hygiene problems will be referred to the school nurse or the principal. Writing on hands, arms and clothing does not display proper grooming. Students may not paint their faces or color their hair with bright colors. Body piercing is allowed only under the following guidelines: the piercing is done at a state licensed approved piercing business, the student has had all Hepatitis B vaccinations, and the student's parents/guardians send a note giving approval. This policy is in the best interest of the student's health and is consistent with other policies in our district

Drills

Fire drills, tornado drills, and bus evacuation drills are held regularly during the school year, according to the Iowa Code.



Exploratory Courses

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

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

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

Extra-Curricular Participation

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

Hallway Passes

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

Healthy Snack Policy

Center Point - Urbana School District
MS Snack Policy 2006

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

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

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

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

GRAIN FOODS

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

DAIRY/PROTEIN

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

FRUITS/VEGETABLES

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





Homework Expectations

Developed by the students in February of 2006

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



Name

Legible

Paper not wrinkled, torn or having unnecessary writing or drawing

Write in sentences unless directed otherwise

Words spelled correctly

Completed on time

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

Be proud of what you do!



Homework and Make-up Work

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

When can homework be completed?

- 1) Class time - When given homework, don't waste time. Get right to work.
- 2) PRIDE - If a student is not in band and/or choir then they may have some of this time.
6th, 7th and 8th grade 10:54 – 11:37
- 3) Group time
- 4) Outside of school hours - Home
School - students may stay after or before school if it is arranged ahead of time.

What to do if you have questions on homework?

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

All homework is expected to be completed on time.

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

- 1) YOU GET A LOWER GRADE.
 - 2) 6th graders will be assigned to noon study.
- B. If a student is absent from class or school, it is his/her responsibility to see the teacher to coordinate make-up work. This includes going on a trip. Unexcused absences still require the student to complete the assignment.
- C. Assignment Notebooks (Premier Agendas) will be provided for all 6th and 7th grade students to organize schoolwork.
- D. As a general rule, a student has two days to make up the work for each day of absence.



Homework Grading for Late Assignments

6th Grade

If an assignment is not done on time (due when the class begins), 20% will be deducted from the grade. The student will have one calendar week or the next test to get the assignment completed or it turns to a zero. The late assignment is due by the end of the day on the 7th day unless there is a test, whichever comes first. The spelling book may be turned in after the unit test is taken.

This means that if a student has a late assignment on September 1st, they have until the end of the school day on September 8th to turn it in. If there is a test on September 4th, they will have until the start of class on September 4th to get it completed.

If they are gone on the 7th day, the late assignment is due the day they come back.

Extra credit work to improve grades is not expected!

There is class time, group time, noon study and PRIDE to get work done! Our expectation is that all work is done on time!

If a student doesn't have their assignment completed on time, they will complete a missed homework excuse form so the teacher knows why they did not complete the work.

Tests, Quizzes, Projects and AR do not apply.

7th Grade

If an assignment is not done on time (due when the class begins), 20% will be deducted from the grade. The student will have one calendar week or the next test to get the assignment completed or it turns to a zero. The late assignment is due by the end of the day on the 7th day unless there is a test, whichever comes first. The spelling book may be turned in after the unit test is taken.

This means that if a student has a late assignment on September 1st, they have until the end of the school day on September 8th to turn it in. If there is a test on September 4th, they will have until the start of class on September 4th to get it completed.

If they are gone on the 7th day, the late assignment is due the day they come back.

Extra credit work to improve grades is not expected!

There is class time, group time and PRIDE to get work done! Our expectation is that all work is done on time!

If a student doesn't have their assignment completed on time, they will complete a missed homework excuse form so the teacher knows why they did not complete the work.

Tests, Quizzes, Projects and AR do not apply.

8th Grade

If an assignment is not done on time (due when the class begins), 50% will be deducted from the grade. The student will have three days or the next test to get the assignment completed or it turns to a zero. The late assignment is due by the end of the day on the 3rd day unless there is a test, whichever comes first. The spelling workbook does not apply.

This means that if a student has a late assignment on September 1st, they have until the end of the school day on September 4th to turn it in. If there is a test on September 3rd, they will have until the start of class on September 4th to get it completed.

If they are gone on the 3rd day, the late assignment is due the day they come back. Extra credit work to improve grades is not expected!

There is class time, group time and PRIDE to get work done! Our expectation is that all work is done on time!

If a student doesn't have their assignment completed on time, they will complete a missed homework excuse form so the teacher knows why they did not complete the work.

Tests, Quizzes, Projects and AR do not apply.

Homeless Children and Youth

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

Illnesses

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

- B. A school nurse is on duty part-time in our school. If your child is ill or injured, the following procedure will be followed:
 - 1. The child will be examined by the school nurse.
 - 2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
 - 3. Students with more serious injuries will receive first aid and their parents will be phoned.
 - 4. When children who are ill are sent to the nurse, the temperature will be taken and parents will be called as necessary.
 - 5. A written record is kept on all children seen by the nurse.

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

Items Not to be Brought to School

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

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

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

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

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

iPods and MP3 players are not to be brought to school. The school is not responsible for any damages that any occur to items owned students.

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

Leaving School

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

Lockers

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

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

Students who are in band will need to take their instruments to the Instrumental Music room each morning.

Plan for Educating Limited English Proficient Students (LEP)

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

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

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

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

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

Lunch/Breakfast

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

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

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

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

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

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

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





Medication Policy

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

1. The daily dosage must be accompanied by the proper form giving the following information
 - a. Name of pupil.
 - b. Name of medication.
 - c. Dosage required.
 - d. Time of administration at school.
 - e. Time of last dose at home.
 - f. Date of request.
 - g. Parent's signature.

3. The proper form and medication should be presented to the following certified personnel before 8:30A.M. on the morning it is to be administered:
 - a. School Nurse
 - b. School Secretary

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

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

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

1. Reason for medication.
2. Usual dosage.
3. Mode of administration.
4. Possible side effects.

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

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

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

Messages to Students

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

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

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

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

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

Multicultural, Nonsexist Statement

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

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

Money, Valuables, and Personal Property At School

Students are encouraged never to carry unnecessary sums of money or to bring valuables such as jewelry, iPods or MP3 players to school. The CPU Middle School is NOT responsible for lost or stolen items. Any type of radio, cell phone, walkman, discman, trading cards and/or animals should not be brought to school unless the classroom teacher, coach or sponsor of a field trip grants special permission. Also, laser pointers are not allowed. These items may be taken from the student and held in the office.



Respect for Public Property

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

School Conditions

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

School Day

The school building opens at 8:15 A.M. Town students should not arrive before this time. The students' school day ends at 3:19 P.M. No students should be in the building after this time unless under the direct supervision of a teacher or authorized adult.

School Employee Abuse

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

Search and Seizure

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

Sending Money to School

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

Software Policy Regulations

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

The only software on district computers will be:

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

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

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

Special Services

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



Student Conduct

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

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

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

RIGHTS

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

RESPONSIBILITIES

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

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

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

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

Student Conduct (continued)

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

C.

1. **Time-out.** Time to be served during recreation and/or lunch time.
 - 6th** – 12:03-12:25
 - 7th** - 11:37-12:01
 - 8th** -12:50 –1:09
2. **Detention:** Time to be served after school. Parents will be notified and must provide transportation. The activity bus will not provide shuttling for students. One missed detention will result in a second detention being given. A second missed detention will result in an in-school suspension.
3. **Suspension:** Suspensions are either in-school or out-of-school. In-school disciplinary action which allow the student to be in school but isolated from the rest of the students. Classroom work is given during the time of suspension. Students involved in extracurricular activities will not be allowed to participate during the time of suspension. Out-of-school suspension is disciplinary action which involves removal of the student from school under the super-vision of parents.
4. **Emergency Removal:** Students who become violent and/or destructive, thereby presenting a threat to themselves and/ or others will be immediately removed from the situation. Parents will be notified to immediately take the student from school. Parents must conference with the principal before the student can return to school.

D.

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

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

Common Area Expectations

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

Hallways

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

Expectations:

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

Cafeteria

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

Expectations:

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

Restrooms

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

Expectations:

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

Recreation

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

Expectations:

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

Indoor Rec

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

Outdoor Rec

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

The Media Center

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

Expectations:

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



Locker Room Areas

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

Expectations:

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

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

Bus Loading/Unloading

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

Expectations:

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

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

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

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

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

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

Student Pictures

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

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

A middle school yearbook may be purchased each year.

Student Records

Parents of students under age 18 may exercise the right to review educational records of the student to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

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



Summer Success Program

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

- 1) Quarterly mid-terms will be sent home following the mid-term dates of September 23, November 22, February 10 and April 14 for the first, second, third and fourth quarters. Conferences will be held on October 6 and 12 as well as February 28 and March 1.
- 2) Periodic letters will be sent and grade updates will be written in Agendas to keep the student and parent(s)/guardians aware of progress. The quarters will end on October 21, January 12, March 21 and May 25.
- 3) The Summer Success Program will be required of students in 7th and 8th grade who earn a D or below for the semester grade. The semester grade will be the average of the two quarter grades in math, language arts, science and social studies classes. A student who earns a D or below for the first semester can average their grade with the second semester to earn a D+ or higher and not be required to attend the Summer Success Program. This can only occur for a class which continues in the second semester. Science and social studies are only one semester courses and students will take one the first semester and one during the second.
- 5) The Summer Success Program will be developed on an individual basis for each student. Study skills will be integrated throughout the coursework for each student. Successful completion of the Summer Success Program will allow the student to move to the next grade level. Unsatisfactory completion of the program will result in retention.

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

ATTENDANCE

The Summer Success Program will be held for two weeks in June. The starting date will be June 4th and the last day of class will be June 15th. Each day, class will start at 8:30 and finish at 10:15. All classes will be held at the middle school and a shuttle will run from Urbana at 8:15 and return at 10:30. Parents are responsible for transportation to the appropriate building. Attendance is required unless an *emergency situation occurs. If an absence/tardy occurs, the time and/or material will be made up at the discretion of the teacher or the student may be removed from the program. Failure to attend summer school when required for 7th and 8th grade students will result in retention.

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

GRADING

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

Grading Scale

Pass 70%-100%

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

Personal Conduct

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

Tardiness

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

Testing

The Iowa Test of Basic Skills will be given to students in grades 6-8 in the fall of each year. The dates of this testing will be announced in the school newsletter. Results of the tests will be shared with parents. The main emphasis of this testing program is to improve the overall educational program in CPU Schools.

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

Vandalism

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

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

Visitors

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

School age visitors are not encouraged.

Volunteers

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

Withdrawing a Student

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

1. Please come to the Middle School Office and sign a form to release your child's cumulative records.
2. Insure that all books are returned, library fines are paid, band equipment returned, and the lunch account settled.
3. Please give us advance notice when possible so that the transitions from our school will occur smoothly.